

CARLSBAD POLICE DEPARTMENT

FIELD TRAINING MANUAL



Officer _____

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Chief's Welcome

I would like to congratulate you on your appointment as a Carlsbad Police Officer. You are about to receive some of the finest field training available. We are proud of our training staff, and we feel that they will provide you with the skills and instruction that will make you a successful and productive member of our department.

The Carlsbad Police Department is an agency committed to developing employee excellence at all levels. We believe in Community Oriented Policing, with its emphasis on problem solving and establishing community partnerships; it is the cornerstone upon which we base our training program. We believe that working with citizens to identify problems and encouraging officers to develop innovative solutions to solve those problems will change the face of police work. During the next few months, you will learn more about this commitment to the community and how it improves the quality of life in the City of Carlsbad.

This guidebook has been developed to ensure that all trainees receive the same level of training and performance evaluation. It outlines the skills that you will be required to demonstrate and will serve as a valuable training tool while you work toward completion of the Field Training Program. I am confident that if you apply your academy experience with your FTO instruction, you will successfully accomplish this next phase of your training.

The Carlsbad Police Department is committed to providing the citizens of Carlsbad with the highest quality law enforcement services available. At the same time, we are committed to providing you with the best training, taught by the most qualified instructors on our department. Our Field Training Officers have been chosen not only for their ability to teach new officers, but also for their enthusiasm and commitment to our policing philosophy and organizational values. I consider them problem solvers, role models, and excellent resources for all new officers. Take advantage of this opportunity you are about to embark upon. I am confident that this experience will build a successful foundation to a great law enforcement career.

Neil Gallucci
Chief of Police

Chief's Expectations

Attitude: Any situation can be made better with a proper attitude.

- Be Optimistic: Life is what you make it, and a positive outlook leads to positive outcomes.
- Be Flexible: Not everything will go according to plan. Be able to adjust to change.
- Be Caring: Our most important resource is the people who work here. You aren't required to like everyone, but you **MUST** care about each other!
- Be Enthusiastic: Be an ambassador for your department and your position.

Values: Our CORE VALUES are who we are, and our actions must reflect them.

- Be Accountable: Accept responsibility and hold yourself, and each other, accountable.
- Be Trusted: You must earn trust, and it can be quickly lost. Learn to trust others, and work to be trusted.
- Have Integrity: Always be up-front with your actions, follow the rules and work towards a reputation of honesty and integrity.

Work Ethic: You are a valuable member of an important team. Carry your weight.

- Be Timely: Always be on time and prepared for work. Others are counting on you. Make sure your assignments are completed on time; or get an extension.
- Volunteer: Do not let other teammates carry a bigger load. Be helpful and step up without being asked.

Initiative: You must be the driver of your career, and your development.

- Make Decisions: Make decisions when it is appropriate, considering the views of others.
- Know the Rules: Know the rules, and the expectations. Help others with their decisions.
- Learn from Mistakes: New activities mean mistakes. Learn from them, share them with others and learn from their efforts.
- Speak up: When you are asked for your advice or opinion, give it.

Leadership: To be a true leader, you must continue to learn and grow.

- **Be Proud:** Take pride in who you are, what you do and what your organization accomplishes. Instill pride in others.
- **Challenge Yourself:** Always look for growth opportunities. Know that you will only get back what you put into the team.
- **Be a Role Model:** Hold yourself accountable; maintain high standards.
- **Be a Good Listener:** Make time for others, be patient, and understand what they have to say before you react.
- **Dispel Rumors:** Rumor control and detrimental gossip is harmful to individuals and the organization. It is everyone's responsibility to end this practice by not passing on gossip, rumors or innuendos. When in doubt, go to the source.
- **Be Open-Minded:** Anyone may have a great idea; foster a sense of openness.
- **Develop Others:** Help those around you grow. Keep them challenged to move ahead. Give them increased authority and hold them accountable.

Carlsbad Police Department

Mission Statement

*To protect and serve the community with integrity,
professionalism and valor*

Values

Leading with:

Commitment: Dedication to duty and responsibility

Honesty: Sincere and truthful in our endeavors

Respect: Treat everyone with dignity

Accountability: Responsible and transparent in our actions and words

Compassion: Concern and sympathy for others ensures our organizational success

Vision

Embrace the future and honor the past in pursuit of a safer tomorrow

EXPECTATIONS AND RESPONSIBILITIES

The objective of the Field Training Program is to develop competent, independently functioning officers, capable of handling uniformed patrol duties in a marked patrol unit by themselves, who are capable problem solvers and are committed to providing police services to all citizens in a fair and impartial manner. The components of the field training team are:

THE FIELD TRAINING COORDINATOR (FTC)

The Field Training Coordinator (FTC) is a Professional Standards and Services Division Sergeant. The FTC must successfully complete a 24-hour POST certified Field Training Program/Supervisors, Administrators and Coordinators course prior to or within one year of this assignment.

The FTC will have responsibility for Field Training Officer (FTO) selection, trainee/trainer assignments and scheduling, remediation, and review of the daily and bi-weekly evaluations. The FTC will maintain all trainee records and will review and evaluate the training program to keep it current with legal guidelines and organizational changes. The FTC will hold regular field training team meetings and will arrange and or provide FTO training when necessary. The FTC will also provide input to each FTO's supervisor for inclusion in the FTO's annual evaluation.

The FTC will ensure all trainees participate in an "evaluation interview" upon completion of phase four. The purpose of the interview is to get useful and constructive criticism and suggestions from each trainee regarding the FTO program and the FTO's. Trainees' will complete the FTO Critique Form. The FTO Critique Form will allow the trainee an opportunity to evaluate his/her FTOs and the entire program.

The FTC will prepare a report for the Professional Standards and Services Division Commander delineating the number of trainees that entered the program, their respective classifications (entry level officer, academy graduate, lateral officer, CSO, etc.) and the number in each classification that has either passed or not completed the program.

THE WATCH SUPERVISION TEAM

Field supervisors are responsible for the daily supervision of the FTOs and trainees assigned to their watch with ultimate supervision authority resting with the on-duty watch commander. The watch supervision team will be responsible for ensuring each trainee is receiving the highest quality training possible. Watch supervisors should be available to provide direction to the FTO in resolving performance problems and developing training strategies. It is highly suggested that all supervisors attend an updated FTO course to keep current on field training related trends, policies and legislative policies.

THE FIELD TRAINING OFFICER (FTO)

To be eligible to be selected as an FTO, FTOs must meet the following requirements: (a) Desire to be an FTO, (b) Minimum of four years of patrol experience, two of which shall be with this department, (c) Demonstrated ability as a positive role model, (d) Participate and pass an internal oral interview selection process, (e) Evaluation by supervisors and current FTOs, (f) Possess a POST Basic certificate. The department's FTO selection process consists of: (a) Administrative evaluation as determined by the Chief of Police, (b) The Division Commander will schedule interviews with each candidate, (c) After the interview, the Division Commander will submit his/her recommendation(s) to the Chief of Police, (d) Appointment by the Chief of Police. The FTO shall successfully complete a 40-hour POST certified FTO course prior to being assigned any trainee. All FTO's are also required to attend and successfully complete a 24-hour POST certified FTO Update course every three years.

Field training is a progressive process intended to provide the trainee with all of the knowledge, skills and abilities needed to perform competently as a solo police officer. The FTO is expected to provide the necessary supervision, training, evaluation, mentoring and coaching required to facilitate the development of the trainee. It is the FTO's responsibility to accurately note deficiencies in performance and devise corresponding strategies to bring the trainee's performance to an acceptable level.

FTOs need to realize trainees are not independent, solo functioning officers during the FTO Training Program. FTOs should not waive cover units on calls requiring more than one officer.

The FTO shall complete all daily and bi-weekly evaluations by the end of the next shift. If an evaluation cannot be completed by the end of the following shift, the FTO shall notify the FTC of the reason for the delay and make every reasonable effort to complete the evaluation as soon as possible. The evaluations are to be submitted to the FTC.

All FTO's who are transferred to a non-patrol assignment will be considered inactive. FTOs who are inactive for three or more years must complete 6 months of active patrol duty and have attended the FTO Update course prior to being re-instated as an active FTO.

A trainee's primary FTO will be the FTO assigned to the trainee during Phase 1 (and Phase 4 if at all possible.) At the conclusion of each phase, the current FTO will make recommendations to the FTC as to whether the trainee should progress to the next phase. At the conclusion of Phase 4, the primary FTO will make recommendations to the FTC as to whether the trainee has successfully completed the FTO Program and has the knowledge, skills, and abilities to perform as a solo officer.

The field training officer's relationship with the trainee is to remain strictly professional, both on and off duty, while the trainee is assigned to the field training program.

THE TRAINEE

The trainee's role is to demonstrate the knowledge, skill and ability to perform as a solo officer. The primary responsibility of the trainee is to devote his/her full attention and efforts toward

successful completion of the training program and to give the best effort while assigned to field training. Trainees are to be respectful to FTOs, other program staff, and other members of the department. 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 or accurate, the trainee should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should seek assistance through the chain of command. Trainees will complete all assignments in a prompt, timely manner. Trainees are responsible to know and abide by all Carlsbad Police Department policies and procedures.

Trainees should ask questions as they arise. Trainees should not wait for the FTO to cover an area that is of concern. FTOs are a trainee's primary source of information. The trainee should not be overly concerned when they make a mistake. **Trainees are expected to make mistakes; this is part of the learning process.** Trainee need to recognize and correct these errors.

While off duty, trainees should not respond to police calls, conduct investigations or get involved in police operations unless the situation is life threatening. Trainees shall follow department policy regarding off duty situations.

Trainees will receive daily and bi-weekly evaluations. Trainees should use these evaluations to track his/her progress and to identify areas requiring additional effort on his/her part. Trainees must be receptive to constructive criticism and should strive to maintain an open mind and a positive attitude toward the training process. Trainees need to be open and honest with their FTO when discussing specific performance issues. The FTO should be viewed as a first line supervisor and should be treated as such. All reports submitted by the trainee must be reviewed by the FTO and have the FTO's initials and ID number on the bottom.

The trainee's relationship with all field training program staff members shall remain strictly professional, both on and off duty, while the trainee is assigned to the training program.

FIELD TRAINING GUIDEBOOK

The Field Training Guidebook is comprised of "performance anchors" and "standards." The function of each anchor is explained below its title. The purpose of providing job functions is to clearly and concisely indicate what is to be completed in each anchor. Functions refer to a group of interrelated work activities. The performance anchors must be mastered to fulfill the basic responsibilities of the job. The "standards" describe the major activities required to perform a function. During each phase, trainees are expected to progress toward a "Meets Standard" level of performance within each anchor. A trainee's performance in all areas must be at a "Meets Standard" level prior to completing field training. Consistency and standardization in training and evaluation are essential to the success of the Field Training Program. Standardized training provides for uniform application of policy, procedure, and law throughout the department.

The trainee will review the Field Training Guidebook and become familiar with its contents. Trainees shall carry their Field Training Guidebook on a daily basis and refer to it as needed. Trainees are required to have copies of all previous daily and bi-weekly evaluations available for each new FTO to review. The trainee and FTO will share the responsibility of reviewing and

completing the Field Training Guidebook on a daily basis. Certain anchors involve daily routines such as vehicle inspections, beat assignment, equipment checks, etc. The FTO will make a point of addressing these routines on a daily basis until they are performed at a "Meets Standard" level.

All performance anchors should be discussed, demonstrated, or accomplished during each phase (one through four). The FTO will sign the appropriate box(es) with their initials and ID number.

- **All performance anchors must be signed in phase one or two (or both) before the trainee is permitted to enter phase three.**
- **All performance anchors must be signed in phase three or four (or both) before the trainee is permitted to complete the field training program.**

Performance anchors that cannot be accomplished through actual calls for service or field encounters should be accomplished in a training scenario environment. Demonstration of performance anchors by the FTO would be the next best option. At a minimum, the performance anchor should be discussed with the trainee with the goal of ensuring the trainee understands the performance anchor. Training in the performance anchors should familiarize the officer with correct procedures and department policies. After discussing, demonstrating, and/or accomplishing a performance anchor, the FTO will sign and date the appropriate page in the Field Training Guidebook. It is the combined responsibility of the trainee and FTO to ensure that each anchor receives all required signatures prior to the end of each phase. In order for the trainee to successfully complete the Field Training Programs, each performance anchor shall be signed off as either discussed, demonstrated, or accomplished during phase three or phase four.

The FTC, the FTO, and the trainee should meet at least once during each phase to discuss the trainee's progress. The FTO and trainee will perform all activities in adherence to and in furtherance of the principles expressed in the Department's Mission, Vision, Value Statement and Chief's expectations. The FTO will ensure that the trainee follows the principles of the Value Statement on a daily basis.

The trainee must recognize that all members of the department incorporate Community Oriented Policing into their daily activities. FTOs must reinforce these principles to the trainee through accomplishment of daily activity, discussion, and demonstration.

The performance definitions are as follows:

Discussed: The FTO and trainee discussed the policies, procedures, or laws relevant to the performance anchor.

Demonstrated: The FTO has performed or simulated a performance anchor and the trainee can verbalize an understanding of the demonstration.

Accomplished: The trainee has performed the anchor with minimal or no assistance and has displayed an understanding of the sequence of steps, correct procedure, and proper format.

EVALUATIONS

DAILY EVALUATIONS

The daily evaluation form is used to ensure consistency and standardization when rating the trainee's performance. All FTOs shall evaluate trainees based on the criteria and objectives within the Core Competencies Performance Standards. Remember, training is progressive. The standards are the same for each performance anchor throughout each phase. It will not be uncommon for the trainee's performance to be rated "Improvement Needed" especially in the early phases. The objective of phase training is to have the trainee's performance in all anchors at a "Meets Standard" level prior to the completion of the Field Training Program. This will be accomplished by the FTO and trainee working together to overcome any performance deficiencies. The FTO will adhere to the performance anchor definitions to ensure consistent and impartial evaluations.

The first page of each daily (and bi-weekly) evaluation shall contain the name of the FTO, the name of the trainee, the date and the phase and day of the training schedule (e.g. Phase 2, Day 3). All daily evaluations are to be reviewed and signed (or electronically forwarded) by the FTO and the trainee. All daily evaluations shall be submitted to the Field Training Coordinator by the end of the next scheduled shift.

The daily evaluation form is used to document the trainee's daily performance using established performance anchors as a baseline. The daily evaluation shall be completed, discussed, and signed (or electronically forwarded) by both the FTO and the trainee following each shift. Timely, consistent feedback on daily performance and related training is vital to the learning process. It also ensures the FTO and trainee do not overlook significant incidents or training opportunities. When rating trainee performance, the FTO will mark the appropriate rating for that performance anchor on the evaluation form. The performance ratings are used to reflect performance as follows:

RATINGS

Exceeds Standard: The trainee is at a high level of performance in the performance standard. The trainee's performance demonstrates the trainee has more than sufficient job knowledge, understanding, and ability to complete the task independently without errors as outlined in the performance standard.

Meets Standard: The trainee is at an adequate level of performance in the performance standard. The level of performance demonstrates that the trainee has sufficient job knowledge, understanding, and ability to complete the task independently without errors as outlined in the performance standard.

Improvement Needed: The trainee is not at an adequate level of performance in the performance standard. The trainee is able to perform a portion of the anchor properly but is not able to complete the task without assistance. **AND/OR** The level of performance is inadequate and fails to meet the required standard. The trainee does not show an understanding of the concept of the performance standard. The trainee repeats mistakes throughout the evaluation period. The trainee is not showing progress in this performance standard.

General Comments: An overview of the day's activity in each performance standard. The FTO may write "Not observed" if the trainee did not have an opportunity to attempt the performance standard.

Strong Points: Specific documentation of performance accomplished at an "Exceeds Standard" level, or consistently at a "Meets Standard" level in one or more performance standard.

Weak Points: Specific documentation of performance rated as "Improvement Needed" in one or more performance standard.

Training Strategies: Specific documentation of training techniques used during the shift (or planned to be used in subsequent shifts) by the FTO (tests, simulations, role-play, etc.) to bring performance standard(s) to a "Meets Standard" level.

Any performance standard rated as "Improvement Needed" must be supported by documentation in the narrative and should be accompanied by a corresponding training strategy as appropriate. However, performance documented in the narrative as a weak point does not necessarily require a rating of "Improvement Needed."

If no weak points are observed for the day, this heading should be used to document other training or expertise shared by the FTO and activities performed in an effort to improve the trainee's overall performance. **The Training Strategies section shall not be left blank.**

BI-WEEKLY EVALUATIONS

The bi-weekly evaluation is used to summarize the trainee's strong points and weak points during the previous two weeks with the FTO. The bi-weekly evaluation is also used to document training given by the FTO in response to weak points in the current phase and those carried over from prior phases. The bi-weekly evaluation is also used to document whether or not the trainee is progressing through the current phase at an acceptable level and is ready for the next phase. The FTO assigned to the trainee during the last two weeks of Phases 2 and 3 will make recommendations as to whether the trainee should progress to the next phase.

All bi-weekly evaluations are to be reviewed and signed by the trainee and the FTO. All bi-weekly evaluations shall be submitted to the Field Training Coordinator by the end of the FTO's next scheduled shift.

TRAINING PHASES

There are four primary training phases of field training. Phase 1 and 4 are scheduled to consist of two weeks each while Phases 2 and 3 are scheduled to consist of six weeks each. Therefore, the FTO Program consists of **sixteen weeks** for an entry level officer (Carlsbad PD sponsored recruits and academy graduates) or an out-of-state lateral transfer. Phase training for lateral police officers who have previously completed a POST certified FTO program will be at the discretion of the Field Training Coordinator (FTC) and should consist of a minimum of **six weeks**. The FTC will be responsible for confirming that the lateral officer has written documentation of his/her

successful completion of a POST certified FTO program. Copies of the FTO Program completion documentation shall be placed in the lateral officer's personnel file.

During the four phases, trainees are expected to develop and demonstrate proficiency and/or knowledge of all performance anchors and standards. Phase training is intended to be a progressive process. The trainee's level of performance and responsibility are expected to increase during each phase. Upon completion of phase training, the trainee should possess all of the skills, knowledge and abilities required of a competent, independently functioning officer. The FTC will attempt to assign trainees to a different watch during each successive phase. The FTO Program goal is to have trainees experience the diversity of different shifts and work environments.

The FTO and trainee will discuss the Department's Mission Statement on the first day of each phase. The trainee must show a thorough understanding of the Mission Statement and the philosophy behind it. The FTO will document the discussion in the first bi-weekly evaluation of each phase. Through this discussion, the FTO will ensure that the trainee understands each area of the Mission Statement, the Department's commitment to these principles, and the Chief's Expectations.

Total involvement and participation by the trainee in all performance anchors is required. The trainee's performance will be evaluated daily using the performance standards outlined in each performance anchor as a guideline. The FTO and trainee will begin to work on training strategies intended to develop performance to a "Meets Standard" level. The FTO will discuss and/or demonstrate each performance anchor. The trainee is expected increase their activity level as each phase progresses.

Every FTO is required to complete a daily trainee evaluation for each day of training and bi-weekly evaluation after each two week block. A unit CAD printout (or electronic version) shall be attached to each daily trainee evaluation.

The bi-weekly evaluation will also document the trainee's performance and training related to Community Oriented Policing and problem solving principles. The bi-weekly evaluation will also document the trainee's overall performance as it conforms to the department's standards and values.

Upon completion of each phase, the trainee, the primary FTO, and the FTC will meet and discuss the trainee's progress. This meeting will allow the FTC and FTO to outline future strategies for the trainee's improvement and success in the Field Training Program. Copies of all daily and bi-weekly evaluations, along with strategies for success, shall be placed in the trainee's evaluation file for the next FTO to review.

ORIENTATION WEEK

The orientation week is the initial week of training for each trainee. This week will consist of, but not be limited to the following performance objectives:

Department training and qualifications: Defensive tactics and firearms (handgun, shotgun, rifle) qualification is required prior to the trainee's first day of field training. Chemical agents, taser and less lethal equipment training and qualification may be done as scheduling allows.

Department orientation: Meet with the Chief of Police and/or Captains, Lieutenants, Traffic Sergeant, Investigations Sergeants, Vice Narcotics Sergeant, Family Services Sergeant, Records Supervisor, and Communications Supervisor.

Communications orientation: DOJ/NCIC instruction and examination, radio protocol and procedures, computer access and regulations.

Department Policy and Procedures: Review of department policies and procedures.

PHASE ONE

Phase one consists of two weeks of training with the trainee's primary FTO. The FTO shall familiarize the trainee with the community, beat structure, department policies and organizational outlay as well as proper police procedures. As sworn officers, trainees should be prepared to respond to critical incidents and/or life threatening situations at this time.

The FTO and trainee will discuss the Department's Mission Statement on the first day of the phase. The trainee must show a thorough understanding of the Mission Statement and the philosophy behind it. The FTO will document the discussion in the bi-weekly evaluation of the phase.

The FTO will review an example of a Community Oriented Policing Project that has been conducted during his/her watch. The FTO should provide instruction in problem solving principles and encourage practical application by the trainee.

FTOs will strive to demonstrate all performance anchors. At a minimum, all performance anchors shall be discussed during phase 1. Certain performance anchors must be completed during phase 1 (see Field Training Guidebook.)

Trainees will not generally drive during the first week of training. Once the FTO believes the trainee is ready to drive, the FTO shall make an indication in the daily evaluation.

PHASE TWO

Phase two consists of six weeks of training; 3-two week blocks with at least two different FTOs. As with phase one, the FTO's will continue to familiarize the trainee with the community, beat structure, departmental policies and organizational outlay, as well as proper police procedures.

The FTO and trainee will discuss the Department's Mission Statement on the first day of phase two. The trainee must continue to show a thorough understanding of the Mission Statement and the philosophy behind it. The FTO will document the discussion in the first bi-weekly evaluation during this phase.

The FTO's will review an example of a Community Oriented Policing Project that has been conducted during his/her watches and will invite the trainee to assist the watch with hands-on work toward the success of any similar projects. The FTO's should continue to provide instruction in problem solving principles and encourage practical application by the trainee.

At the start of this phase, trainees should be operating the patrol vehicle. The trainee should be patrolling proactively and taking more initiative on calls for service.

FTOs shall continue to have the trainee demonstrate each performance anchor and discuss each anchor. The FTO's will work with the trainee on weaknesses, while preparing the trainee for phase three.

PHASE THREE

Phase three consists of six weeks of training; 3-two week blocks with at least two different FTOs. The emphasis during phase three will be on:

Tactical considerations

- response to alarm calls
- setting up/coordinating/working perimeters
- vehicle and foot pursuit radio transmission
- high risk vehicle and pedestrian stops
- coordination with air support
- critical incidents

Vehicle collision investigation

- property damage only
- minor injury collisions
- scene security
- evidence collection
- scene documentation

DUI investigation

- identification of DUI drivers
- field coordination tests
- DUI arrest report
- DUI collision investigation

The FTO and trainee will discuss the Department's Mission Statement on the first day of phase three. The trainee must continue to show a thorough understanding of the Mission Statement and the philosophy behind it. The FTO will document the discussion in the daily evaluation as well as the first bi-weekly evaluation of this phase. Other types of calls for service may be addressed as the FTO deems appropriate.

The final FTO for phase three shall make a recommendation to the FTC whether the trainee is ready for the fourth and final phase or would benefit from a remediation phase.

PHASE FOUR

Phase four consists of two weeks of training with the trainee's primary phase one FTO if at all possible. During phase four, the FTO will critically evaluate the trainee's ability to function independently as a solo officer. The trainee will be assigned to a patrol watch for the entire two weeks. The FTO will concentrate on covering all performance anchors and exposing the trainee to the broadest range of experiences possible. The FTO will continue to provide guidance and expertise in the areas of operational procedures when needed and allow the trainee to take on the primary officer role. The FTO will ensure the trainee maintains consistent officer safety habits in all situations and will only intervene when necessary. The FTO will ensure that principles of community oriented policing, problem solving, and the Department's Mission Statement continue to be reinforced.

SHADOW PHASE

This is an optional one-week phase that may either replace the last week of phase four or follow the second week of phase four. During this period, the primary FTO will accompany the trainee to evaluate performance and to assess the trainee's ability to function without direct supervision. During this phase, the FTO should wear plain clothes when possible (subject to shift supervisor's approval). The FTO should avoid direct involvement in calls wherever possible unless it is necessary for officer safety or other operational considerations. The FTO **shall** ride in the same vehicle during this phase and **not** in a separate or trailing vehicle.

At the conclusion of phase four, the FTO will prepare the final bi-weekly evaluation. The trainee, primary FTO and FTC will meet and discuss the trainee's overall performance in the Field Training Program. The primary FTO shall also complete a comprehensive training evaluation on the trainee, outlining the trainee's strengths and weaknesses, the trainee's overall progress. The FTO shall make a recommendation as to whether the trainee graduate from the Field Training Program or proceed to a remediation phase for additional training.

In order for the trainee to successfully complete the Field Training Program, he/she must receive an overall rating of "Meets Standard" in all performance anchor areas. If a trainee receives an overall rating of "Improvement Needed," the trainee will be immediately placed into a remediation phase.

REMEDICATION PHASE

The purpose of a remediation phase is to provide additional training time for a trainee whose performance is not yet at an acceptable level. A remediation phase allows an additional opportunity to learn from prior mistakes and demonstrate acceptable performance. Successful completion of a remediation phase will also serve to bolster the trainee's confidence in his/her ability. The decision to re-phase a trainee will be made at the completion of phase four, or at any time when an FTO or any supervisor feels additional training is necessary for the successful development of the trainee.

It is the FTO's responsibility to ***immediately*** notify his/her sergeant, watch commander and the FTC of any serious performance deficiencies or improper conduct exhibited by the trainee. The FTO should also notify the FTC ***as soon as possible*** if the FTO determines the trainee is not progressing at an acceptable rate at any time.

If the trainee is not performing at an acceptable level at the end of a phase, he/she shall **not** be moved to the next training phase. The trainee will remediate the phase for an additional two to six weeks as determined by the FTC.

If the trainee is not progressing at an acceptable rate at the conclusion of the first re-phase, the FTO, the trainee, and the FTC will meet to discuss the performance deficiencies. A trainee progress assessment sheet will be prepared by the field training team addressing areas of deficiency and training strategies intended to improve the trainee's level of performance.

If a trainee does not exhibit significant improvement after a remediation phase, the FTO, and the FTC will meet to discuss additional training strategies and/or proposed courses of action. A recommendation will be presented to the Professional Standards and Services Division Commander for review.

PHASE TRAINING COMPLETION

The primary FTO shall make a written recommendation at the end of phase four as to whether or not the trainee is ready to leave field training and be assigned to a watch. This decision will be based upon the trainee's ability to work within all performance anchors at a competent, independent level. The recommendation to release the trainee from phase training will include input from all FTOs who evaluated the trainee and the FTC.

CARLSBAD POLICE DEPARTMENT

FIELD TRAINING GUIDEBOOK



AGENCY ORIENTATION / DEPARTMENT POLICIES

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

AGENCY ORIENTATION

1. The trainee shall understand and be able to explain/apply discuss duties and obligations as an officer and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall be oriented to the work area, including:
 - a) Introductions to key personnel
 - b) Equipment, forms and supply locations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DEPARTMENT POLICIES / GENERAL ORDERS

3. The trainee shall be responsible for all department policies and general orders. The trainee shall also review and briefly explain the following agency directives, rules and regulations:
- Standard of conduct on and off duty (values, ethics, principles)
 - Outside employment
 - Carrying weapons off-duty
 - Shift hours
 - Sick leave and leave requests
 - Interaction with associated law enforcement agencies
 - News media relations
 - Safety center security
 - Computer access to/acceptance of Department Rules and Regulations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall review and explain Department Directives related to:
- Use of Force
 - Use and discharge of Firearms
 - Domestic Violence
 - Emergency Vehicle operations
 - Sexual harassment
 - Use of Less Lethal Weapons
 - Protective Orders
 - Hate Crimes
 - Child Abuse Investigations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall review and explain agency policy on uniforms and equipment damage, including patrol vehicles and the vehicle "damage log".

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Vehicle
- Hand-held radio
- Firearms / Weapons
- Ammunition
- Special equipment (i.e., helmet, gas mask, etc.)
- Report forms
- Flares

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

QUALIFICATIONS / SPECIALIZED TRAINING

	FTO / Instructor Initials & ID #	Date
Firearms (including shotgun and AR)		
Defensive Tactics / Arrest and Control / Impact Weapons		
Basic Information Systems		
800 MHz Radio Familiarization		
MCT functions and usage		

The FTO will familiarize the trainee with the following support services and locations at least once during each phase. FTOs should initial and date the boxes upon completion. Please briefly explain in the appropriate column if a location was not visited. It is the responsibilities of the 4th phase FTO to make sure any previously missed support services and locations are covered.

SUPPORT SERVICES AND LOCATIONS

NEIGHBORHOOD POLICING / PROBLEM SOLVING RESOURCES / SUPPORT SERVICES	Phase 1	Phase 2	Phase 3	Phase 4
Crime Analysis				
Crime Prevention				

HEADQUARTERS BUILDING	Phase 1	Phase 2	Phase 3	Phase 4
Records Division				
Administrative Offices				
Property And Evidence Room				
Professional Standards				
Training				
Evidence Processing Area / Lab				
CAL ID				
Sally Port And Holding Facility				
Equipment Storage Room				

ADDITIONAL SERVICE AREAS	Phase 1	Phase 2	Phase 3	Phase 4
City Yard / Vehicle Repair Procedures				
Fire Stations 1-6				
City Hall				
Palomar Airport (Tower And Admin.)				
Hospitals / SART Facilities / Children’s				
Polinsky Center				
San Diego County Psychiatric Hospital (CMH) – Aurora Behavioral Health Care				

SCHOOLS / PARKS / HAZARDOUS MATERIALS / PRIORITY LOCATIONS (WMD POTENTIAL TARGETS, ETC.)	Phase 1	Phase 2	Phase 3	Phase 4
Jefferson Elementary				
Carlsbad Village Academy				
Calavera Hills Elementary				
Carlsbad High School				
Aviara Oaks Elementary/Middle School				
La Costa Canyon High School				
Pacific Rim Elementary				
Kelly Middle School				
Camino Hills Elementary				
La Costa Heights Elementary				
La Costa Meadows Elementary				
Rotary Park				
Magee Park				
Brown Park				
Holiday Park				
Calavera Hills Park				
Stagecoach Park				
Poinsettia Park				
Area 5 Park				
Cannon Park				
Dog Park				
Palomar Airport				
Legoland				
Plaza Camino Real Mall				
Power Plant				
La Costa Resort				
Aviara Resort				

OTHER GENERAL LOCATIONS

9. The trainee shall know the names and locations of important types of roadways in the community including:

- Major arteries
- “Through streets”
- Dead-end streets
- Freeways
- Trails and special access routes

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

10. The trainee shall know the jurisdictional boundaries, beats, reporting districts, and assignments of the agency.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DETENTION FACILITIES	Phase 1	Phase 2	Phase 3	Phase 4
Vista Detention Facility (VDF)				
San Diego County Central Jail				
Las Colinas Women’s Facility				
Juvenile Hall				
George Bailey Detention Facility				
R.J. Donovan Correctional Facility				
Metropolitan Correctional Center (MCC)				

VISTA TRAFFIC COURT	Phase 1	Phase 2	Phase 3	Phase 4
Check-in Procedure And FTA Policy				
Subpoena Process				
Records Requests				

VISTA COUNTY COURTHOUSE	Phase 1	Phase 2	Phase 3	Phase 4
Superior Court				
District Attorney's Office				
Sheriff's Office				
Presiding Department				

SPECIALIZED DEPARTMENT UNITS

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

- Special Weapons and Tactics (SWAT)
- Off Road Law Enforcement (ORLE)
- K-9
- Psychological Emergency Response Team (PERT)
- Peer Support Team
- Crisis Negotiations Team (CNT)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

OFFICER SAFETY

Practices officer safety at all times and does not expose other officers, self, or citizens to undue danger.

Acceptable:

Understands and safely utilizes proper searches, pat-downs, field interview stance, contact and cover, mindset; does not expose others or self to unnecessary danger; has control of contacts at all times.

Improvement Needed:

Generally understands and safely utilizes proper searches, pat-downs, field interview stance, contact and cover, mindset; generally does not expose others or self to unnecessary danger; has control of contacts most of the time. Occasionally makes minor errors but does not necessarily compromise officer safety and the safety of others; **however, officer safety is of paramount importance and any mistake can be deemed unacceptable.**

Unacceptable:

Does not understand and/or safely utilizes proper searches, pat-downs, field interview stance, contact and cover, mindset; exposes others or self to unnecessary danger; does not have control of contacts. Makes errors that compromise officer safety and the safety of others; **officer safety is of paramount importance and any mistake can be deemed unacceptable.**

CONTACT AND COVER (PRIMARY/BACKUP)

1. The trainee shall understand and be able to explain/apply proper contact and cover tactics and responsibilities, including:
 - Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
 - Records incident information (FIs)
 - Performs pat down and custody search of suspect(s)
 - Issues all citations
 - Recovers evidence and contraband
 - Handles routine radio communications
 - Relays pertinent information to cover officer and medical personnel
 - Watches hand movement
 - Role of contact / cover officer(s)
 - Two officer technique
 - Multiple officers
 - Multiple suspect contacts
 - Verbal and non-verbal communication

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to recognize potential hazards by:
- Maintaining visual contact of subject and subject's hand
 - Maintains a safe distance during contacts
 - Being alert and aware of potential hazardous situations and takes appropriate action
 - Notifies other officers of hazardous situations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/demonstrate the proper mind set for officer survival during contacts, including:
- Pre-planning, "What if..."
 - Will to win: Actions / behavior / responses to hazardous situations
 - Conditions of awareness

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/apply proper weapon position techniques, including:
- Maintaining proper Field Interview stance
 - Does not expose weapon to subject during contact
 - Keeps gun hand free while evaluating a situation

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand and be able to explain/apply proper control of a scene, including:

- Speaking with authority in a calm, clear voice
- Elicits voluntary compliance through verbal control
- Gives direction and takes charge of situation when necessary

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand and be able to explain/apply requests for additional units:

- Properly assesses each situation and determines the need for cover
- Urgency of cover units is properly assessed and requested
- Properly determines what type of units and how many
- Proper requests K-9 unit (per policy)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall understand and be able to explain/apply proper tactical communication techniques, including:

- Verbal judo
- Hand signals
- Pre-plans with beat partners
- Gains voluntary compliance when possible
- De-escalation of situation

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. The trainee shall understand and be able to explain/apply proper procedures when dealing with dangerous animals:

- Animal control contact and policies
- Animal shelter location
- Additional animal resources (humane society, SeaWorld, etc.)
- Snake calls
- Dog bite reports
- Use of firearms: wounded and dangerous animals
- Wild life rescue

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

OFFICER SURVIVAL

9. The trainee shall identify and be able to 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:
- Concept of tactical retreat
 - Pre-planning (mental scenarios)
 - Reduction of unnecessary risks (stress management, “keeping your cool”)
 - Mental conditioning
 - Will to live
 - Continue to fight, regardless of odds
 - Mental alertness
 - Self-confidence
 - Physical conditioning
 - Agency policy on physical fitness and officer standards
 - Role of good health and nutrition
 - Weapons retention
 - Firearm
 - Taser
 - Impact weapons
 - Other weapons
 - Employee Assistance Programs
 - Counseling through Human Resources and/or contracted professionals
 - Critical incident stress debriefings
 - Law Enforcement Chaplains
 - Peer counseling

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

**Contact and Cover
Officer Survival**

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

ETHICS

Behave ethically at all times and in all manners of carrying out the duties of a sworn law enforcement officer.

Acceptable:

Understands Law Enforcement Code of Ethics and applies it in daily activities. Makes sound, ethical decisions without bias or prejudice.

Improvement Needed:

Is unaware of the Law Enforcement Code of Ethics or fails to apply it in daily activities. Generally makes sound, ethical decisions without bias or prejudice.

Unacceptable:

Does not follow the Law Enforcement Code of Ethics and fails to apply it in any activity. Does not make sound, ethical decisions. Decisions are based on personal bias or prejudice.

1. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- 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.
- 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.
- Officers shall not use language or engage in acts that demean, harass, or intimidate another.
- 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.
- 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. 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DECISION MAKING

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

- Law
- Departmental policy and procedure
- Departmental goals and objectives
- Community expectations
- Officer safety

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Death or injury
- Additional crime
- Civil and vicarious liability
- Discipline
- Embarrassment to department
- Relationship with the community

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Arrest
- Cite and Release
- Juvenile Diversion
- Referral
- Verbal warning
- No action

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Ethics

Decision Making

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

ACCEPTANCE OF CRITICISM

Accepts critique and correction in a professional manner and strives to make appropriate changes in performance.

Acceptable:

Understands the FTO is the source of constructive criticism; listens to the FTO's criticism and concerns; accepts criticism and strives to make appropriate performance and behavioral changes; maintains open communication and actively participates in job-related discussions with the FTO. Takes full responsibility for performance problems; does not make excuses for mistakes and makes the appropriate performance changes.

Improvement Needed:

At times understands the FTO is the source of constructive criticism; does not always listen to the FTO's criticism and concerns; occasionally rejects criticism and does not strives to make appropriate performance and behavioral changes; generally maintains open communication and occasionally participates in job-related discussions with the FTO. Occasionally avoids responsibility for performance problems; makes excuses for mistakes but makes performance changes.

Unacceptable:

Does not understand the FTO is the source of constructive criticism; does not listen to the FTO's criticism and concerns; rejects criticism and does not strives to make appropriate performance and behavioral changes; fails to maintain open communication and does not participate in job-related discussions with the FTO. Avoids responsibility for performance problems; makes excuses for mistakes and fails to make performance changes.

1. The trainee shall demonstrate the ability to take direction and respond to constructive criticism including:
 - Understanding the trainee's role and expectations
 - Showing a positive attitude toward training
 - Responding well to criticism and correcting problems when identified

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Acceptance of Criticism

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

LEADERSHIP

Is a leader in the community as a police officer and begins to develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

Acceptable:

Understands leadership is vital to being a successful police officer; demonstrates leadership in daily contacts with co-workers and community members; does not need to be reminded to take leadership role.

Improvement Needed:

Has a basic understanding that leadership is vital to being a successful police officer; occasionally demonstrates leadership in daily contacts with co-workers and community members; needs to be reminded to take leadership role.

Unacceptable:

Does not understand that leadership is vital to being a successful police officer; seldom demonstrates leadership in daily contacts with co-workers and community members; in spite of being reminded to take leadership role, still fails to take leadership role.

1. 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:
 - Integrity
 - Credibility
 - Trust
 - Discretion
 - Duty
 - Loyalty
 - Honesty

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Leadership

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

USE OF FORCE

Understands legal and ethical issues regarding use of force and available use of force options.

Acceptable:

Understands the available force options and uses appropriate amount of force or an appropriate force option for a given situation. Maintains officer safety at all times.

Improvement Needed:

Understands most of the available force options and generally uses appropriate amount of force or an appropriate force option for a given situation. Maintains officer safety most of the time.

Unacceptable:

Does not understand any of the available force options and does not use the appropriate amount of force or an appropriate force option for a given situation. Fails to maintain officer safety.

LEGAL AND ETHICAL ISSUES

1. 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*)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. 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*)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

FORCE OPTIONS

4. 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:
- Non-verbal/police presence
 - Verbal (Tactical communication)
 - Physical (Weaponless)
 - Deadly force
 - 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

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

ADDITIONAL APPROVED LESS-LETHAL WEAPONS (Tasers, Bean Bag Weapons, etc.)

- The trainee shall explain the regulations governing the use of a taser, bean bag rounds, etc. including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.
- The trainee shall know when and how to effectively use a taser, bean bag rounds, etc. in an authorized manner.
- The trainee shall identify the vital body points and bone edges recognized as a taser, bean bag rounds, etc. “target” areas.
- The trainee shall identify those body points that are potentially lethal when struck by a taser, bean bag round, etc.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. 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:
- Type of crime and suspect(s) involved
 - Threat to the lives of innocent persons
 - Law and agency policy
 - Officer's present capabilities
 - Capabilities of officer's weapon

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Legal and Ethical Issues

Force Options

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

CONTROL OF PERSONS / PRISONERS / MENTALLY ILL

Understands laws of arrest, uses only reasonable and necessary force, and is able to safely proceed from a consensual encounter to an arrest using appropriate dispositions.

Acceptable:

Understands the legal criteria for consensual contacts, detentions and arrests, practices safe verbal/physical control of an arrested suspect; practices correct search techniques, properly evaluates medical and mental health cases, knows the disposition and booking procedures for adults and juveniles, maintains officer safety at all times.

Improvement Needed:

Limited knowledge of the legal criteria for consensual contacts, detentions and arrests, occasionally fails to practice safe verbal/physical control of an arrested suspect; generally practices correct search techniques but fails to locate items at times, needs assistance to properly evaluate medical and mental health cases, does not know the disposition and booking procedures for adults and juveniles, maintains officer safety most of the time.

Unacceptable:

Does not understand the legal criteria for consensual contacts, detentions and arrests, consistently fails to practice safe verbal/physical control of an arrested suspect; does not practice correct search techniques and fails to locate several items, cannot properly evaluate medical and mental health cases, does not know the disposition and booking procedures for adults and juveniles, fails to maintain officer safety most of the time.

1. The trainee shall understand the legal definition of a **consensual contact** and the proper application.

*The subject **is not**:*

- Ordered to stop
- Detained
- Patted-down against his/her will

*The subject **is**:*

- Asked to stop
- Free to leave at any time

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand the legal definition of a **detention** and the proper application.
Temporary detention occurs when officers use their authority to compel a person to:
- Stop
 - Remain in a certain place
 - Perform some act
 - The person feels he/she is not free to leave

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand the legal definition of **reasonable suspicion** and the proper application.
Facts that lead an officer to believe that criminal activity:
- Is occurring
 - Is about to occur
 - Did occur

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand the legal definition of **probable cause** and the proper application.
Facts that would cause a person of ordinary care and prudence to honestly believe and strongly suspect that the person to be arrested is guilty of a crime.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand the legal definition of **arrest** and the proper application.
- Ability to articulate the facts of an arrest in a report
 - Understands the progression of facts allowing each step to build upon the other
 - Knows when to administer the *Miranda* admonishment
 - Understands when an arrest can be made for a misdemeanor (acts committed in an officer's presence vs. not in an officer's presence)
 - Knows the rules governing warrant arrests

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand the **Department's Use of Force Policy** and the proper application of force.
- Application of the correct techniques to employ the reasonable and necessary level of force needed in a given situation (Force Options)
 - Understands Department policy relating to the use of force (verbal-deadly)
 - Understands Department policy relating to the documentation of an officer's use of force (when and how to document)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force, including "reasonable force."
- 835 PC
 - 835a PC
 - 843PC
 - 198 PC
 - Graham v. Conner
 - Tennessee v. Garner

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CONTROL / SEARCHING PERSONS

8. The trainee shall understand how to gain and maintain verbal and physical control of a suspect.
- Command and compliance through voice, tone, and presence
 - Uses reasonable and necessary levels of force to maintain control of a suspect
 - Applies handcuffs at appropriate time with proper method
 - Knows when and how to apply alternate restraint techniques

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

9. The trainee shall understand when to search vs. pat-down, how to properly perform a search and pat-down and legal aspects of both.
- Maintains position of advantage with subject to prevent attack or escape
 - Understands and uses proper search and pat-down techniques
 - Understands how to deal with weapons and contraband
 - Discusses and demonstrates the following:
 - Parole vs. probation searches
 - Consent searches
 - Exigent circumstances
 - Probable cause
 - Search incident to arrest
 - Plain sight rules
 - Understands the effect of the “exclusionary rule”
 - Understands the limits of searches conducted on persons, vehicles, residences
 - Understands the rules regarding closed containers, protective sweeps, etc.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

10. The trainee shall understand how to evaluate subjects for medical and mental health treatment.

- Ability to evaluate a subject’s need for medical and/or mental health treatment
- Knows where to obtain appropriate medical and/or mental health treatment
- Understands PERT guidelines and utilization
- Aware of social service options, facilities and referrals

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

11. The trainee shall understand the different possible dispositions of adults taken into custody.

- County Jail (Vista, Central, Las Colinas, etc.)
- Military Police
- Federal Authorities (Border Patrol, ICE, etc.)
- Misdemeanor Citations
- Notify Warrant
- Quick Release (DUI)
- 849b PC
- Medical Facilities (in conjunction with other listed disposition)
- Jail Refusal (non-bookable offense, lack of PC, etc.)
- Voluntary vs. Involuntary Commit
- Psychiatric Hospitals
- Discuss holding facility policy and treatment of persons in custody
- Demonstrate detention log procedure and monitoring guidelines and equipment

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. The trainee shall understand the booking procedures for adults taken into custody.

- Probable Cause Declaration (PC Form)
- Booking slips
- Pre-booking screening process
- Fit for booking releases (medical and mental health)
- Chemical testing procedures
- Bail enhancement procedure
- Amending charges

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

13. The trainee shall understand the booking/release procedures for juveniles taken into custody.

- Home (parents, guardian)
- Responsible adult
- School authorities
- Juvenile Hall: Criteria for booking
- Report forms (JCR) (multiple copies for Juvenile Hall)
- Day time vs. night time
- Misdemeanor citations
- Medical Facility
- Mental Facility: CMH vs. private hospital
- Review temporary holding facility rules and regulations
- Discuss secure vs. non-secured custody
- Demonstrate juvenile detention log procedure

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

14. The trainee shall understand the programs and resources available for juveniles.

- Juvenile Diversion and G.U.I.D.E. Program
- Polinsky Center
- Project OZ
- Casa de Amparo
- YMCA counseling services
- Greyhound “safe return” program for runaways
- Knows and reviews other social service options
- Familiarization with DARE program
- Familiarization with School Resource Officer (SRO) program
- SRO office locations at all schools

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

HANDCUFFING

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

- Attack
- Escape
- The destruction or concealment of evidence or contraband

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

16. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

17. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

18. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

LEGAL RESPONSIBILITIES / REQUIREMENTS WITH PRISONERS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

23. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

TRANSPORTING PRISONERS

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

27. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

28. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

BOOKING PRISONERS

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

- Miranda advisement
- Right to phone calls
- What notifications are required
- Secure/Non-secure detention of juveniles
- Strip search of juveniles
- Requirements pertaining to the confinement of a child under 16 years of age with an adult
- accused or convicted of a crime
- 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

30. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

33. 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:

- Alcoholics
- Narcotic/Drug users
- Mentally ill
- Sex offenders
- Escape risks
- Non-conformists
- Civil bookings

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Sex
- Age
- Criminal sophistication
- Seriousness of offense
- Assaultive behavior
- Medical disabilities
- Gang Affiliation
- Overt sexual behavior

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Search by same sex
- Clothed search
- Strip or skin search, including documentation

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Fire
- Earthquake
- Civil disorder
- Escape

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PEOPLE WITH DISABILITIES

39. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

40. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

42. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

43. 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:

- His/her own abilities to physically control the person
- Escape routes
- Use of cover
- Call for backup
- 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

MENTAL ILLNESS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

46. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

47. 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:

- Danger to himself/herself
- Danger to others
- Gravely disabled

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

48. 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:

- 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
- Advisement of Miranda rights, as appropriate, when criminal action is involved
- Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person
- The person must be informed of the officer's name and agency and the reason the person is being detained
- 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Urgent medical attention
- Arrest
- Referral for mental health services
- Referral to local developmental disabilities agency
- No police action required

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

52. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Control / Searching Persons

Handcuffing

Legal Responsibilities / Requirements with Prisoners

Transporting Prisoners

Booking Prisoners

Persons with Disabilities / Mental Illness

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR

Identifies and addresses neighborhood and crime problems by utilizing community partnerships and problem solving methods.

Acceptable:

Understands neighborhood policing concepts; understands necessity of building community partnerships; can identify and solve problems; uses the problem solving model as a guideline to solve problems; is aware of community diversity.

Improvement Needed:

Generally understands neighborhood policing concepts; minimally understands necessity of building community partnerships; needs assistance to identify and solve problems; occasionally uses the problem solving model as a guideline to solve problems; generally aware of community diversity.

Unacceptable:

Does not understand neighborhood policing concepts; does not understand necessity of building community partnerships; cannot identify and solve obvious problems; does not use the problem solving model as a guideline to solve problems; not aware of community diversity.

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

1. The trainee shall understand all aspects of Community Oriented Policing including:
 - Emphasizes community partnerships
 - Combats neighborhood and crime problems
 - Primary patrol philosophy

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand the definition of a "Problem":
 - Two or more incidents
 - Are similar in nature
 - Are causing harm or have the potential to cause harm
 - The public expects the police to handle the issue
 - Five problem "links": location, behavior, suspect, victim, time

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand the SARA model:

- Scanning
 - Officer's experience, repeated calls for service, etc.
 - Communication with community members, officers, detectives, local media
 - Identifying and communicating with "stakeholders"

- Analysis
 - Identifies which factors link incidents to the creation of a problem, and then obtains as much information as possible about the problem.
 - What the officer needs to know about the problem:
 - Who, what, where, when, why, how
 - Where the information can be obtained:
 - Community surveys, crime analysis, neighborhood watch groups, STAT reports, SANDAG, etc.

- Response
 - Establishes goals and then pursues a problem solution that can be reached by using a custom made response.
 - Potential outcomes:
 - Eliminates the problem
 - Reduces the problem in size or scope
 - Reduces the harm created by the problem
 - Removes the problem from police consideration by referring it to a more appropriate agency

- Assessment
 - Evaluate effectiveness: To what degree were the goals achieved? Were any of the "links" of the problem eliminated?
 - Indicators:
 - Reduced calls for service or reported crime
 - Satisfied residents or business persons
 - A more manageable problem

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand “reanalysis” of the problem:

- redefine problem
- redefine goal
- further response if necessary

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand the resources available to help solve the problem:

- Crime Analysis
- Departmental Resources Manual / POP Files
- Public and Private Agencies / Other City Departments

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand the area demographics of the problem:

- Residential / business
- Schools, churches, parks, landmarks, etc.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

COMMUNITY RELATIONS AND SERVICE

7. The trainee shall explain the agency’s responsibilities to community relations and community service.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Protect life and property
- Maintain order
- Crime prevention
- Public education
- Delivery of service
- Enforcement of law(s)
- Community partnerships, such as:
 - COPS
 - GUIDE Program

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Profanity
- Derogatory language
- Ethnically offensive terminology

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Officious and disrespectful attitude
- Improper use of body language
- Improper cultural response

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

15. 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:

- Community contacts
- Business contacts
- Community involvement
- Positive role modeling
- Mentoring

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CULTURAL DIVERSITY

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

RACIAL PROFILING

18. 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,” and that it applies to all protected classes including gender and religion.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

19. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CRIME PREVENTION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

26. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Community Oriented Policing / Problem Oriented Policing

Community Relations and Service

Professional Demeanor and Communications

Cultural Diversity

Racial Profiling

Crime Prevention

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

PATROL PROCEDURES

Uses a safe, tactical approach to crimes in progress and can safely and properly coordinate a crime scene.

Acceptable:

Understands and utilizes a tactical approach to crimes in progress; verifies the type of call; evaluates the need for additional units; verbalizes a plan of action; is able to control crime scene and ensure safety of citizens and responding officers.

Improvement Needed:

Understands and utilizes a tactical approach to crimes in progress at times; generally verifies the type of call; at times evaluates the need for additional units; occasionally verbalizes a plan of action; requires assistance to control crime scene and ensure safety of citizens and responding officers.

Unacceptable:

Does not understand or utilize a tactical approach to crimes in progress; fails to verify the type of call; does not evaluate the need for additional units; frequently fails to verbalize a plan of action; cannot control crime scene or ensure safety of citizens and responding officers.

POLICE PATROL TECHNIQUES

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Frequent checks and contacts with business premises
- Frequent checks of suspicious persons
- Fluctuating patrol patterns
- Maintenance of visibility and personal contact
- Daily individual patrol and community action plan

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:
- Increased personal contact between police and citizens
 - Increased observation ability
 - Increased ability to gather information

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall discuss the advantage(s) of motorized patrol, including:
- Increased speed and mobility
 - Increased conspicuousness
 - Availability of additional equipment
 - Increased transportation capability
 - Decreased response time
 - Communications

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PEDESTRIAN STOPS

6. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:
- The existence of suspicious activity
 - The time of day or night
 - Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:
- Whether or not to stop the person
 - When and where to stop the person
 - Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

9. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SEARCHING PERSONS / VEHICLES / BUILDINGS

13. The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

- Visual/cursory search
- Pat-down search
- Field search (standing, kneeling, prone)
- Strip search
- Body cavity search

(Reference: 4030 PC)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Constant alertness
- Maintain control and position of advantage (contact & cover)
- Thoroughness of the search
- Safeguarding weapons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

18. The trainee shall explain the responsibilities of the back-up officer during a person(s) search. The responsibilities should minimally include:
- Protecting the searching officer from outside interference and from those being searched
 - Assisting in control of the person(s) being searched, as needed
 - Continuous observation of the person(s) being searched

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

20. The trainee shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:
- Proper removal and control of occupants
 - A systematic method of search

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

22. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

VEHICLE STOPS

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

- Traffic violations
- Investigative
- High risk

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Traffic hazards
- Escape routes
- Number of people present
- Lighting conditions
- Proper position of primary and backup units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Use of emergency lights
- Use of headlights
- Use of horn
- Use of siren
- Use of hand signals
- Use of public address system
- Proper use of spotlight to include:
 - Not blinding the driver while the vehicle is moving
 - Illuminating the interior of the stopped vehicle
 - Focusing on the rear and side mirrors to blind the occupants of the officer's approach

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Location of the stop
- Reason for the stop
- Officer's approach
- Position the officer takes
- Contact with the violator
- Visibility

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

30. 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:

- Attack from suspects
- Destruction or concealment of evidence
- Escape of occupants

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

31. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Motorcycles and bicycles
- Campers and vans
- Buses
- Trucks

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

33. The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:

- Embarrassment
- Anger
- Fear
- Rationalization or excuse for violation
- Refusal to sign citation

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

35. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

36. The trainee shall explain the advantages of the following procedures:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

37. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

38. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

FELONY / HIGH-RISK VEHICLE STOPS

39. 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:

- Seriousness of the crime(s)
- Availability of back-up
- Location at which to make the stop
- Tactics to be used after making the stop
- Number of suspects involved
- Placement of second, third, and subsequent units at the stop itself
- Placement of additional units away from the stop to control traffic (to provide additional safety for the stop itself)
- Use of Public Address system
- Use of additional resources – K-9 units, air support units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

42. 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:

- Keep hands in sight at all times
- Exit the vehicle (according to agency policy)
- Assume position of disadvantage outside the vehicle

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

44. 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:

- Has the radio responsibilities
- Assumes the shotgun responsibilities, if applicable
- Communicates to the occupants
- Searches the occupants and/or the vehicle

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

45. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

HANDLING CRIMES IN PROGRESS

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

- Proceeding directly to scene as quickly and silently as possible
- Proceeding directly to scene utilizing emergency lights and/or siren
- Proceeding to the location most likely to intercept fleeing suspects
- Proceeding to scene and coordinating arrival and/or deployment with other units
- Distance to location
- Availability of assisting units
- Nature of crime
- Traffic and environmental conditions
- Concern for possible lookouts
- Use of additional resources – K-9 units, air support units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

47. The trainee will understand, be able to explain and demonstrate proper planning in responding to calls for service:

- Pre-plans while en-route
- Establishes communication with:
 - Partner
 - Other Responding units
 - Dispatch
 - K-9 unit
 - Outside agencies
 - Air support (ASTREA, ABLE)
- Discusses/executes specific responses to: robberies, burglaries, bomb threats, domestic violence, shots fired, explosions, downed aircraft, major traffic collisions, Hazmat incidents, 5150s, in-progress crimes, 11-99 officer down

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

48. The trainee will understand, be able to explain and demonstrate proper foot pursuit considerations:

- Officer safety vs. crime potential
- Availability of additional units
- Other methods of apprehension available
- Weighs risks of pursuit vs. reward of apprehension
- Judges his/her ability to apprehend
- Secures vehicle / equipment

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

49. The trainee will understand, be able to explain and demonstrate proper scene containment procedures:

- Establishes safe outer / inner perimeter
- Assesses need for additional units
- Updates dispatch
- Directs additional units

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

50. The trainee will understand, be able to explain and demonstrate proper cover and concealment:

- Understands the difference between cover and concealment
- Knows how to assess his/her options
- Prepared to change position to maximize protection
- Knows how to use the vehicle for concealment and cover
- Wears body armor at all times: knows the limits of armor coverage

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

51. The trainee will understand, be able to explain and demonstrate proper crime scene management procedures:

- Role of the primary unit
- Coordination
- Documentation and report writing
- Perimeter control and management
- Handing off scene to investigations, other agencies, etc.
- Basic evidence collection
- Evidence tech call out

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DOMESTIC VIOLENCE

52. The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

56. The trainee shall discuss mandatory custody arrest requirements.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

57. The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

58. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

59. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

60. The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

61. The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

62. The trainee shall identify the authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- 12028.5 PC
- 12028.7 PC
- 12029 PC
- 8102 W & I

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

HATE CRIMES

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

- Anti-religious symbols/slurs
- Racial/sexual/ethnic slurs
- Racist symbols
- Hate group symbols
- Anti-gay/lesbian slurs

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

64. The trainee shall identify and discuss the possible consequences of hate crimes including:

- Psychological effect on victim
- Denial of basic constitutional rights
- Divisiveness in the community
- Potential escalation of violence

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

65. 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)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

GANG AWARENESS

67. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

68. The trainee shall identify types of gangs that represent law enforcement concerns, including:

- Street gangs
- Motorcycle gangs
- Prison gangs
- Cult/Ritualistic gangs
- The trainee shall discuss primary reasons for gang membership, including:
 - Peer pressure
 - Common interest
 - Protection/Safety

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Cohesiveness
- Code of silence
- Rivalries
- Revenge

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Tattoos
- Attire and accessories
- Use of monikers
- Use of hand signs

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

70. The trainee shall identify gang graffiti factors significant to law enforcement, including:

- Identifying individuals and/or a specific gang
- Identifying gang boundaries
- Indications of pending and/or past gang conflicts

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

71. The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including:

- Sale and use of narcotics
- Physical violence
- Auto theft/burglary from vehicles

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Identification of gang activity
- Coordination with allied agencies
- 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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

MISSING PERSONS

73. 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

75. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

76. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CROWD CONTROL / RIOTS

77. The trainee will understand, be able to explain and demonstrate proper crowd and riot control procedures:

- Primary unit responsibility
- Coordination of additional units
- Proper protective equipment
- Field formations and commands
- Requests for mutual aid
- Mobile field force structure
- Use of chemical agents
- Use of K-9 units
- Officer rescue situations
- Tactical withdrawal
- Loud party calls
- Unlawful assembly

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

78. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

80. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

81. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

82. 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:

- Crowd Management at large planned/organized gatherings
 - Protests/Demonstrations/First Amendment activities
 - Labor disputes
 - Concerts
 - Sporting events/celebrations
 - Holiday celebrations
 - Cultural programs
 - Religious gatherings
 - Community activities
- Incident Planning
 - Establishing a command post
 - Coordination of resources
 - Planning, preparation, and coordination with event promoters
 - Deploying sufficient personnel with proper equipment
 - Establishment of a unified chain of command
 - Establishment of rules of conduct for the crowd, law enforcement, media, etc.
 - Preparing to handle multiple arrests
 - Planning and coordinating the response of medical personnel or additional resources, if needed
 - Making contingency plans for response if a riot situation ensues
 - The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
 - Authorized/designated law enforcement personnel interacting with the media
- Containment
 - Establishment of a flexible and controllable perimeter for the crowd, whenever possible
 - Using officers to control the entry and exit of the crowd within the perimeter

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

83. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

84. 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:

- Isolation and containment
 - Establishment of a perimeter around the crowd
 - Consideration of barricades and placement of additional personnel to maintain the perimeter
 - In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd
- Law enforcement presence
 - Coordination of resources
 - Communication
 - Deploying sufficient personnel with proper equipment
 - The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
 - Use of force options
 - Law enforcement documenting its own response (video/audio)
 - Making selective arrests (arrest teams/communication)
 - Establishment of a unified chain of command
 - Preparing to handle multiple arrests
 - Planning and coordinating the response of medical personnel or additional resources, if needed
 - Authorized/designated law enforcement personnel interacting with media

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

85. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

86. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

87. 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:

- Specific operational tactics/formations
- Additional resources, equipment, and personnel that may be required for a response
- Assignment of specific tasks
- Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
- Dispersal orders
- Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, bean-bag rounds, taser, etc.)
- Clarity on the agency policy for the use of deadly force

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

88. 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:

- Containment
 - Flexible outer perimeter controlling ingress and egress of the crowd
 - Denying access and preventing others from joining the existing crowd
- Isolation
 - Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse
- Dispersal
 - 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
- Restoration of order
 - Medical aid
 - Detention, arrest, cite and release, transportation
 - Criminal investigation
 - Authorized/designated law enforcement personnel interacting with the media

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

89. The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

USE OF FORCE IN RESPONSE TO INCIDENTS INVOLVING CROWDS

90. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

AGENCY-ISSUED RIOT EQUIPMENT

91. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

FIRST AMMENDMENT RIGHTS

92. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PROTESTS / DEMONSTRATIONS

93. The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

94. The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement’s objective is to control the situation and prevent violations of law, without infringing on an individual or group’s First Amendment rights of free speech and assembly.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

95. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Police Patrol Techniques

Pedestrian Stops

Searching Persons / Vehicles / Buildings

Vehicle Stops

Felony / High-Risk Vehicle Stops

Handling Crimes in Progress

Domestic Violence

Hate Crimes

Gang Awareness

Missing Persons

Crowd Control / Riots

Protests / Demonstrations

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

CALIFORNIA CODES AND LAW / SEARCH AND SEIZURE

Formulates sound, timely decisions using established departmental, legal, and ethical guidelines.

Acceptable:

Properly evaluates a situation and formulates timely decisions; recalls previous training and experience to help make decisions or solve problems; anticipates problems and pre-plans solutions; utilizes problem solving techniques to help make decisions or solve problems; acts in furtherance of Department mission when making decisions.

Improvement Needed:

At times properly evaluates a situation and formulates timely decisions; at times fails to recall previous training and experience to help make decisions or solve problems; generally anticipates problems and pre-plans solutions; occasionally utilizes problem solving techniques to help make decisions or solve problems; generally acts in furtherance of Department mission when making decisions.

Unacceptable:

Cannot properly evaluate a situation and/or formulate timely decisions; fails to recall previous training and experience to help make decisions or solve problems; fails to anticipate problems and pre-plans solutions; does not utilize problem solving techniques to help make decisions or solve problems; does not act in furtherance of Department mission when making decisions.

1. The trainee will be able to demonstrate sound decision making based on solid legal and ethical principles:

- Uses Department policy and procedure, training bulletins, memorandums, etc.
- Recalls and utilizes academy training or experience
- Able to make timely and accurate decisions to resolve problems
- Displays an adequate level of common sense

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee will be aware of the Legal Source Book and Legal Updates and be able to utilize these resources.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee will be aware of the various California code books and be able to utilize these resources:

- Penal code
- Vehicle code
- Health and Safety
- Business and Professions
- Welfare and Institutions code

(FTOs should conduct testing to determine level of knowledge)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee will be aware of the various City of Carlsbad resources and be able to utilize these resources:

- Identifies and locates City offices
- Municipal code
- Code enforcement functions

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee will behave in an ethical manner at all times:

- Carries out all job functions without bias
- Uses common sense to guide decision making
- Acts within policy, procedure, law
- Acts in furtherance of Department's mission

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CRIMINAL LAW

6. The trainee shall understand and be able to define the following California criminal law terms:

- Accessory
- Accomplice
- Principal
- Criminal negligence
- Corpus delicti
- Entrapment
- Implied intent
- Specific intent
- General intent
- Transferred intent
- Mens rea

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall understand and be able to identify the elements of a crime including:

- Any act or omission
- By a person
- In violation of statutory law
- For which there is punishment

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. The trainee shall understand Penal Code §26 and be able to identify those persons who are legally incapable of committing a crime in the state of California.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

9. The trainee shall, given any situation in which a possible crime has occurred, understand and be able to identify whether the crime has been completed, and if so, identify the crime by its common name, code number, and crime classification including:

- Obstruction of justice
- Homicide
- Robbery
- Assaults
- Criminal threats (formerly Terrorist threats)
- Stalking
- Restraining order violations
- Cruelty to animals
- Crimes against children
- Sex crimes
- Disturbing the peace
- Burglary
- Trespassing
- Arson
- Vandalism
- Theft (including Identity Theft)
- Forgery and check offenses
- Disorderly conduct
- Control and use of dangerous weapons
- Use, possession, and sales of dangerous drugs (including under the influence)
- Receiving or possession of stolen property (including alteration of serial numbers)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

ADDITIONAL LAWS (ABC / PROBATION / PAROLE)

10. The trainee shall understand and be able to locate the applicable sections of the Alcoholic Beverage Control Act including the following violations:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

11. The trainee shall understand and be able to explain/apply the laws regarding parole and probation violations, searches, and holds including:

- 3056 PC
- 1203.2 PC

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. The trainee shall understand and be able to identify and enforce violations of local ordinances and, given the Carlsbad Municipal Code, will be able to locate the applicable sections.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

13. The trainee shall understand and be able to explain 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 United States Constitution including the following amendments:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

14. The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates. (Reference: POST Legislative Update Tele-course, Legal Update bulletins and CD ROMS)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

REASONABLE SUSPICION / PROBABLE CAUSE

15. “Probable cause to arrest” requires more than the “reasonable suspicion” necessary for 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:

- 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.
- The officer’s training and experience are relevant to a determination of probable cause.
- “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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

17. The trainee shall identify and explain how “probable cause” is used in an arrest for felonies and misdemeanors:

- 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.
- 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.
- 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.
- See California Penal Code and Peace Officers’ Legal Sourcebook for statutes on accepting a private person’s arrest.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

19. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

LAWS OF ARREST

20. The trainee shall explain a peace officer’s authority to make an arrest. *(Reference: 836 PC; 40300.5 through 40302)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Time of day or night that an arrest may be made
- The information the person arrested must be provided and at what time it must be provided
- 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

22. 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)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest. *(Reference: 844 PC)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

25. The trainee shall explain the amount of force that may be used when effecting an arrest. *(Reference: 835 PC; 843 PC)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

26. The trainee shall explain the term “reasonable” as it applies to the use of force. *(Reference: 835 PC)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

28. 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)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

JUVENILE LAW AND PROCEDURE

30. 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:

- Miranda advisement
- 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
- Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.
- Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SEARCH CONCEPTS

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

- Consent
- Scope of searches
- Contemporaneous
- Probable cause
- Instrumentalities of a crime
- Contraband
- Knock and notice
- Container search doctrine

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

32. 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:

- Pat searches for weapons
- Consent searches
- Probable cause searches
- A search warrant
- Plain sight
- Incident to arrest
- Exigent circumstances
- Probation/parole search

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Dangerous weapons
- Fruits of the crime
- Instruments of the crime
- Contraband
- Suspects
- Additional victims

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Protective sweeps
- Closed containers
- Inventory searches

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

35. The trainee shall understand and be able to explain/apply the “exclusionary rule” and its effect upon police action and procedures including:

- Court filings
- Prosecution of suspects

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SEIZURE CONCEPTS

36. The trainee shall understand and be able to explain/apply the concept of lawful evidence seizure, including instances where force may be justified, such as:

- Preventing a suspect from swallowing evidence
- Inducing a suspect to vomit
- Extracting blood evidence from a suspect
- Extracting fingerprint evidence from a suspect

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

WARRANTS

37. The trainee shall understand and be able to explain/apply the laws and procedures for obtaining search or arrest warrants, to minimally include:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

38. The trainee shall understand and be able to explain/apply the process for serving search and arrest warrants, including:

- Hours of service for felony arrest warrants
- Hours of service for misdemeanor arrest warrants
- Hours of service for search warrants
- Knock and notice for search warrants and exceptions to
- "Signing off" warrants/return

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

39. The trainee shall understand and be able to follow agency procedures for obtaining and serving the appropriate warrant(s) given an incident and necessary probable cause that calls for a search or arrest warrant.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Criminal Law

Additional Laws (ABC / Probation / Parole)

Probable Cause

Laws of Arrest

Juvenile Law and Procedure

Search Concepts

Seizure Concepts

Warrants

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

DEPARTMENT GUIDELINES

Performs duties within Departmental guidelines and in furtherance of the Department's Mission, Vision and Values.

Acceptable:

Understands and acts in furtherance of the Department's Mission, Vision, and Values; understands and follows Department policy and procedures including: evidence and impound procedures, court appearance procedures, personal conduct policies; researches policy manual if unsure of a course of action.

Improvement Needed:

Generally understands and acts in furtherance of the Department's Mission, Vision, and Values; generally understands and follows Department policy and procedures including: evidence and impound procedures, court appearance procedures, personal conduct policies; at times researches policy manual if unsure of a course of action.

Unacceptable:

Fails to understand and/or acts in furtherance of the Department's Mission, Vision, and Values; does not understand and/or follow Department policy and procedures including: evidence and impound procedures, court appearance procedures, personal conduct policies; fails to research policy manual if unsure of a course of action.

MISSION, VISION, AND VALUES

1. The trainee shall understand and be able to explain the reasons for the statement:
 - Public statement of the principles valued by our Department
 - Organizational culture, direction, unity, common goal
 - Common standard for all Department members

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CITY POLICIES

2. The trainee shall understand and periodically review the policies and procedures of this department.
- Department Policy Manual
 - City rules and regulations
 - Training bulletins

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PROPERTY AND EVIDENCE

3. The trainee shall understand and be able to explain/apply the following property and evidence procedures:
- Evidence and found property system and procedures
 - Property tags
 - Money
 - Firearms
 - Property release form
 - Narcotics tags: all narcotics, other drugs, paraphernalia
 - Issuing property receipts: money, firearms, etc.
 - Obtaining evidence for court i.e. evidence transmittal procedures
 - Review property packaging guide book
 - Review narcotics test kit procedures
 - Discuss safety concerns when booking weapons, sharps, drugs, etc.
 - Property release procedures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/apply the following firearms and shooting procedures:

- Range policy
- Firearms qualification
- Back-up and off duty-guns
- Patrol rifles

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand and be able to explain/apply the following personal conduct procedures:

- Members must obey all laws, rules, and orders while on duty or off duty
- Reviews all rules of personal conduct

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand and be able to explain/apply the following use of force procedures:

- Reviews force continuum
- Use of force reporting guidelines
- Impact weapons
- Chemical mace and pepper spray
- “Code Orange” less lethal deployment guidelines
- Taser

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall understand and be able to explain/apply the following domestic violence procedures:

- Review Domestic Violence field guide
- Familiarize officer with the family services unit and available programs
- DA pro-arrest policy

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Department Guidelines

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

PATROL VEHICLE OPERATIONS

Operates City vehicles with due regard for the safety of all others under all conditions in accordance with Department policy and the vehicle code.

Acceptable:

Understands and adheres to Department policy and vehicle code while driving under emergency and non-emergency conditions; drives with due consideration for all others on the road during emergency and non-emergency conditions; understands that the protection of human life is more important than the apprehension of offenders; understands Department and personal liability issues; properly performs pre-shift vehicle inspection; is not involved in a preventable collision.

Improvement Needed:

Generally understands and adheres to Department policy and vehicle code while driving under emergency and non-emergency conditions; generally drives with due consideration for all others on the road during emergency and non-emergency conditions; generally understands that the protection of human life is more important than the apprehension of offenders; generally understands Department and personal liability issues; at times, properly performs pre-shift vehicle inspection; is involved in a preventable collision.

Unacceptable:

Does not understand and/or adhere to Department policy and vehicle code while driving under emergency and non-emergency conditions; fails to drive with due consideration for all others on the road during emergency and non-emergency conditions; does not understand that the protection of human life is more important than the apprehension of offenders; does not understand Department and personal liability issues; is unable to properly perform pre-shift vehicle inspection; is involved in a preventable collision.

PATROL VEHICLE INSPECTIONS

1. The trainee shall be able to successfully perform a pre-shift vehicle inspection:

- Five point check (shotgun)
- Patrol rifle storage
- Checks all safety equipment
- Checks all lighting
- Visual inspection of overall vehicle condition
- Proper computer documentation
- Discusses vehicle repair procedures, city yard services and fueling procedures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Prevention of accidents
- Promotion of operational efficiency
- Reduction of maintenance and repair costs
- Location of contraband, evidence, or property

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Rear door locks
- Trunk and hood release
- Firearms/Weapon release systems
- Emergency lights and siren switches
- Flares
- First aid equipment
- Radio
- Spare tire release
- Jack and handle
- Spare tire
- Engine fluid compartments and dip sticks

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

PATROL VEHICLE OPERATIONS SAFETY

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Backing
- Parking
- Right-of-way violations
- Passing
- Excessive speed

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Driver condition
- Vehicle condition
- Environmental conditions, including road surfaces
- Vehicle speed
- Reaction time and distance
- Braking distance
- Knowledge of anti-lock braking systems

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Driver attitude
- Driver skill
- Vehicle capability
- Seat belt usage

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Over-confidence
- Impatience (including “road rage”)
- Self-righteousness

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Lower visual efficiency
- Slower reaction time

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

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

- **“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.
- **“Focused”** addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.
- **“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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

IMPORTANCE OF CONTINUED TRAINING IN RELATION TO SAFE DRIVING

12. 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:

- Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training
- Speeds officers are expected to encounter in routine and emergency driving
- Night driving
- Use of interference vehicle(s) to simulate actual roadway conditions

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

13. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

14. 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 is removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle. 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) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

EMERGENCY VEHICLE OPERATIONS / PURSUITS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

16. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

19. The trainee shall be able to safely operate a police vehicle:

- Adheres to vehicle code under emergency and non-emergency conditions
- Adheres to Department policy during emergency and non-emergency conditions
- Evaluates situation and reacts properly
- Maintains control of vehicle while being alert to activities inside and outside of the vehicle
- Arrives at scene safely
- Practices good defensive driving techniques

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

20. The trainee shall be able to safely operate a police vehicle using lights and siren and/or during a pursuit:

- Uses lights and siren appropriately
- Anticipates problems and drives accordingly
- Public safety vs. apprehension of offender during initiation, continuation, and termination of pursuit
- Review and understand regional pursuit policy
- Communications during pursuit driving
- Primary unit vs. Secondary unit responsibilities
- Response to 11-99 calls

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

21. The trainee shall understand and be able to explain/apply legal intervention techniques:

- Evaluates situation and reacts properly
- Proper tire deflation device deployment
- Proper intervention techniques

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

VEHICLE OPERATIONS LIABILITY

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

(Reference: 21052 VC)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

23. 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:

- Responding to an emergency call
- Engaged in a rescue operation
- In pursuit of a violator
- Responding to a fire alarm

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

25. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

26. The trainee shall understand and be able to explain legal aspects of liability associated with operating a police vehicle:

- Abiding by vehicle code
- Exemptions to vehicle code
- Due regard for safety
- Department liability vs. officer liability

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

27. The trainee shall understand and be able to explain/apply the following police equipment collision/damage procedures:

- Notifies communications and chain of command
- Provides medical assistance as necessary
- Preserves and controls the scene
- Collision reporting policy
- Collision review board procedures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Patrol Vehicle Inspections

Patrol Vehicle Operations Safety

Situation-Appropriate, Focused, Educated (SAFE) Driving

Seatbelt Use

Emergency Vehicle Operations / Pursuits

Vehicle Operations Liability

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

CRIME INVESTIGATION AND EVIDENCE

Investigates crimes, preserves and collects evidence, documents all actions appropriately allowing for successful prosecution of the case.

Acceptable:

Understands and correctly applies criminal codes and Department policy when investigating crimes; preserves and collects evidence related to crime investigated; properly identifies the elements of the crime; understands and recognizes when other departmental personnel are required to complete the investigation.

Improvement Needed:

Generally understands and at times correctly applies criminal codes and Department policy when investigating crimes; at times preserves and collects evidence related to crime investigated; with assistance can identify the elements of the crime; generally understands and recognizes when other departmental personnel are required to complete the investigation.

Unacceptable:

Does not understand and/or fails to correctly apply criminal codes and Department policy when investigating crimes; fails to preserve and collect evidence related to crime investigated; cannot identify the elements of the crime; does not understand and/or recognize when other departmental personnel are required to complete the investigation.

INVESTIGATIONS

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/apply factors which must be determined when interviewing complainants, reporting persons, and witnesses.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain circumstances requiring the skills of an evidence technician or criminalist is required.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand and be able to explain/apply an officer’s responsibilities associated with a preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities minimally include:

- Suspect(s) description or identity
- Suspect(s) direction of travel
- Possibility of suspect being armed with a weapon
- Description of loss
- Radio broadcasts of all important information
- Pursuit and/or apprehension of suspects, if possible

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall understand and be able to explain/apply an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.
- Suspect(s) description or identity
 - Suspect(s) direction of travel
 - Possibility of suspect being armed with a weapon
 - Description of loss
 - Radio broadcasts of all important information
 - Pursuit and/or apprehension of suspects, if possible

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. The trainee shall understand and be able to explain/demonstrate the steps to take while investigating the following crimes:
- Rape/Sexual assault
 - Felonious assault
 - Robbery
 - Kidnapping

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

9. The trainee shall understand and be able to explain/apply the initial steps to take at a scene where a serious injury or death has occurred. These steps shall minimally include:
- Preserving the scene, including the restriction of unauthorized police personnel
 - Creating a crime scene log when appropriate
 - Determining the need for first aid and summoning medical assistance
 - Identifying and apprehending suspect(s), if possible
 - Making proper notifications
 - Locating visible physical evidence
 - Locating and interviewing witnesses or possible witnesses as appropriate

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

10. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

11. The trainee shall understand and be able to 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:

- Criminal guilt (Evidence Code Section 520)
- Corpus delicti (Evidence Code Section 550)
- Jurisdiction (Evidence Code Section 666)
- Double jeopardy as a defense (Evidence Code Section 500)
- Self-defense as a defense (Evidence Code Section 500)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. The trainee shall understand and be able to explain/apply the concepts of evidence as defined and used in California law, including:

- Evidence
- Direct evidence
- Circumstantial evidence

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

13. The trainee shall understand and be able to identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- Fruits of a crime
- Instrumentalities of a crime
- Contraband

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

14. The trainee shall understand and be able to explain the purposes for offering evidence in court, including:

- As an item of proof
- To impeach a witness
- To rehabilitate a witness
- To assist in determining sentence

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

15. The trainee shall understand and be able to explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (*Evidence Code Section 210*)

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

16. The trainee shall understand and be able to 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

17. The trainee shall understand and be able to explain the privileged communication rule and provide examples to include: (*Evidence Code Sections 970 & 980; 950; 1030; 990*)

- Husband and wife
- Attorney and client
- Clergyman and confessor
- Physician and patient

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

18. The trainee shall understand and be able to explain the effects of the "exclusionary rule" upon police actions and procedures in the following areas: (*Evidence Code and Case Law*)

- Civil rights
- Inadmissible evidence
- Possibility of false arrest

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

19. The trainee shall understand and be able to explain the Hearsay Rule and give examples of exceptions to the rule, including: (*Evidence Code Sections 1200; 1220*)

- Spontaneous statements
- Admissions
- Confessions
- Dying declarations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

INTERVIEWING / INTERROGATION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

21. The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

22. The trainee shall describe the contents of a good statement. These contents shall minimally include:

- What happened
- When it happened
- Where it happened
- Who it happened to
- How it happened
- Why it happened
- How many are involved

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

23. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

EVIDENCE COLLECTION / PRESERVATION

25. The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- Strip
- Spiral
- Quadrant

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

28. The trainee shall review and explain, as well as apply, the agency's policies on:

- Handling controlled substances
- Depositing property, evidence, and money
- Withdrawing and returning property
- Depositing firearms, miscellaneous weapons, and explosives

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

33. The trainee shall explain technical methods for identifying suspects, including:

- Field show-up
- Photo identification
- Identification kit
- Artist's conception

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

34. The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups:”

- In custody
- In the field
- Photographic

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

35. The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

- Use of multiple photos
- Instructions to witness(es)
- Control of the situation
- Similar appearances

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SOURCES OF INFORMATION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

37. The trainee shall describe techniques for identifying and developing “informants” and the:

- Hazards of divulging too much information to informants
- Danger of breaking confidentiality

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

SUBPOENAS

39. The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

40. The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- Who may exercise the power of a subpoena
- Who may serve a subpoena
- How a subpoena is served
- Who is subject to the power of a subpoena
- What immunities from arrest are granted to a person traveling in answer to a subpoena
- How a subpoena is enforced

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

COURTROOM TESTIMONY

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

42. The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- Refreshing the officer’s memory
- Coordination of efforts

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Honesty
- Clarity
- Brevity
- Objectivity
- Poise

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

44. The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

- Irate
- Offensive
- Threatening
- Argumentative
- Overly friendly

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

45. The trainee shall become familiar with local courtroom security policies and procedures such as:

- Prisoner escort
- Prisoner restraint
- Screening of courtroom audience
- Disturbance procedures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Investigation

Interviewing

Evidence Collection / Preservation

Subpoenas

Sources of Information

Courtroom Testimony

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

LOCATION AND ORIENTATION / MAP BOOK (MCT)

Knows location at all times and can arrive at destinations in a timely manner.

Acceptable:

Knows location at all times; understands street numbering system; uses map book to locate unfamiliar destinations; is able to select best route to destinations; uses major streets, freeways, and landmarks for orientation; does not rely solely on MCT for directions/routing.

Improvement Needed:

Knows location most of the time; generally understands street numbering system; occasionally uses map book to locate unfamiliar destinations; with assistance, is able to select best route to destinations; occasionally uses major streets, freeways, and landmarks for orientation; frequently relies on MCT for directions/routing.

Unacceptable:

Unaware of location and directions; does not use street numbering system; is unable to use and interpret map book to find destinations; cannot use major streets and freeways for assistance; cannot arrive at a destination in a reasonable amount of time; relies solely on MCT for directions/routing.

1. The trainee shall understand and be able to explain the importance of knowing the geography of the city. The trainee will also:
 - Know his/her location at all times
 - Have the ability to give directions to others
 - Be aware of the location of other officers
 - Knowledge of beat alignment and boundaries

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to properly utilize the map book to navigate the city, including:
 - Able to use index
 - Understands grid coordinates
 - Able to use map book during times of stress and non-stress
 - Understands fire roll book

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand the importance of and be able to identify the major thoroughfares of the city:
- Basic knowledge of major streets and freeways
 - Uses best route for time of day/traffic conditions
 - Ability to respond to calls for service in a timely manner

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand the importance of and be able to identify compass directions and street numbers throughout the city, including:
- Being aware of direction at all times
 - Uses street numbering system for assistance
 - Odd numbers south and west
 - Even numbers north and east

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Location

Orientation

Map Book

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

PREPARATION (PERSONAL AND PATROL)

Presents a professional appearance and manner and has all required equipment and supplies. Is prepared for court appearances and presents a positive image of the department. Provides credible testimony in court.

Acceptable:

Reports to work on time for all shifts and is prepared for line-up; understands and adheres to grooming standards; is prepared with all necessary forms, equipment and supplies; appears in court pursuant to all subpoenas and is completely prepared to give testimony.

Improvement Needed:

Reports to work on time for most shifts and is generally prepared for line-up; generally understands and adheres to grooming standards; is mostly prepared with all necessary forms, equipment and supplies; appears in court pursuant to all subpoenas and is generally prepared to give testimony.

Unacceptable:

Fails to report to work on time for most shifts and/or is not prepared for line-up; does not understand and/or adhere to grooming standards; is not prepared with all necessary forms, equipment and supplies; fails to appear in court pursuant to all subpoenas and/or is not prepared to give testimony.

1. The trainee shall understand and be able to explain/apply the department's personal appearance policy:
 - Adheres to grooming standards
 - Jewelry
 - Personal property replacement policy

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/apply the department's uniform policy:
- Neat, clean uniform
 - Proper shoes, boots (shined as appropriate)
 - Display of awards and rank insignia
 - Optional uniforms
 - Uniforms for special assignments

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/apply the department's equipment policy:
- Has all required safety equipment
 - Maintains all required safety equipment in good working condition
 - Has all proper tools and paperwork needed
 - Use of personal equipment

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/apply the department's attendance policy:
- Reports for all duties and court appearances on time
 - Adheres to Department policy for calling in sick
 - Adheres to vacation and leave policies

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand and be able to explain/apply the proper court preparation procedures:

- Copy and read report(s)
- Evidence presentation
- D.A. check-in procedure
- Proper court room demeanor
- Subpoena response policy
- Stand by
- DMV hearings
- Parole hearings

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Preparation (Personal and Patrol)

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

TACTICAL COMMUNICATION / CONFLICT RESOLUTION

Pursues community partnerships in policing efforts and provides fair, unbiased, respectful police services.

Acceptable:

Understands and utilizes neighborhood policing principles; pursues community partnerships to address neighborhood problems; appreciates and considers cultural differences when dealing with the public; delivers all police services in a fair and impartial manner; practices positive communication skills.

Improvement Needed:

Generally understands and utilizes neighborhood policing principles; occasionally pursues community partnerships to address neighborhood problems; generally appreciates and considers cultural differences when dealing with the public; delivers most police services in a fair and impartial manner; occasionally practices positive communication skills.

Unacceptable:

Does not understand and/or utilize neighborhood policing principles; fails to pursue community partnerships to address neighborhood problems; does not appreciate and/or considers cultural differences when dealing with the public; fails to deliver police services in a fair and impartial manner; does not practice positive communication skills.

TACTICAL COMMUNICATION

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall identify the benefits of tactical communication including:
 - Enhanced safety (reduces likelihood of physical confrontation and injury)
 - Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. 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).

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. 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:

- I appreciate that, but I need to see your driver’s license.
- I understand that, but I need you to sign the citation.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. 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:

- Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- 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
- Present Options (Personal Appeal) – Explain possible options
- Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- ACT – (Take appropriate action)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

HANDLING DISPUTES

6. The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- Remaining impartial
- Preserving the peace
- Determining whether or not a crime has been committed
- Conducting an investigation if a crime has been committed
- Providing safety to individuals and property
- Suggesting solutions to the problem
- Offering names of referral agencies
- Considering arrest as a viable alternative if a crime has been committed

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. 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:

- Public health
- Alcohol problems
- Family counseling and child guidance
- Drug problems
- Humane society/SPCA

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

11. The trainee shall assess and explain different techniques to use in given dispute situations.

These situations shall minimally include:

- Family disputes
- Neighbor disputes
- Juvenile disputes
- Loud parties

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

CIVIL DISPUTES (Landlord-Tenant, Labor and Repossessions)

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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:

- Evictions
- Lockouts
- Trespasses
- Confiscation of property

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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:

- Obstruction of ingress or egress
- Blocking of sidewalks and roadways
- Outside agitators
- Violence and vandalism

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

REPOSSESSIONS

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

- What property is subject to repossession
- Who may make a repossession
- To what lengths a repossessioner may go
- When a repossession is complete

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Tactical Communication

Handling Disputes

Civil Disputes (Landlord-Tenant, Labor, and Repossessions)

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

RADIO COMMUNICATION SYSTEMS / MCT

Operates radios and MCT efficiently and professionally.

Acceptable:

RADIO - Hears and understands radio transmissions; speaks calmly, clearly and concisely; speaks professionally with respect for all Department members and members of the public; is able to use inquiry; understands the disposition codes; is able to properly operate Department radios.

MCT - Understands the basic operation and functions of the MCT; is able to properly interpret MCT call screens; is able to receive and interpret dispatches and messages, is able to send and receive professional, business-related messages.

Improvement Needed:

RADIO - Hears and understands most radio transmissions; generally speaks calmly, clearly and concisely; generally speaks professionally with respect for all Department members and members of the public; with assistance is able to use inquiry; generally understands the disposition codes; is able to properly operate Department radios most of the time.

MCT – Generally understands the basic operation and functions of the MCT; with assistance is able to properly interpret MCT call screens; with assistance is able to receive and interpret dispatches and messages, with assistance is able to send and receive professional, business-related messages.

Unacceptable:

RADIO – Fails to hear and/or understand most radio transmissions; does not speak calmly, clearly and concisely; does not speak professionally with respect for all Department members and members of the public; is unable to use inquiry; does not understand the disposition codes; is unable to properly operate Department radios.

MCT – Does not understand the basic operation and functions of the MCT; is unable to properly interpret MCT call screens; is unable to receive and interpret dispatches and messages, is unable to send and receive professional, business-related messages.

RADIO COMMUNICATIONS

1. The trainee shall understand and be able to explain/demonstrate proper radio communication procedures:
 - Hears, understands, and responds to all radio transmissions
 - Is aware of activity of other units
 - Transmits pertinent information when appropriate (i.e. not during code 33)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/demonstrate proper radio transmission procedures:
- Knows and properly uses 10, 11, and phonetic codes
 - Speaks in a calm clear voice
 - Transmits short and concise messages
 - Responds in a professional manner

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/demonstrate proper emergency radio transmission procedures and codes:
- When to use emergency codes and requests for cover
 - Properly uses emergency button activation and clearing procedures
 - Successfully passes code testing to demonstrate knowledge

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/demonstrate proper disposition codes and procedures:
- Uses proper disposition codes
 - Successfully passes disposition code testing to demonstrate knowledge

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

INFORMATION SYSTEMS / TELECOMMUNICATIONS

5. The trainee shall understand and be able to explain/demonstrate proper MCT operating procedures:

- Laws (502 P.C. and 11142 P.C.) and Department policy related to the use of the MCT
- Properly logs on and off
- Understands communication status windows and MCT status line
- Receives, comprehends, and acknowledges dispatch messages
- Utilizes MCT to send professional, business-related messages only

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand and be able to explain/demonstrate proper procedures when using information systems:

- Law enforcement inquiry systems
- Automated Property (APS)
- Stolen Vehicles (SVS)
- Wanted persons (WPS)
- Missing Persons (MUPS)
- Firearms (AFS)
- Domestic Violence orders (DVROS)
- Local Systems (ARJIS)
- State systems (DOJ)
- National systems (NCIC)
- DMV information
- Understands how to verify warrants, DMV information, parole and probation status, 4th waiver status, and missing persons information
- Completes the Criminal Justice Information Systems test booklet (see training)
- Additional new systems as applicable

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Radio Communications

Information Systems / Telecommunication

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

REPORT WRITING REQUIREMENTS

Determines when an offense has occurred and prepares a thorough report in a timely manner using proper format.

Acceptable:

Correctly identifies the type of incident; correctly determines the need to prepare a report; follows proper format; narrative contains all elements; is written in an organized, neat, timely manner; work contains minimal grammatical or spelling errors; follows proper routing procedures.

Improvement Needed:

Occasionally correctly identifies the type of incident; with assistance determines the need to prepare a report; occasionally fails to follow proper format; narrative contains most elements; with assistance is written in an organized, neat, timely manner; work contains several grammatical or spelling errors; occasionally follows proper routing procedures.

Unacceptable:

Fails to correctly identify the type of incident; cannot determine the need to prepare a report; fails to follow proper format; narrative does not contain elements; is not written in an organized, neat, timely manner; work contains numerous grammatical or spelling errors; fails to follow proper routing procedures.

REPORT WRITING

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

- Recording facts to a permanent record
- Providing coordination of follow-up activities
- Providing investigative leads
- Providing statistical data
- Providing a source for trainee evaluation
- Providing reference material

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/demonstrate a proper interview of a victim, witness and suspect:
- Obtains all necessary information to complete face sheets
 - Obtains complete victim/witness/suspect statement
 - Maintains open communication with interviewees
 - Treats all interviewees with proper dignity and respect

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/demonstrate the proper procedure for determining the type of incident encountered:
- Able to determine if a crime or offense has occurred
 - Collision investigations
 - Identifies and uses appropriate title / code section(s)
 - Civil vs. criminal
 - Death investigations
 - Sexual assault

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/demonstrate the use of the appropriate form based on the type of incident:
- Selection of proper forms
 - Completes all supplements
 - Demonstrates use of lap top computer to complete and print report

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall understand and be able to explain/demonstrate proper report writing skills:

- Accuracy
- Brevity
- Completeness
- Clarity
- Uses proper format
- Legibility/Neatness
- Objectivity
- Spelling
- Grammatical and structural correctness
- Timely
- First person/active voice/past tense
- Is well organized
- Obtains a case or incident number if necessary
- None to minimal corrections

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

6. The trainee shall understand and be able to explain/demonstrate proper workload management regarding reports:

- Completes work in a reasonable amount of time
- Report pending procedures
 - In custody arrest reports
 - Reports requiring follow-up
 - End of shift
 - End of work week
 - Supervisor approval required

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. The trainee shall understand and be able to explain/demonstrate proper report routing procedures:

- Turning in reports (in box vs. handing directly to a supervisor)
- Report approval process
- Records requests (copies for court)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

9. The trainee shall prepare a report that minimally includes:

- Organizing facts in chronological order
- Relating facts in appropriate sentence form
- Correctly filing in all appropriate boxes
- Properly establishing who, what, when, where, why, how and how many
- Properly establishing the elements of the crime(s), when appropriate

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

10. 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:
- The elements constituting the offense
 - A complete documentation of reasonable/probable cause to arrest
 - A complete description of all physical evidence, where it was found, and its disposition
 - A complete listing of all suspects, including whether or not they are in custody.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

FIELD NOTES / NOTEBOOKS

11. The trainee shall understand and be able to explain/demonstrate proper types of information that may/should be entered into a field notebooks and/or notes, including:
- Date, day, time
 - Vehicle information
 - Names of partner(s) and supervisor(s)
 - Type of incident
 - Information pertinent to the incident
 - Names of suspects, victims, witnesses, and reporting persons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:
- Date, day, time, vehicle number
 - Name of partner or supervisor
 - Type of incident
 - Pertinent information
 - Names of suspects, victims, witnesses, and reporting persons

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

13. The trainee shall understand field notes and the contents of notebooks are discoverable in a court proceeding.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

14. The trainee shall understand and be able to explain the necessity for field notebooks and/or notes including:

- Reference for future investigation
- Reference for future court appearance
- Beat or area information

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

15. Given an incident, the trainee shall properly record pertinent information using field notes or a note book.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Report Writing

Field Notes / Notebook

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

TRAFFIC

Recognizes traffic-related violations and takes appropriate enforcement action in a safe, professional manner.

Acceptable:

Makes no safety-related errors; recognizes traffic violations, positions vehicle safely and properly on traffic stops; safely approaches vehicle; properly completes appropriate document in a timely manner; makes appropriate license and driver's license checks; knows commonly used vehicle code sections.

Improvement Needed:

Makes few safety-related errors; recognizes most traffic violations, generally positions vehicle safely and properly on traffic stops; safely approaches vehicle most of the time; with assistance properly completes appropriate document in a timely manner; with assistance makes appropriate license and driver's license checks; generally knows commonly used vehicle code sections.

Unacceptable:

Makes numerous safety-related errors; fails to recognize most traffic violations, does not position vehicle safely and/or properly on traffic stops; fails to safely approach vehicle; cannot properly complete appropriate document in a timely manner; cannot make appropriate license and driver's license checks; does not know commonly used vehicle code sections.

ENFORCEMENT

1. The trainee shall understand and be able to explain/demonstrate the proper procedures when conducting traffic enforcement, including:
 - Knowledge and understanding of the vehicle code
 - Chooses a safe location for the stop
 - Notifies Dispatch as soon as practical
 - Properly uses lights, siren, and public address system

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/demonstrate the proper vehicle positioning procedures, including:
- Creating a safety corridor
 - Proper use of lighting during night stops
 - Parks tactically considering geography, lighting, location, etc.
 - Proper use of vehicle at a collision scene
 - Positioning multiple vehicles: collision, hot stops, etc.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/demonstrate the proper procedures when approaching a vehicle, including:
- Felony “hot stop” procedures
 - Use of K-9 in vehicle stops and searches
 - Safely approaches vehicle and is alert to potential hazards
 - Driver side vs. passenger side approaches
 - Different vehicle types (vans vs. motorcycles etc.)
 - Identifies additional violations
 - Communicates with occupants in a professional manner

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/demonstrate the proper procedures when conducting traffic enforcement potentially resulting in a citation, including:
- Moving violations
 - Equipment violations
 - RADAR/LIDAR enforcement
 - Warning citations
 - Conducts appropriate records checks: vehicle, driver, occupants
 - Parking enforcement
 - Accurately completes documents in a timely manner
 - Takes appropriate follow-up action, if warranted
 - Driver reevaluation process
 - Off-road law enforcement sections (ORLE)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

VEHICLE CODE

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest. *(Reference: 40300.5 through 40303; 40305)*

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall define the following terms as used in the California Vehicle Code:

- Crosswalk
- Darkness
- Driver
- Highway
- Intersection
- Limit line
- Motor vehicle
- Roadway
- School bus
- Sidewalk
- Vehicle

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Vehicle registration and insurance requirements
- Theft of and tampering with vehicles
- Driver's licenses and identification cards including suspensions
- Hit and run
- Traffic control signals
- Other traffic control devices
- Driving, overtaking, and passing
- Right-of-way
- Pedestrians
- U-Turns
- Stopping, standing, and parking
- Driving under the influence
- Other public offenses
- Equipment violations
- Fleeing/evading an officer
- Reckless driving
- Seat belt violations

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

5. The trainee shall discuss enforcement options after observation of a traffic violation, including:
- Verbal warning
 - Issuance of a citation
 - Physical arrest

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

7. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

IMPOUNDING / STORING VEHICLES

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Vehicle is abandoned (22669(a) VC)
- Vehicle is a traffic hazard (22651(b) VC)
- Incidental to an arrest (22651(h) VC)
- Vehicle is stored for safekeeping (22651 (g) VC)
- Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC)
- Vehicle is held for investigation (22655.5 VC)
- Vehicle is involved in hit and run (22655 or 22653(b) VC)
- Vehicle with VIN removed (10751 VC)
- Vehicle held for operation by unlicensed driver (22651(p) VC)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

11. The trainee shall understand and be able to explain/demonstrate the proper procedures, considerations and the legal authority for those instances when an officer may impound/store a vehicle from public and private property, including:

- CHP 180
- Vehicle inventories
- Field release of vehicles
- Private property storage
- 10851 recovery
- Abatement procedures
- Holding vehicles as evidence
- Department fees and release procedures
- Familiarization with local tow companies

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

12. 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:

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

VEHICLE COLLISIONS

13. The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:

- Education
- Enforcement
- Proactive engineering recommendations
- Patrol awareness (including assisting stranded motorists)
- Environmental factors that detract from traffic safety
- Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

14. The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- Determining injuries and need for emergency first aid treatment
- Protecting the scene, including persons and property involved
- Appropriate use of flares (spilled fuel)
- Ascertaining the need for ambulance service
- Considering the need for tow services
- Determining the need for further assistance

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

16. The trainee shall define the term vehicle collision.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

18. The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- Injury accident
- Hit and run accident
- Accident involving suspected drunk driving
- Accident involving city, county, or state property

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

20. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

- Accident or collision: an unintended event that causes damage, death or injury.
- Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- 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.
- 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.
- 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).
- Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

23. 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:

- Indications of compass direction
- Measurements of the scene in proportion but not necessarily to scale
- Use of appropriate illustrations
- Determine the point of impact (P.O.I.) and the point of rest (P.O.R.)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

24. The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:

- Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- Debris, glass, vehicle parts, fluids, and other related property damage
- Photographs of the scene

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

25. The trainee shall identify information to be obtained during a collision investigation interview, including:

- Identity of the involved parties and vehicle information
- Time and location of collision events
- Chronology of collision events
- Elements unique to hit and run collisions, if applicable

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

26. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

27. The trainee shall demonstrate recognized traffic hand signals for a driver to include:

- Stop
- Turn right
- Turn left
- Start
- Keep moving

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

30. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

31. The trainee shall understand and be able to explain/demonstrate the proper procedures when conducting traffic collision investigations, including:

- SWITRS
- Property damage only (PDO)
- Report vs. Investigation format
- Hit and run investigations
- Evidence
- Traffic call-out
- Vehicle vs. train collisions (jurisdiction)
- Road closures
- Proper flare patterns
- Traffic control procedures

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DRIVING UNDER THE INFLUENCE (DUI)

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

34. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

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

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

37. The trainee shall understand and be able to explain/demonstrate the proper procedures when conducting DUI enforcement, including:

- Field sobriety tests
- GCI operation
- PAS device
- Chemical testing options
- Dealing with refusals
- Forcible blood draw policy
- Quick release procedures
- DMV forms
- Arrest reports
- Informed consent
- Dealing with minors (zero tolerance)
- Vehicle storage vs. park and lock

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

38. 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.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Enforcement

Vehicle Code

Impounding / Storing Vehicles

DUI

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

SELF-INITIATED ACTIVITY

Actively pursues solutions to neighborhood and crime problems.

Acceptable:

Obtains and incorporates community input in daily patrol activities to identify and combat neighborhood problems; directs activity towards neighborhood problems; is able to access resources to assist directed activity; recognizes suspicious persons and activity and takes appropriate action; realizes when a violation of the law has occurred and takes appropriate action; applies the law in a fair and impartial manner.

Improvement Needed:

Occasionally obtains and incorporates community input in daily patrol activities to identify and combat neighborhood problems; occasionally directs activity towards neighborhood problems; with assistance is able to access resources to assist directed activity; occasionally recognizes suspicious persons and activity and takes appropriate action; occasionally realizes when a violation of the law has occurred and takes appropriate action; generally applies the law in a fair and impartial manner.

Unacceptable:

Does not obtain and/or incorporate community input in daily patrol activities to identify and combat neighborhood problems; fails to direct activity towards neighborhood problems; is unable to access resources to assist directed activity; fails to recognize suspicious persons and activity and/or fails to take appropriate action; fails to realize when a violation of the law has occurred and/or fails to take appropriate action; does not apply the law in a fair and impartial manner.

1. The trainee shall understand and be able to explain/demonstrate proper beat accountability procedures, including:
 - Seeking community input to identify common problems
 - Directs activity towards neighborhood or crime problems
 - Accesses resources to assist in directing activity
 - Recognizes and acts upon illegal or suspicious activity
 - Checks beat board/crime analyst reports

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

2. The trainee shall understand and be able to explain/demonstrate the proper application of the law in a fair and unbiased manner.

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

3. The trainee shall understand and be able to explain/demonstrate proper enforcement strategies, including:

- Prevention
- Intervention
- Apprehension (Arrests)
- Directed patrol / enforcement

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

4. The trainee shall understand and be able to explain/demonstrate proper routine beat activity, including:

- Field interviews
- Open businesses
- Assist disabled motorists
- Citizen contacts (non-enforcement)
- Foot patrol
- Security checks
- Beat familiarization (including off-road areas)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

VEHICLE / PEDESTRIAN STOPS

5. The trainee shall understand and be able to explain/demonstrate the benefits of self-initiated activities, including:
- Vehicle Stops
 - Investigative
 - Traffic enforcement
 - Pedestrian Stops
 - Suspicious persons
 - Consensual encounters
 - Traffic enforcement

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

DIRECTED PATROL

6. The trainee shall understand and be able to explain/demonstrate the benefits of directed patrol, including:
- Gang area/activities D. Pattern crimes
 - DUI enforcement E. COPS, POP Projects, School programs, NPEs
 - Illegal vendors

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

ARRESTS

7. The trainee shall understand and be able to explain/demonstrate the benefits of making arrests as appropriate, including:
- Misdemeanor
 - Felony
 - Other (i.e., Municipal codes, local ordinances)

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

8. The trainee shall understand and be able to explain/demonstrate the benefits of performing other self-initiated activities, including:
- Field Interview (FI) cards
 - Bar checks
 - Curfew violators
 - Suspicious circumstances

FTO Initials & ID #	Phase 1	Phase 2	Phase 3	Phase 4
Discussed				
Demonstrated				
Accomplished				

Phase Completion Signatures

Vehicle Stops / Pedestrian Stops

Directed Patrol

Arrests

Signatures	Phase 1	Phase 2	Phase 3	Phase 4
Trainee				
FTO				
FTC				

CARLSBAD POLICE DEPARTMENT

Field Training Program Critique

It is the goal of the field training officer program to provide each new officer to our department the best training environment possible. Part of this process involves the evaluation of the training curriculum and feedback on the effectiveness of FTO Program as a whole. With this in mind you are requested to honestly evaluate the FTO Program.

Please take time to provide specific comments and details about your rating. The more information that you provide the better picture we will have of the FTO Program and be able to evaluate area for improvement. Return the completed form to Professional Standards. If you have any questions about this process, please contact anyone in Professional Standards.

Please rate the FTO Program in the following areas:	Poor	Fair	Ave.	Good	Excel.
How prepared are you to work as a solo officer?					
Quality of training material/info the program provided you.					
Amount of training material /info the program provided you.					
Overall format and design of the FTO Program.					

Please explain any conflicts between the FTO Program’s training and your academy training?

Did each phase provide the appropriate amount of time to provide you with the necessary training? Please explain. (If not, how much time is needed?)

Please provide an overall evaluation of the Field Training Program.

Please list your suggestions on how to improve the Field Training Program.

Officer Trainee’s Signature

Date

CARLSBAD POLICE DEPARTMENT

Field Training Officer Critique

It is the goal of the field training officer program to provide each new officer to our department the best training environment possible. Part of this process involves the evaluation of the training curriculum and feedback on the effectiveness of each field training officer (FTO).

With this in mind you are requested to honestly evaluate each FTO to whom you have been assigned. This form will not be shown to any of the FTOs and your responses will be kept strictly confidential. Edited comments may be combined with those of other trainees and shared with the FTO to identify both strong points and weak points of the training officer.

Please take time to provide specific comments and details about your rating. The more information that you provide the better picture we will have of each FTO's level of skill and continued suitability for the position. Return the completed form to Professional Standards. If you have any questions about this process, please contact anyone in Professional Standards.

FTO: _____ Watch (circle): D-1 D-2 E-1 E-2 Phase (circle): 1 2 3 4

The Field Training program emphasizes both training and evaluation. What percentage of time did your FTO spend in each area during this phase? Training % _____ Evaluation % _____

Please rate the FTO in the following areas:	Poor	Fair	Ave.	Good	Excel.
What kind of example did this FTO set for you?					
How well did the FTO impart training material/info to you?					
Knowledge of the training material covered.					
Skill as an instructor/teacher/trainer					
Communication skills.					
Honesty, fairness, and objectivity in rating you.					
Overall attitude toward role as an FTO.					

In which area(s) did the FTO demonstrate the greatest skill, ability, or interest? Please explain.

In which aspect(s) of the job was the FTO's instruction least effective? Please explain.

In which area(s) do you believe the FTO needs improvement? Please explain.
Please explain any conflicts between the FTO's training and your academy training?

Officer Trainee's Signature

Date

CARLSBAD POLICE DEPARTMENT
Field Training Program
Completion Record/Competency Attestation

REPORT DATE _____

Page 1 of 1

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)	
1				From:	To:
2				From:	To:
3				From:	To:
4				From:	To:

PART B. TRAINEE ATTESTATION

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature ▶ Date

PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer/Deputy _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature ▶ Date

Print FTC (SAC) Name	Badge / ID	
		▶ Date

PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Print Agency Head Name	Badge / ID	
		▶ Date

