

Orange County Sheriff's Department



Don Barnes

Sheriff-Coroner

Patrol Field Training Program Manual

Field Operations

OCSD MISSION STATEMENT

The men and women of the Orange County Sheriff's Department are dedicated to the protection of all we serve. We provide exceptional law enforcement services free from prejudice or favor, with leadership, integrity and respect.

OCSD VALUES

Integrity without compromise; Service above self; Professionalism in the performance of duty; Vigilance in safeguarding our community.

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional Rights of everyone to liberty, equality and justice.

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

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

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

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STATEMENT OF CONFIDENTIALITY

The material contained in this manual is deemed confidential and is an official Department document.

OCSD Policy Manual Section #215 admonishes employees not to divulge official Department information (documents) to anyone except to whom it is intended.

The Field Training Program Manual is intended for the use of sworn Departmental personnel, and selected professional staff on a need to know basis.

PROCEDURES TO REVISE THE FIELD TRAINING PROGRAM (FTP) MANUAL

The Field Training Program (FTP) manual will be reviewed and revised as necessary. The Field Training Bureau (FTB) staff and their designees will ensure the training information is current, the overall program is meeting the needs of the department, and the program is in compliance with POST regulations.

Significant changes in the FTP Manual will require POST approval. Submissions of revisions for POST approval should be coordinated through the FTB.

All approved revisions/additions will be incorporated in the FTP Manual as soon as possible. Emergency revisions may be distributed through the utilization of an intra-department memo. The memo will cover the interim period until the manual is revised. However, the memo will not replace the required manual revision.

Revisions/additions will reflect a revision date (i.e. Revised 01/00) in the lower left-hand footer of the appropriate manual pages.

The prior policy that has been revised will be retained in a historical file, with the original footer date documentation, for later reference as required.

Prior Approval:

- No changes will be made to the Field Training Program (FTP) Manual without prior approval of the Assistant Sheriff/Commander of the Field Operations & Investigative Services Command.

Procedure to Change:

- Submit a memorandum to the Field Training Bureau (FTB).
- Identify the section to be revised.
- Include one copy of the page or pages to be revised.
- Mark the area to be changed and include recommended revision(s).

Review and Approval:

- The suggested revision(s) will be reviewed and evaluated by the Field Training Bureau.
- If the Field Training Bureau concurs with the suggested revision(s), it will be

submitted to the Assistant Sheriff/Commander of Field Operations & Investigative Services for review and evaluation.

- If the Assistant Sheriff/Commander approves the revision(s), they will be returned to the Field Training Bureau and implemented as soon as practical.

FOREWORD/ AGENCY PERSPECTIVE

The purpose of the Orange County Sheriff's Department Field Training Program (FTP) is to design and provide a standardized training format for the orientation and training of deputies newly assigned to a Uniformed Patrol Division.

The Field Training Program (FTP) is designed to achieve the following goals:

- Produce a competent patrol deputy capable of working a uniformed, solo patrol assignment in a safe, skillful, productive and professional manner.
- Provide standardized training to all newly assigned patrol deputies in the practical application of learned information.
- Provide clear standards for rating and evaluation which give all trainees every reasonable opportunity to succeed.
- Enhance the professionalism, job skills and ethical standards of the Orange County Sheriff's Department.

The FTP is in compliance with Peace Officers Standards and Training (POST) guidelines and regulations. It was developed through a compilation of the best practices of field training programs throughout the state and nation.

The guidelines and structured learning objectives contained herein will insure the consistent administration of field training for all OCSD patrol stations and assigned personnel. Standardization and consistency in the delivery of field training will result in a program that meets the following criteria:

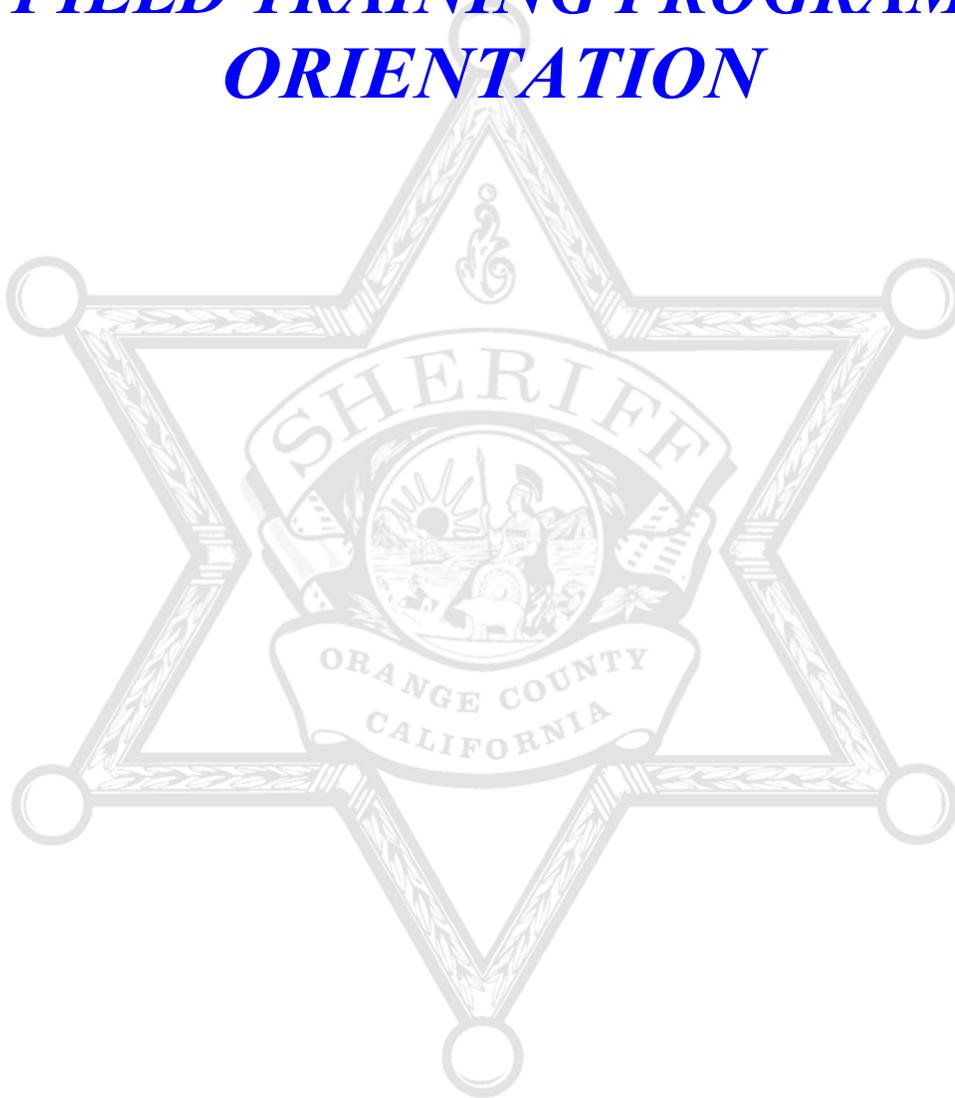
- Defensible/Fair: The program ensures proper selection and training of Field Training Officers (FTOs), facilitates trainee feedback, provides a comprehensive list of performance objectives and utilizes a standardized evaluation process.
- Effective/Manageable: The program is performance-based and includes adequate documentation, minimum time completion requirements and competency specifications.

- Adaptable/Flexible: The program is adaptable to any patrol station and the individual stations are able to incorporate area specific policies, procedures and other local information.

Section

I

***FIELD TRAINING PROGRAM
ORIENTATION***



FIELD TRAINING PROGRAM OVERVIEW

The Orange County Sheriff's Department (OCSD) Field Training Program (FTP) Manual provides policies and guidelines for Field Training Officers (FTOs) to facilitate the orientation and field training of newly assigned patrol deputies. The program is designed to assist deputies in making the transition from other assignments to an operations division while performing general law enforcement uniformed patrol duties.

The POST definition of general law enforcement uniformed patrol duties is as follows:

Those duties which include the detection and investigation of crime, patrol of a geographical area, responding to the full range of requests for police services, general enforcement of all state and local laws including physical arrests of suspects, and working with the community to reduce crime and address community concerns. Performed by peace officers, wearing a department uniform, carrying a firearm and utilizing a marked emergency vehicle.

NOTE: Trainees assigned to general law enforcement uniformed patrol duties shall be under the direct and immediate supervision (physical presence) of a POST certified Field Training Officer.

Trainees who are temporarily assigned to non-enforcement, specialized function(s) for the purpose of training or orientation (i.e., Emergency Communications Bureau (ECB), Records, Investigations, etc.), are not required to be in the immediate presence of a POST certified Field Training Officer.

This FTP Manual is comprised of a structured learning matrix, containing applicable procedures/guidelines and is the standardized training resource document for all OCSD Operations Divisions. It also provides for and facilitates the following:

- The program ensures proper selection and training of FTOs, provides for and allows trainee feedback, provides a comprehensive list of current performance objectives, and utilizes a standardized evaluation process.
- The program is performance based and includes associated documentation and competency specifications.
- The program is applicable to all OCSD field operations areas and incorporates division specific policies/procedures as required.

The FTP covers all POST mandated training content requirements, which includes the following subject matter:

- Agency Orientation (including Standards and Conduct)
- Agency Policies (Rules and Regulations and Policies/Procedures)
- Ethics
- Leadership
- Patrol Vehicle Operations
- Officer Safety
- Report Writing
- California Codes and Law
- Patrol Procedures
 - Traffic (including DUI)
 - Use of Force
 - Search and Seizure
 - Radio Communication
 - Self-Initiated Activity
 - Investigations and Evidence
 - Community Relations
 - Cultural Diversity
 - Community Policing
 - Tactical Communication/Conflict Resolution
 - Domestic Violence
 - Pedestrian/Vehicle Stops
 - Control of Persons, Prisoners and the Mentally Ill (Adults and Juveniles)
 - Agency and Community Specific Training as Applicable

ELEMENTS OF THE FIELD TRAINING PROGRAM (FTP)

The FTP introduces newly assigned deputies to the procedures, policies, and mission of the uniformed patrol divisions and provides the initial orientation and training specific to their assigned area and daily duties. This program also meets the field training requirement for Level I Reserve Deputies.

LENGTH OF PROGRAM

The FTP is intended to provide basic patrol training. The four training phases have been formatted to provide the maximum flexibility in regards to the allotted training time, to facilitate the completion of the objectives of each phase. Standard training will last 14 weeks, with a required 10 week minimum, but can be shorter or extended when applicable and with prior approval from the Field Training Bureau (FTB).

Laterals who have successfully passed a POST approved Field Training program, and display a strong understanding of Field Operations duties, may be considered for an accelerated field training period. Those lateral deputies shall be evaluated by at least 2 FTOs if they are to be considered for expedited release from the program.

PRE-PATROL MENTORING:

The Field Training Program (FTP) begins with four phases of mandatory pre-patrol mentoring for deputies prior to their transfer to patrol operations. The mentoring is designed to give pre-patrol deputies basic knowledge and understanding of constitutional rights, case law, specified department policies and certain patrol functions.

Each mentoring phase will last one week and cover at a minimum, pre-designated material as listed by the Field Training Bureau (FTB). Any deviation from the outlined mentoring program either in length or material, will need prior approval from the FTB lieutenant. Deputies on the Deputy Sheriff II- Field Operation's Eligibility List will be identified and assigned to Pre-Patrol Mentoring by the FTB lieutenant.

A folder containing all of the material needed to complete the mentoring program will be sent to the deputy's work location from the FTB. The folder provided will also contain a zip drive uploaded with all needed educational material. The folder will also have end of cycle progress reports and a mentoring tracking form. Any mentoring sessions conducted will be done on the forms provided by the FTB and shall be completed by the selected mentoring Sergeant.

The Deputy will complete applicable mentoring assignments via the mentoring folder and zip drive provided by the FTB and within a time frame established by the FTB sergeant. After completing each mentoring cycle, the deputy will meet with a Custody or Court sergeant (mentoring sergeant) who has been appointed by the FTB lieutenant or their designee.

The purpose of this meeting is to ensure the deputy has completed all necessary items for that mentoring cycle. The sergeant will also proctor a test provided by the FTB that corresponds with the mentoring phase the deputy has just completed. The purpose of the test is to allow the deputy to gauge their ability to retain information. The sergeant will review the test with the deputy and discuss any applicable Department Policy and/or case law. The sergeant will also be a source of information and answer questions the deputy may have. The sergeant will enter the test score onto the mentoring tracking form and sign the applicable box. The trainee will date and initial the mentoring form indicating that mentoring cycle has been completed. The deputy will then move onto the next mentoring cycle.

At the conclusion of the mentoring program, the deputy will meet with the mentoring sergeant to ensure the mentoring program has been completed. The mentoring sergeant will document the deputy's progress, performance and material/topics covered on the deputy's mentoring tracking form. The mentoring sergeant will send the deputy's mentoring tracking form to the FTB for retention purposes.

STANDARDIZED PHASE TRAINING (PHASES 1-4)

The FTP is based on a structured learning program with content consisting of areas of instruction and performance objectives. Utilizing the guide as the training standard will minimize issues associated with inconsistent training and will maximize consistency in the field training process.

Standardization and consistency of phase training are essential to the success of any Field Training Program. Standardized training provides for uniform application of policy, procedure, and law throughout the department. Consistency in training ensures fair and impartial treatment of all trainees.

A fundamental element of the program is phase training, which is designed to facilitate and provide the following:

- A systematic approach to field training
- Consistent and standardized training
- Maximize the trainee's capability to perform competently as a solo patrol deputy
- Provide the opportunity to train with multiple FTOs and to be exposed to their methods and techniques while operating within the standardized guidelines

During each phase, the trainee will complete a component of the program including specific performance objectives designed to ensure the trainee has learned specific skills. Phase training is a progressive process, with subsequent phases building on the knowledge and skills learned in the previous phases.

For this reason, trainees will not be passed to the next phase unless they have successfully completed and can demonstrate adequate competency for all training objectives contained in the previous training phase.

To facilitate the training and associated documentation process, the FTP is divided into four phases:

Phase 1: Phase 1/FTO 1 is 4 weeks in length, with phase extensions conducted on a case (4 weeks) by case basis during this phase. During this and all other phases, the trainee will be evaluated on a daily basis utilizing Daily Observation Reports (DOR's).

Important elements of this training phase include; a general orientation of patrol functions, the education of the trainee in the geographical layout of their assigned area, report forms, report writing, and the application and adherence to department policies and procedures in field operations. The molding of the trainee's attitude toward the experienced deputies and making it clear the successful completion of the FTP is critical to their future as a patrol deputy and is not "just something else they have to get through."

During this phase of training, the trainee should begin to drive the patrol car, use the radio and initiate contacts with the public as well as subjects/suspects. It is important for the FTO to remember this is a teaching phase. The FTO will likely guide the trainee through investigations and contacts with the public to ensure safe practices and department policy is being adhered to. The FTO assigned to Phase 1 will be designated as the "Primary FTO". As appropriate, the Primary FTO may be assigned because they are the best prepared to deal with any special issues/challenges associated with a specific trainee.

Important elements of this training phase include; officer safety, proper use of the radio, introduction of the available resource information systems (Purple, ELETE, CAD, Vision Mobile), note taking, report writing, patrol vehicle operations and use of force.

All Performance Objective Checklists for Phase 1 and End of Phase Reports by the FTO and FTB sergeant will be completed prior to the trainee entering Phase 2.

Phase 2: Phase 2/FTO 2 is 4 weeks in length, with phase extensions conducted on a case (4 weeks) by case basis. During this phase, the trainee should become more adept with their new role and begin handling calls for service and conducting self-

initiated activity with less input and/or assistance from their FTO.

The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or over loading, to ensure a proper learning environment is maintained.

All Performance Objective Checklists for Phase 2 and End of Phase Reports by the FTO and FTB sergeant will be completed prior to the trainee entering Phase 3.

Phase 3: Phase 3/FTO 3 is the final phase of formal training. The trainee will be expected to (4 weeks) handle all patrol functions (except those they have not been exposed to) without assistance and should be initiating all patrol activities on their own.

During Phase 3, training continues to a lesser extent and critical evaluation takes on increasing importance. This phase is also an opportunity for the FTO to review those tasks previously accomplished and to ensure the trainee is prepared for the final phase of training.

All Performance Objective Checklists for Phase 3 and End of Phase Reports by the FTO and FTB sergeant will be completed prior to the trainee entering Phase 4.

Phase 4: During this phase, it is recommended the trainee return to their Primary FTO (2 weeks) (FTO 1) for final evaluation. This process facilitates the FTO, who originally observed the trainee, being able to evaluate their current performance and compare it against previous performance levels.

Phase 4 consists of two weeks of assigned and observed patrol activity. To ensure the trainee acts as the lead deputy during this phase, the primary FTO should observe the actions of the trainee from a "ride-along" position while wearing a department approved patrol uniform.

The FTO will not take any action except in instances where his/her intervention is necessary. FTO intervention should occur under the following circumstances:

Officer Safety: If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.

Illegal and Unethical Activity: The FTO must ensure the trainee's actions

are legal and ethical at all times. Neither of these standards shall be sacrificed for training purposes.

Embarrassment to a Citizen, the Department, or the FTO: The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or the trainee themselves at any time.

FTP Completion Record & Competency Verification (FTP Form 5) must be completed and signed by all applicable personnel. The FTB sergeant will also ensure all FTO and sergeant End of Phase reports and Critical Items Checklist's have also been completed and signed.

ROTATION OF FTO'S /TRAINEES

The FTP is divided into 4 phases or evaluation periods, each lasting a designated number of weeks (Usually 4), with an associated matrix of performance and training objectives.

When a phase has been completed, the FTB sergeant should assign the trainee to another FTO for the subsequent phase of training. The assignment of a different FTO will expose the trainee to a variety of training styles and personal approaches to the job. Trainees who are experiencing difficulty with the program will sometimes improve their performance significantly after such a change.

The FTB sergeant should attempt to match training difficulties of the trainee with specific expertise of an FTO (e.g., a trainee having report writing difficulties should be assigned to an FTO who is an exemplary report writer, or a trainee who needs exposure to enforcement activity, should be assigned to the area or shift with the highest number of calls for service).

Whenever possible, trainees should be rotated to an FTO assigned to a different shift for at least one evaluation period. This action will provide the trainee exposure to a variety of conditions, call types and frequency at different times of the day.

EVALUATION FREQUENCY

Performance and progress of trainees as they progress through the FTP is documented by a series of written evaluations. The evaluation process is as important as the training process itself and one without the other would make the learning process unachievable.

Evaluations have many purposes and represents feedback on many aspects of the FTP. The primary function of the evaluation is to document the performance level of a trainee. However, they also facilitate the collection and documentation of the following information:

- Documentation of training methods
- Overall progress of a trainee
- Identification of training needs
- Document efforts of the FTO

Evaluation frequency, required documentation, and the person responsible for its completion is as follows:

<u>Frequency</u>	<u>Document</u>	<u>Responsible Party</u>
Daily	Daily Observation Report (FTP 1)	FTO
End of Phase	FTO End of Phase Report (FTP 2)	FTO
End of Phase	Supervisor End of Phase Report (FTP 3)	FTB sergeant
As Required	Remedial Training Assignment (FTP 4)	FTB sergeant
End of Training	FTP Completion & Competency (FTP 5)	FTB sergeant

The FTB lieutenant or their designee, will review and sign the FTP Completion & Competency verification form.

FTP ORGANIZATIONAL STRUCTURE AND CHAIN OF COMMAND

The FTP will be administered by an FTB sergeant in each Patrol Division (North, Southeast, and Southwest) according to the guidelines and protocols set forth in the OCSD FTP manual. These actions will include the selection, training, and daily supervision of the FTOs, as well as the day-to-day operation of the FTP.

The FTB sergeant will coordinate tasks such as trainee/FTO assignments, remediation, review of the Daily Observation Reports (DORs), End of Phase Reports and other FTP documentation.

SPECIAL ASSIGNMENTS

As a rule, trainees should be under the direct and immediate supervision (physical presence) of a qualified FTO throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. If a department has the resources, assignments can be made for brief periods to allow the trainee to work with another senior officer (non-FTO) or civilian (non-law enforcement duties) on special investigations or in specialized training areas (i.e., field evidence technician, criminal investigation, narcotics, etc.).

At no time should another deputy (or civilian) who is not a POST certified FTO evaluate a trainee. However, documentation of the special assignment as well as significant training or action that occurred is recommended. This documentation should be provided in the DOR comments section.

The deputy, investigator, dispatcher, or civilian to whom the trainee was assigned, should brief the current FTO of any significant training and/or performance that was accomplished. This action can also be followed if the FTO misses a shift due to

illness, court, etc., and another employee provided training and/or supervision. These assignments must have the prior approval of the FTB sergeant whenever possible.

REMEDIAL EXTENSION(S)

The pre-determined length of the OCSD FTP is 14 weeks. The program may be extended to allow the trainee additional time to perform specific tasks at an acceptable level and provide an opportunity to have any diagnosed and documented problems remediated. If the trainee receives remedial training, the time spent in minutes will be documented (ADORE).

If it is determined the trainee has demonstrated a pattern of deficiencies or an inability to perform to department standards of proficiency in any phase, he/she should either receive an extension of training, be given a remedial training assignment or be terminated from the program.

In the event a phase of training is interrupted as a result of the trainee being rerouted to a specialized remedial training assignment, that phase of training may be extended accordingly. Training time spent in a phase extension or remedial phase will not be credited toward the minimum training time required by the FTP.

The decision to remediate should be based on whether or not the deficiency is considered as something that can be corrected. FTP extensions should not be granted unless the probability of success is anticipated.

Trainees are not automatically entitled to and/or guaranteed an extension. The decision to extend a trainee shall be that of the FTB sergeant. This decision should be based on a review of performance and other information available, as well as the recommendations of the FTO.

An extension in the field training program may be handled several ways. The trainee may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts. The trainee may also be referred to an outside resource, such as the Training Division for specialized instruction in areas such as driving, report writing, etc.

TERMINATION OF THE FTP

The FTP is designed to develop a competent solo patrol deputy. However, this level of competence cannot always be attained and some trainees will not be able to meet these performance standards.

If it is determined by the FTB sergeant that a trainee should be recommended for termination from the FTP, all documentation summarizing the trainee's performance (DOR's, remedial training assignment worksheets, etc.) and any other written evaluations / memos with conclusions and recommendations for termination from the FTP will be compiled (ADORE).

The FTB sergeant will make a recommendation to the FTB lieutenant and the Division Commander to terminate a trainee only after all submitted documentation has been reviewed and discussed with the FTO involved and the FTB lieutenant, as applicable.

The FTO will not suggest to the trainee they initiate the termination of the FTP or advise the trainee of his/her recommended termination. The FTB lieutenant or their designee is responsible for the notification and advisement to the trainee of their right to speak to anyone he/she wishes in the chain of command.

If a trainee is terminated from the FTP, all evaluations and performance related documentation will be retained within ADORE, and/or their personnel file at PSD.

In the event of the termination of a trainee, OCSD Command along with the FTB will coordinate all movement and facilitate the transfer to a non-patrol assignment (Custody/Court Operations).

At any time during the FTP, a trainee can voluntarily end their participation in the training program.

FTO AND PROGRAM CRITIQUE

In an effort to maintain a consistent and successful FTP, the FTB will seek feedback from trainees who have completed the Field Training Program.

The feedback should encompass both the program and its FTO's. The trainees should be encouraged to offer candid opinions concerning the training program and their FTO's performance as an instructor.

Trainees will speak with a FTB sergeant/designee who will document the critique. This process will facilitate the continuing assessment of the effectiveness of the FTP.

The FTB sergeant will also conduct a verbal evaluation of the FTO's with the trainee. This process will facilitate the continuing assessment of the effectiveness of the FTO's and their training abilities from the perspective of the trainees. No written documentation of the evaluation process is required. The FTB sergeant will document any significant issues in the FTO's annual evaluation.

The FTB sergeant will maintain trainee confidentiality, if possible. Any information provided from the critiques of the trainee to the FTB sergeant or designee, should be in the form of general training and improvement material.

The FTB sergeant must ensure FTOs understand the purpose of the program critique/evaluation policy. The FTB sergeant shall provide (at least annually) detailed written evaluation to each FTO within their respective division on their performance as a Field Training Officer. This FTO evaluation will be specific as to the performance, roles and expectations of a FTO and will be separate from their regular annual performance evaluation.

FTP COMPLETION RECORD AND COMPETENCY VERIFICATION

POST regulations require the documentation of a trainee's successful completion of the FTP and a signed statement by the Sheriff or designee. The Assistant Sheriff/Commander of Operations will be the designee for the purposes of releasing the trainee from the FTP.

At the conclusion of Phase 4, if the FTB sergeant confers with the Primary FTO, he will complete a FTP Completion Record and Competency Verification (FTP Form 5). The form will be signed by the Primary FTO, FTB sergeant, and the FTB lieutenant or their designee prior to being submitted to the appropriate Division Commander and Assistant Sheriff/Commander of Operations for their signatures.

FTP TRAINING FILES

All training files will be entered into the Automated Observation Reports and Evaluations (ADORE) system. The forms to be entered include the following:

- Daily Observation Reports
- FTO End of Phase Reports
- Sergeant End of Phase Reports
- Remedial Training Assignment Worksheet (When applicable)
- Remedial Training Completion (When applicable)
- Field Training Program Completion Record and Competency Verification

DOCUMENTATION AND RECORDS RETENTION

FTP training files and other field training records should be permanently retained in the ADORE system, on the OCSD servers. No hard copy/paper files will be created or retained at any training site. Files are to be created and retained in ADORE only. In the event of an ADORE system failure, all FTP related documentation will be completed using the applicable forms located within the FTP manual. The FTB sergeant will then retain all original copies until they can be uploaded into the ADORE system.

FIELD TRAINING STAFF MEETINGS

At or near the end of each phase, the FTB sergeant will meet with FTOs who have, or are about to receive, a trainee. The purpose of these meetings is to review the progress of each trainee and pass on information relative to special training problems and remediation efforts.

The FTB sergeant will review the End of Phase Report completed by the FTO to ensure it is consistent with what the FTO reported during the meeting.

FTOs are required to submit completed End of Phase Reports on or before the final day of the phase. This will ensure the evaluation is presented to the trainee in a timely manner.

The FTP staff should meet at least annually for additional training, exchange of information and ideology, and review of evaluation standards. This will allow the FTOs the opportunity to enhance the department's standardization and allow for consistency within the program.

FTP STAFF SELECTION & TRAINING REQUIREMENTS

Field Training Officer (FTO):

Minimum Qualifications:

1. Basic Post Certificate
2. Minimum of eighteen (18) months experience as a solo patrol trained deputy
3. Shall be off probation at time of application
4. No **sustained** personnel investigations in the last 24 months for any of the following:
 - a. Policy 300, Use of Force

- b. Policy 1018.27, Untruthfulness
- c. Policy 328, Sexual Harassment

Pending personnel investigations will not exclude a deputy from participating in the process. However, selection will not be permissible until the investigation is resolved with a finding of exonerated or unfounded.

Field Training Officer selection process:

1. The Field Training Officer applicant shall submit an Intra-Department Memorandum and required documentation to the Field Training Bureau.
 - a. The memo shall include the applicant's minimum qualifications, description of their basic communication skills, teaching aptitude, past assignments, instructor courses, and past experience.
 - b. Required documents shall include the last two evaluations and 3-5 sample reports.
 - c. Must be off department probation and complete an interview with an FTB Sergeant.
 - d. A department personal history inquiry will be conducted by the FTB Sergeant to confirm POST guidelines/regulations and department policy.
2. Selection of FTOs will be based on the needs of the department.

Field Training Officer Performance Standards:

1. Adherence to minimum standards of conduct and expectations.
2. Annual evaluations will be completed by FTB sergeants (Separate from the department annual performance evaluation), as required by POST regulations (Section B, Regulation 1004). This evaluation shall include:
 - a. Narrative form detailing strengths, weaknesses, accomplishments, etc., describing each FTO.
3. The Field Training Bureau will periodically monitor the FTO in the field environment.

Field Training Officer Training Requirements:

1. Complete a 40 hour POST certified Field Officer Training Course (as set forth in the POST Administrative Manual section D-13) prior to training a new patrol deputy.
2. Complete 24 hours of FTO update training every three years. The update

training requirement shall be satisfied by:

- Completing a POST certified Field Training Officer Update Course (as set forth in the POST Administrative Manual, section D-13); or
- Completing 24 hours of Department specific training in the Field Training topics contained in the Field Training Officer Update Course (as set forth in the POST Administrative Manual, section D-13)
- FTOs will complete 8 hours of crisis intervention behavioral health training (CIBHT) as mandated by Penal Code section 13515.28.

Break in FTO Service

1. Every re-assigned FTO, after a three (3) year or longer break in service as an FTO shall:
 - Complete a 24 hour POST certified Field Training Officer Update Course (as set forth in the POST Administrative Manual, section D-13) prior to training a patrol trainee.
 - Complete 24 hours of update training every 3 years.
 - FTOs will complete 8 hours of crisis intervention behavioral health training (CIBHT) as mandated by Penal Code section 13515.28.

Field Training Officer Separation/Termination

1. Any Field Training Officer can voluntarily remove themselves from the program, at any time.
2. Failure to maintain standards will be documented by the FTB sergeants. The documentation will then be reviewed and approved by the FTB lieutenant and the Training Division Commander. Failure to maintain standards could result in removal from the Field Training Program.

Master Field Training Officer

Minimum Qualifications:

1. Minimum two years experience as a Field Training Officer.
2. 1200 hours of Field Training.
3. No sustained personnel investigations in the last 24 months for any of the following:

- a. Policy 300, Use of Force
 - b. Policy 1018.27, Untruthfulness
 - c. Policy 328, Sexual Harassment
4. Pending personnel investigations will not exclude a deputy from participating in the process or making the eligibility list. However, selection from the list will not be permissible until the investigation is resolved with a finding of exonerated or unfounded.

Master Field Training Officer selection process:

1. The department will open a recruitment period requesting applications for Master Field Training Officer.
2. The Master Field Training Officer applicant shall submit an Intra-Department Memorandum and required documentation to the Field Training Bureau during the recruitment period.
 - a. The memo shall include the applicant's minimum qualifications, description of their basic communication skills, teaching aptitude, past assignments, instructor courses and past experience.
 - b. Required documents shall include the last two evaluations and 3-5 sample reports.
3. Applicants who meet the minimum qualifications will be referred to an oral board interview.
 - a. The Oral Board Panel will consist of representatives from the Field Training Bureau and one outside law enforcement agency.
 - b. The interview will consist of 5 questions and a 5 minute teach-back.
 - c. The five questions will include the following topics:
 - I. Ethics
 - II. Basic Investigations
 - III. General Patrol Knowledge
 - IV. Department Policy and Procedures
 - V. Criminal Law
 - d. The Applicant will facilitate a 5 minute teach-back of a patrol related topic. The topic will be provided to the Applicant during the oral board interview and the Applicant will have 20 minutes to prepare for his/her presentation.
4. The Field Training Bureau will create an alphabetical list of Deputies eligible for appointment to the position of Master Field Training Officer. Selections will be based on the needs of the department.

Master Field Training Officer Performance Standards:

1. Adherence to minimum standards of conduct and expectations.
2. Annual evaluations will be completed by FTB sergeants (Separate from the department annual performance evaluation), as required by POST regulations (Section B, Regulation 1004). This evaluation shall include:
 - a. Narrative form detailing strengths, weaknesses, accomplishments, etc., describing each Master FTO.
3. Master FTO's may conduct end of training interviews with deputies upon completion (pass/fail) of their training.
4. The Field Training Bureau will periodically monitor the Master FTO in the field environment.

Master Field Training Officer Separation/Termination:

1. Any Master Field Training Officer can voluntarily remove themselves from the program, at any time.
2. Failure to maintain standards will be documented by the FTB sergeants. The documentation will be reviewed by the FTB lieutenant and the Training Division Commander. Failure to maintain standards could result in removal from the Master Field Training Program.

Master Field Training Officer Cycle:

1. The Master Field Training Officer program will consist of a 36 month cycle. After 36 months, the Master FTO will be separated from the program.
2. If the Master Field Training Officer wishes to remain in the program beyond the 36 month cycle, he/she would need to submit a memo requesting an extension and repeat the aforementioned selection process.
 - a. If reinstated, the assignment would be for an additional 36 month cycle.

Field Training Bureau Training Sergeant:

Recommended Minimum Qualifications:

1. Minimum two years experience as a Field Training Officer.
2. 1200 hours of Field Training (7 phases).
3. No sustained personnel investigations in the last 24 months for any of the following:

- a. Policy 300, Use of Force
 - b. Policy 1018.27, Untruthfulness
 - c. Policy 328, Sexual Harassment
4. Pending personnel investigations will not exclude a sergeant from participating in the process. However, selection will not be permissible until the investigation is resolved with a finding of exonerated or unfounded.

Field Training Bureau Sergeant Selection Process:

1. The department will open a recruitment period requesting applications for Field Training Bureau sergeant.
2. The Field Training Bureau sergeant applicant shall submit an Intra-Department Memorandum to the Field Training Bureau lieutenant during the recruitment period.
 - a. The memo shall include the applicant's minimum qualifications, description of their basic communication skills, teaching aptitude, past assignments, instructor courses, and past experience.

The selection of the Field Training Bureau sergeant will be made by the Field Training Bureau lieutenant and Training Division Commander/Captain.

Training Requirements:

Complete a POST certified Field Training Supervisor/Administrator/Coordinator (SAC) Course (as set forth in the POST Administrative Manual, section D-13) prior to, or within 12 months of the initial selection, appointment or transfer to the position.

[ROLES AND EXPECTATIONS OF TRAINEES](#)

Role of the Trainee:

The role of the trainee in the FTP is to meet the qualifications associated with and demonstrate their ability to function as a solo competent patrol deputy by the conclusion of the program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility, while assigned to the FTP is to devote his/her full attention and efforts toward successfully completing the program. Frequently, this is a very intense and stressful time in the trainee's life. The FTP staff will make every effort to provide the tools and opportunity necessary for the trainee to succeed in this task. However, trainees must put forth the effort and dedication required when they

are assigned to the program.

Expectations of Trainees:

Trainees are to be respectful to their FTO and other FTP staff. The FTO's directive is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO.

If the trainee is still unable to resolve the issue, the trainee should ask to meet with the Division FTB sergeant. If the issue/concern cannot be resolved at this level, the trainee may request the FTB sergeant arrange a meeting with the FTB lieutenant for further discussion.

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

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

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

Trainees will receive frequent evaluations consisting of Daily Observation Reports prepared by their FTO and End of Phase Reports prepared by their FTO and FTB sergeant. Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations.

Trainees shall be receptive to constructive criticism given by their FTO and FTP staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter-productive to the field training program.

[ROLES AND EXPECTATIONS OF THE FIELD TRAINING OFFICER \(FTO\)](#)

Role of the FTO:

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

The essentials of the FTO's role are that he/she applies the techniques of coaching by providing a role model to follow while giving encouragement and direction to the trainee to apply what has been taught. The FTO must follow up by giving feedback on the trainee's performance. It is important this assessment have a positive impact on the performance of the trainee.

The FTO's appraisal of the trainee's abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques and methodologies to meet the needs of the trainee in rectifying any performance deficiencies.

Teacher/Trainer: The primary function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. However, teaching may occur during breaks, travel time or during casual conversations.

FTOs are selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. The FTO should be willing to accept the responsibility for the lack of progress of a trainee, until they can identify any other uncontrollable factors that are the cause of the trainee's sub-standard performance.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee.

The FTP staff and the FTO will strive, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into the FTP so the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with

effective training, he/she will successfully complete the FTP.

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

FTOs must conduct themselves in a professional manner at all times and reinforce the department's policies. FTOs who focus on values and teach real life lessons will have a profound impact on the trainee's success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them.

FTOs should recall how they felt during their own training and appreciate the trainee's state of mind. The FTO should genuinely care about the trainee. The FTO should use training methods that are conducive to producing a competent solo patrol trained deputy.

Role Model:

FTOs must be positive role models and lead by example; constantly exhibiting integrity, honesty, and ethical behavior. Maintain a professional demeanor and appearance. Adhere to the department's policies and support the department's vision/mission. The FTO must have a positive attitude toward the department, the training program, and the trainee.

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

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees are not likely to develop when they feel or are told success is not possible. Trainees need to believe their FTO wants them to succeed and the FTO will help them achieve success.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed and the trainee will not be stereotyped or be discriminated against. All judgments will be based on independent observations, not on the comments of others.

It is possible a change of FTO and the application of a positive attitude by the new FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol deputy, rather than finding a way to terminate the trainee from the program.

Evaluator: FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the FTP. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence.

The evaluation process should be objective and utilize the Standardized Evaluation Guidelines (SEG's) and other guidelines contained within the FTP Manual. This will ensure a standardized process and consistency in the evaluation process.

FTOs should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. FTB sergeants involved in evaluations should ensure positive, as well as negative, aspects of a trainee's performance are discussed and documented. They should also ensure the comments are based on direct observation and not on speculation. FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.

Leadership: FTOs are expected to take charge. They are frequently the most proactive deputies within their division and the department. They should motivate and support the trainee while holding him/her accountable for their success in the FTP. Trainees will want to succeed because of the FTO's leadership.

FTOs should exemplify the Department's mission, vision and values in the FTP and with the community we serve.

ROLES/EXPECTATIONS OF PATROL SHIFT SERGEANTS

The shift sergeant should maintain regular contact with the FTO and continually observe each trainee's written and oral communications. The shift sergeant as well as the FTB sergeant will ensure the FTO completes all training evaluations in a timely manner and they provide accurate documentation as to the trainee's training progress and performance.

The documentation should address unacceptable, acceptable and superior performance. The documentation should provide a ready reference in the event a response is required to questions concerning the FTP and/or the trainee's performance. Documentation of deficiencies should include potential remedial solutions that will be implemented in an effort to correct any unacceptable performance.

The shift sergeant will ensure the FTO maintains objectivity throughout the FTP and the FTO bases his/her comments on observed behaviors. The shift sergeant is responsible for the actions of each training officer and trainee.

The shift sergeant is an integral part of the program, as they have daily contact with the FTO and trainee. The shift sergeant should regularly brief the FTB sergeant regarding a trainee's performance and work together in a collaboration to ensure the FTP is administered in a consistent and effective manner.

ROLES/EXPECTATIONS OF THE FTB SERGEANT

The FTB sergeant reports directly to the FTB lieutenant and is responsible for the supervision and required ADORE documentation. The duties also include the assignment, scheduling, rotation of FTO's, and regular briefing to the FTB lieutenant as to the status of all current and incoming trainees. The FTB sergeant will work together with the patrol shift sergeants to monitor the activities of the FTO and the performance and progress of the trainee.

The FTB sergeant is responsible for ensuring all documentation (DORs, End of Phase Reports and Remedial Training Assignment Worksheets) are completed within the ADORE system prior to the trainee's advancement into the next phase of training, unless good cause exists. The FTB sergeant will ensure all required training documents are completed by the individual FTOs and submitted in a timely manner for review and signature.

The FTB sergeant is responsible for the completion of Supervisors End of Phase Reports, Remedial Training Assignment Worksheets, FTP Completion Record &

Competency Verification as applicable and ensure they are submitted to the FTB lieutenant as scheduled for review and signature.

If remediation efforts appear to have failed and the trainee is not able to demonstrate continuing and sustained improvement, the FTB sergeant will assemble all applicable documentation and meet with the FTB lieutenant to discuss the status of the trainee and evaluate their potential for success. If it is the consensus of the FTB sergeant and FTB lieutenant, the trainee should be terminated from the FTP, the FTB lieutenant will meet with the Division Commander and recommend formal termination proceedings.

TRAINEE ASSIGNMENTS

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

EXTENDING/TERMINATING TRAINEES IN THE PROGRAM

Based on the recommendation of the FTO and a review of trainee performance and evaluation reports, the FTB sergeant will have the authority to extend field training for a trainee who is responding to remedial efforts.

Conversely, the FTB sergeant in accordance with department policy, should make a recommendation for termination of the FTP for a trainee who is not responding to remedial training efforts. The FTB lieutenant will be contacted and informed of extended and or remedial training.

TRAINING PROGRAM AND FTO EVALUATION

The FTB sergeant or their designee, has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs. Meeting with the trainees and/or reviewing evaluations can facilitate feedback. The FTB sergeant must ensure FTOs understand the FTO evaluation policy. The FTB sergeant will

provide an annual detailed evaluation to each FTO on his/her performance as a Field Training Officer (Separate from the department annual performance evaluation), as required by POST regulations (Section B, Regulation 1004).

SECTION

II

***EVALUATION, DOCUMENTATION
AND
REMEDATION***



EVALUATION PROCESS

During the field training process, trainees must be guided, directed, and apprised of their progress through verbal feedback and written evaluations. Evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The performance objectives of the FTP and the demonstration of related skills, knowledge, and competency by the trainee in performing the duties of a uniformed patrol deputy will serve as the basis for these evaluations.

STANDARDIZED EVALUATION GUIDELINES (SEG) AND NUMERICAL RATING SCALE

Standardized Evaluation Guidelines (SEGs) and Daily Observation Reports (DORs) with a numeric rating scale will be used to assist the FTO in accurately and consistently rating the performance of the trainee. The SEGs will be applied equally to all trainees, regardless of their experience, time in the FTP, or other incidental factors.

The SEGs contain specific definitions, guidelines, performance objectives and descriptive terms relating to each subject as well as procedure and/or technique the trainee is required to demonstrate to successfully pass the FTP. If the trainee accomplishes the minimum objectives of each SEG, their performance will be rated numerically as acceptable. Conversely, if a trainee fails to meet the minimum objective or surpasses the minimum objective, their performance shall be rated accordingly (see below for explanation of numerical rating matrix).

It is imperative the SEGs are followed throughout the FTP, as they are the Department's standard for a competent solo patrol deputy.

Patrol duties encompass a wide variety of techniques and procedures and it is vital that a standardized method of rating a trainee's performance is utilized. To ensure the standardization of the evaluation process within the various patrol divisions of the department, designated numerical reference points will be utilized and documented in the DOR as follows:

- Numerical Rating of 0: Not observed
- Numerical Rating of 1: Unacceptable performance by FTP standards
- Numerical Rating of 2 – 3: Near Acceptable by FTP standards
- Numerical Rating of 4: Acceptable performance by FTP standards
- Numerical Rating of 5: Acceptable plus performance by FTP standards
- Numerical Rating of 6: Near superior performance by FTP standards
- Numerical Rating of 7: Superior performance by FTP standards
- NRT Rating: Not responding to training by FTP standards

RATING TRAINEE BEHAVIOR AND PERFORMANCE

The FTO's role is to evaluate and document in accordance with the SEGs and numerical rating scale. The FTO will select a numerical rating that best "fits" the behavior/performance objective they are evaluating (1-7 or NRT). On occasion, the trainee's performance may not fall completely within a numerical rating and may be somewhat better or worse than the rating selected.

The SEGs contain behavioral descriptions associated with the numerical ratings of "1", "4", and "7." An example of the application of these descriptions will be illustrated utilizing the performance objective of "Report Writing" and are as follows:

- The numerical rating of "1" states, in part, "the trainee takes three or more times the amount of time an experienced officer takes to complete a report"
 - If the trainee takes perhaps only 2 times the amount of time, the FTO may choose to give him/her a "2" rating
 - If the trainee shows steady improvement in being able to complete a report in only about 15-20 minutes beyond the amount of time an experienced officer would take to complete the report, a "3" might be the appropriate rating

During the evaluation process, the FTO must not base their evaluation/ratings on their own opinions of what the trainee's performance should be. FTOs must rate the trainee performance against the standards contained within each SEG as appropriate.

COMMON EVALUATION ERRORS

During the training and evaluation process, there are several potential errors that could be made that would have an adverse effect on the desired objectivity and fairness of the field training program. The FTP staff should be aware of these errors and they are as follows:

- **ERROR OF LENIENCY:** occurs when the FTO assigns scores beyond those that are deserved. This often occurs because the FTO introduces the variable of "experience" or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate but considers it "OK" given the amount of experience the trainee has had.

The same performance, seen several weeks later, may result in the awarding of an “Unacceptable” score. If the performance does not change, the score should remain the same regardless of how long the deputy has been in the program.

- ERROR OF PERSONAL BIAS (also called the “Halo” or “Horns” effect): occurs when the FTO allows personal feelings about the employee to affect the ratings. Particular “likes” or “dislikes” limit appraisal objectivity. What is rated in the FTP is whether or not an individual can safely, effectively, and competently do the job as described in the SEGs.
- ERROR OF CENTRAL TENDENCY: seen when the FTO routinely “bunches” scores toward the center of the rating scale. Central tendency errors also occur when the FTO does not give close attention to performance, and to be on the “safe side,” or to avoid any controversy, rates in the middle of the scale.
- ERROR OF RELATED TRAITS: happens when the FTO gives the same rating to traits that he/she considers related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.
- ERROR OF EVENT BIAS: comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the “Halo” or “Horns” effect.
- “NO TRAINEE ROOKIE EVER GETS a 7” (Superior by FTP standards): a belief that should not be expressed. The numerical rating should be based on the trainee’s performance in relation to the standards set forth in the SEGs and should not reflect any artificial standards introduced by the FTO.
- ERROR OF “ROOM TO GROW”: occurs when the FTO, wanting to “motivate” the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that he/she deserves, there may be a loss, rather than a gain of motivation.
- ERROR OF AVERAGING SCORES: FTOs who assign a score based on an average of the trainee’s performance for the day have selected a score that is not accurate.

For example, a trainee stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that “on the average” the trainee obeys traffic signals and an acceptable rating is given. It is not acceptable to go through a

red light but the score suggests to the trainee that it is “OK.” Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

FTOs are often uncomfortable about giving an “Unacceptable” rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluation requires the FTO acknowledge the mistake(s) by assigning a score less than “Acceptable.” The FTO must give the trainee an “Unacceptable” rating in an area regardless of how minor or infrequent the mistake(s) when weighed against the trainee’s otherwise good performance. The FTO should also document any positive performance in order to present a more complete picture of the trainee’s performance.

Finally, there are other errors FTOs must guard against. These are biases that have a tendency to influence them when rating the performance of another. Taking into account a trainee’s relationship to another member of the department; the presence or absence of educational achievement; age, gender, race or sexual orientation; physical appearance; etc., are only a few of a person’s characteristics that dilute objectivity.

A properly prepared and performance-based evaluation is ultimately more objective and centers on what the individual does rather than who the individual is.

[EVALUATION / COMMENTS / NARRATIVES AND DOCUMENTATION](#)

To maximize the effectiveness and potential of narrative portions of written trainee evaluations, the FTO should consider and prepare the documents with the following key components in mind. These components should be considered as documentation goals and are as follows:

- CLEAR
- CONCISE
- COMPLETE
- CORRECT

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

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

Example: The trainee, using excellent defensive driving techniques, brought an

80 mph, high-speed chase to a successful halt.

USE VERBATIM QUOTES: It is clearer to report what was said rather than attempt to describe the effect of the words.

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

REPORT THE FACTS AND AVOID CONCLUSIONS: Report only what occurred and do not include your interpretation of why something occurred or did not occur. In the example below, there are several possible reasons why the trainee is not making the traffic stops other than a lack of motivation or confidence.

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

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

AVOID SLANG AND JARGON: Not everyone who will be reading your evaluation(s) understands radio codes and penal code sections. Explain any code sections used with the appropriate language equivalent.

SPEAK TO PERFORMANCE AND NOT PERSONALITY: Criticize the act, not the person. Criticizing the person brings about defensiveness. While more difficult to do in written vs. verbal form, the "Impersonal" style of documentation relieves some of the stress.

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

USE LISTS, IF APPROPRIATE: The use of a "list" approach will sometimes save time and space.

Example: The trainee, when asked, failed to accurately identify the following ten code definitions: 10-7, 10-8, 10-16, 10-27, 10-28, 10-29, 10-35, and 10-49.

THINK REMEDIAL: What training methods have been tried? How did they work? What will you try next? Document your training plans and the results thereof.

USE QUANTIFICATION WHENEVER POSSIBLE: Documentation of a standard that is familiar to every reader adds clarity to the documentation.

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

DO NOT PREDICT: Avoid statements such as “I am sure that Jane, with a little more effort, will be able to master the radio,” or “Tom’s skills will no doubt improve as the weeks go by.”

Rather than make statements of this nature, the FTO should write what the behavior should produce; i.e., “When Bill can complete reports of this nature within 30 minutes or less, he will be performing at an acceptable level.” Predictions set up false expectations.

DISCUSSING EVALUATIONS WITH THE TRAINEE

The FTO and trainee’s discussion of evaluations is a particularly important aspect of the FTP. Merely completing the evaluation and having the trainee sign it will not achieve the objectives of a proper evaluation. A proper evaluation requires a discussion with the trainee and during these discussions, the FTO should consider the following:

The performance evaluation must:

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

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

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

Once a discussion has been completed, the FTO should ensure that the trainee signs the evaluation and fully understands its content.

PERFORMANCE EVALUATION DOCUMENTS

Daily Observation Report (FTP Form 1)

The Daily Observation Report (DOR) is to be completed by the FTO at the end of each shift the trainee is assigned to work during phases 1-4 of the FTP. The DOR is used to record the trainee's performance, specific training or instruction given, and any other information of importance related to the trainee's activities in the FTP that day.

Days where the trainee receives no evaluation by a qualified FTO (i.e. days off sick or injured, non-enforcement or special assignments, etc.) must also be documented on the DOR. Only the headings and comment notes should be completed for those shifts.

The DOR is a permanent record of the trainee's progress in terms of performance, skills, knowledge, the improvements needed, and the FTO's effort to bring about change. It is the principle document used for determining the trainee's status in the program.

The form shall be completed at or near the end of each shift and reviewed with the trainee unless unusual circumstances exist. It is important this feedback be shared with the trainee as close to the events documented so he/she can have the benefit of utilizing the feedback in advance of the next call for service and/or shift.

The DOR is designed to rate observed behavior with reference to a numerical scale (0 - 7 or NRT). The form lists specific categories of behavior (i.e., officer safety, driving skill, appearance, etc.). Each category must be rated based on the Standardized Evaluation Guideline (SEG) for that category or an indication made the performance was "not observed" (NO) during the shift covered by that DOR. Ratings such as Unacceptable (1), Near acceptable (2), and/or Superior (7) must be explained in a narrative format.

Along with the numerical rating scale, the DOR includes a Not Responding to Training (NRT) notation. A NRT notation carries with it an associated formal notification

to the trainee of the requirement for continued and sustained improvement in their performance. General guidelines associated with a NRT notation are as follows:

- In addition to a numerical rating in any particular category, NRT may also be marked or NRT with no numerical rating may also be marked
- NRT should be noted after reasonable remedial efforts have failed to result in improvement
- Noting NRT is a serious step and is considered a “red flag” for the trainee and FTB sergeant
- It notifies the trainee the need for improvement is so great the trainee’s continuing participation in the training program and assignment to a Patrol Division is in jeopardy

To minimize the potential for subjectiveness when considering the assignment of a NRT notation, the FTO should consider the following factors:

- Is it an easy task or one that is rather difficult to learn? Once the difficulty or complexity is known, the FTO then must get an idea of how many tries the trainee has had to complete the task.
- Has the trainee had enough opportunities to effectively complete the task given the difficulty?
- If the answer is “Yes,” NRT is appropriate.
- If the answer is “No,” continue with remediation.

The “training” box (located below the comment box) on the DOR refers to the time spent by the FTO in the correction or review of previously taught information or procedures. The FTO shall record the number of minutes spent discussing the issue with the trainee in the appropriate training box.

The “rapid entry” page of the DOR is designed for numerical ratings and narrative comments. Both negative and positive performance should be noted by the FTO. Steps taken to assist trainees in improving their performance should also be noted here. All DORs are to be reviewed/signed and dated by the trainee, FTO, FTB sergeant, and FTP-SAC.

FTO End of Phase Report (FTP Form 2)

FTOs will complete a FTO End of Phase Report (EPR). The EPR should detail the trainee’s strengths and weaknesses, as well as list specific training provided during the phase. FTOs will indicate if the trainee is on schedule or behind schedule and if

the trainee is ready to advance to the next phase of training. The EPR should also list recommendations for training needed by the trainee during the next phase of instruction.

The EPR should be discussed in a FTP staff meeting with the FTB sergeant or designee, the trainee's current FTO, and the trainee's next FTO. Special training problems should be clarified and addressed with the development of a specific training regimen for the next phase of instruction. The EPR shall be completed by the end of each phase and signed by the trainee, FTO, and the FTB sergeant.

Supervisor's End of Phase Report (FTP Form 3)

The FTB sergeant or designee will complete a Supervisor's End of Phase Report (EPR). The EPR should detail any additional methods (in addition to the DOR), the trainee's performance was evaluated, discussions of the trainee's strengths and weaknesses and documentation of any remedial training conducted, if applicable.

The key component of the Supervisor's EPR is their determination of whether the trainee should pass to the next phase or remain in the current phase for remediation. The EPR shall be completed by the end of each phase, and signed by the trainee, FTO and the FTB sergeant or designee.

Remedial Training Assignment Worksheet (FTP Form 4)

The FTB sergeant or designee will complete a Remedial Training Assignment Worksheet as needed. The worksheet will only be completed after an FTO identifies deficient performance in need of the trainee's immediate attention and improvement. The worksheet will document the specific performance deficiencies, and the assigned remedial training and specific performance expected of the trainee. The FTB sergeant or designee and FTO will sign the worksheet, discuss it with the trainee and advise them of the training assignment and completion date. The trainee will then sign the worksheet and it will be retained on the ADORE system.

At the conclusion of the designated remedial training period, the FTB sergeant will meet with the FTO and discuss the trainee's progress. The FTB sergeant will complete the worksheet by noting if the trainee has completed the assignment, if they are now performing competently, if an additional remedial assignment has been given, or if it is recommended the trainee be removed from the FTP.

The completed worksheet should be signed by the trainee, the FTO, and the FTB sergeant or designee.

Completion Record/Competency Verification (FTP Form 5)

Upon the trainee's successful completion of the FTP, it will be the responsibility of the FTB sergeant to complete a competency verification of the trainee's ability to perform the duties of a solo patrol deputy.

After assuring all the required ADORE documentation has been covered and signed off, the FTB sergeant will initiate a Completion Record/Competency Verification form to be routed through the chain of command. The form shall be signed by the trainee, the final phase FTO, the FTB sergeant, the FTB lieutenant / designee and the department head or his/her designee. This form will become a permanent part of the trainee's training record.

REMEDIAL TRAINING STRATEGIES

Training is an "ongoing" process that is the result of the natural interactions between the FTO and the trainee. Simple comments, such as "keep your gun hand clear" or "this word is spelled..." often take place simultaneously to the observed mistake. Some training may have to take place at another time or location away from the actual event.

To be effective and to maximize the potential knowledge retention, a mistake or performance deficiency must be corrected, and the correction should come as soon as practical after the behavior without interfering with the Department's service responsibilities. Most performance mistakes are relatively simple to fix and are corrected almost immediately. Problems/issues that do not seem to pass or are repeated, call for a more formal approach known as remedial training.

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

The FTO's role is to help the trainee overcome performance deficiencies and give him/her every opportunity to learn and perform. However, some performance deficiencies may have as their root cause, something that the FTO cannot correct. Examples might be immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear. These are attitudinal based and are occasionally so deeply ingrained in the trainee's behavior they cannot be overcome. It would be wrong to automatically assume a failure to perform well is linked to one of these reasons. It is more likely inexperience and an absence of

sufficient practice that has led to the problem. Remedial training should begin as soon as the ongoing deficiency is noted.

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

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

A Remedial Training Assignment Worksheet will be completed when developing a remedial plan. The FTB sergeant will document the plan, the FTO's efforts, and the results.

REMEDIAL TRAINING TECHNIQUES AND METHODS

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

The following general techniques and methods may be appropriate for assisting trainees in gaining proficiency with performance objectives or SEGs of the field training program:

Role play and scenarios:

Role plays and scenarios are applicable to a variety of performance based tasks. Care should be taken regarding the following:

- All participants must be made aware the situation is a training exercise, not an actual event.
- Weapons should never be used in field training scenarios.

- Notification of other potentially involved parties (i.e., dispatch, neighboring departments/patrol areas, the shift sergeant etc.).
- Choice of location (so as not to involve unknowing citizens or other officers).

Role Reversals:

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

Commentary Driving:

The trainee is advised to maintain a running commentary of what they are observing while operating the vehicle (in the case of Driving Skills) or while acting as either the driver or passenger (in the case of Patrol Observation and Orientation Skills).

When Driving Skills are being taught, the trainee's recitation should focus on street/traffic conditions, traffic control devices, defensive driving information and location. When Patrol Observation is being taught, the trainee should direct his/her attention to people and things that would be of police interest.

The intent of this training is to move the trainee from "looking" as a civilian to "seeing" as a police officer. When Orientation Skills are being taught, the trainee provides a commentary of the: 1) direction of travel, 2) location by intersection, and 3) Identification of landmarks.

Verbalization:

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

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

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

Flash Cards:

Having trainees make flash cards enhances the learning process by using the visual learning technique. Flash cards are particularly effective with subjects such as Radio Codes, Orientation Skills, Vehicle Codes and Criminal Statutes/Elements.

The following techniques and methods may be appropriate for assisting trainees in gaining proficiency with specific activity based performance objectives of the field training program:

TECHNIQUES AND METHODS IN GAINING PROFICIENCY

Traffic Stops:

- Role play in a parking lot, using other FTOs and vehicles
- Videos (use available POST videos, etc. and review PVS tapes of trainees so they can watch themselves making traffic stops)
- Have trainee speak/ride with a traffic deputy, etc.
- FTO draws a diagram for the trainee to place self, vehicle positions, ideal locations for stop, etc.
- Develop checklists, first written, then mental
- Verbal and written quizzing on traffic codes and elements
- Have trainee practice completing citations

Report Writing:

- Use report writing exercises
- Provide and review good and bad reports as examples (remove the author's name)
- Interview Investigators and Deputy District Attorneys as to what they think makes a good report
- Recommend to the FTB sergeant the trainee enroll in a report writing class
- Develop a checklist to include elements of crimes for the more common calls
- Have trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence
- Have trainee use 3 phase interview technique and use a report outline

Driving Under the Influence (DUI):

- Role play in a parking lot using other FTOs and vehicles
- Utilize videos (Post videos, PVS tapes of trainees in action and previous DUI arrests)
- Interview deputies specializing in DUI, and Deputy DA's
- Review past DUI reports
- Review DUI case law
- Have trainee ride with a traffic deputy
- Develop a checklist for DUI procedures and forms

Courtroom Demeanor:

- Interview investigators and district attorneys as to what they think makes a good witness
- Have trainee observe an actual trial in progress
- Have trainee perform a courtroom role play, using one of their citations/arrests

Investigative Procedures:

- Interview investigators and district attorneys as to what they think makes a good investigation
- Give verbal and written quizzes on elements of crimes
- Have trainee spend some time with an I.D. technician
- Tour the crime laboratory
- Have the trainee follow one of their cases through with the assigned investigator

Felony Stops:

- Role play with trainee as officer and suspect (in daylight and darkness)
- FTO draws diagrams for trainee to place self, vehicle positions, ideal locations for stop, etc.
- Develop a mental checklist for verbal commands

Domestic Disputes:

- Request assignments for these types of calls
- Do interviews with victim's advocate or groups

Orientation Skills:

- Give trainee a copy of a map that contains the streets but no names (trainee fills in the names)
- Give verbal and written quizzes on landmarks, and other important locations
- Throughout the shift ask trainee, "Where are we now?"
- Demonstrate efficient ways to use the Thomas Guide, including checking the index

Radio Procedures and Codes:

- Role play
- What is going on with other officers
- Sample sentences/codes
- Describe scenario. Ask trainee how to say it on the radio
- Have trainee speak in codes rather than plain text/English
- Assign trainee to a shift in the ECB to work with a dispatcher
- Have trainee read all license plates phonetically

Accident Investigation:

- Request assignments for these types of calls
- Have trainee ride with a traffic deputy
- Develop a checklist for steps in completing an accident report
- Review past reports and diagrams
- Create a T/C scenario and have the trainee draw a diagram
- Have the trainee attend traffic investigation training
- The trainee can review training material

Rapport with Citizens:

- Increase exposure to members of the community
- Develop business card contact file
- Initiate traffic stops
- Pedestrian contacts
- Attend Neighborhood Watch and other community meetings

In summary, when selecting training techniques/methods and when developing remedial training strategies, always remember to:

- Diagnose and identify the true problem/issue
- Provide feedback to the trainee regarding their performance and progress
- Utilize all the resources available
- Every trainee learns at a different rate
- Select a training method that will assist your trainee most effectively
- Be creative
- Document the trainee's performance and your efforts

SECTION

III

***FTP PERFORMANCE OBJECTIVES
&
CHECKLISTS (PHASE 1-4)***



FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

PATROL ORIENTATION & DEPARTMENT POLICIES

OBJECTIVES 1.1.01 THROUGH 1.1.11



BRIEFINGS

The trainee shall demonstrate a satisfactory level of competency and knowledge in the following areas:

1.1.01 Briefings

- A. Sign in procedures
 - 1. Overtime procedures
- B. Uniform appearance / Grooming
- C. Importance in obtaining briefing information (logs, BOLOs, briefing book)
- D. Prepared for duty (Equip. Supplies, FOM/Lexipol, etc.)
- E. Unusual occurrence critique
- F. Pac-set radio selection / inspection
- G. Pas device, camera, and less lethal checkout

Reference: FTO guidance, Lexipol 1038, 1044, 1046// FOM 46

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Introductions to key personnel (Admin Staff, Inv., Pat. Support, Traffic, Specialty Units)
- B. Equipment and supply locations (Equipment Room, Forms Room)
- C. Evidence / Property procedure

Reference: FTO guidance// FOM 19, 44

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

DEPARTMENT ORGANIZATION / CHAIN OF COMMAND / RULES AND REGULATIONS

- 1.1.03 The trainee will discuss his/her duties and obligations and demonstrate a basic working knowledge of the agency’s organization, functions, chain of command, and rules and regulations.

Reference: Lexipol 107, 200

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 204, 1001, 1040, 325, 335, 346// Training Bulletin 17-01

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.1.05 The trainee shall review and explain department policies related to:

- A. Use of Force
- B. Use and Discharge of Firearms
- C. Domestic Violence
- D. Emergency Vehicle Operations
- E. Sexual Harassment
- F. Use of Less-Lethal Weapons
- G. Protective Orders
- H. Hate Crimes
- I. Child Abuse Investigations

Reference: Lexipol 300, 310, 312, 314, 316, 317, 325, 328, 1010// FOM 52, 55// Training

Bulletin 11-06, 09-17

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

1.1.06 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 and the qualifications/inspection requirements.

- A. Duty Weapons
- B. Batons / Impact weapons
- C. Body Armor
- D. Tasers
- E. Less than Lethal equipment
- F. Secondary Weapons

Reference: Lexipol 300, 309, 312, 1024, 1046

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Vehicle
- B. Hand-held radio
- C. Firearms/Weapons
- D. Preliminary Alcohol Screening (P.A.S.) Device
- E. Special equipment (i.e., helmet, personal protective gear - gas mask, etc.)
- F. Report forms
- G. Flares
- H. Thomas Guide Map Book
- I. PVS Tape / Microphone
- J. Digital Camera
- K. A.E.D. (Automated External Defibrillators)
- L. A.P.R. (Air Purifying Respirators; MSA Millennium Respiratory Mask)

Reference: Lexipol 446// FOM 33, 35// Training Bulletin 04-04, 14-02

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

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

- A. Hospital(s)
- B. Fire stations
- C. Bars and “hot” spots
- D. Schools
- E. Community service organizations
- F. Park and recreation areas
- G. Hazardous material/priority locations (refineries, WMD potential targets, etc.)
- H. Knowledge of area and adjacent area boundaries
- I. Address numbering system applicable to the specific area assignment

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Major arteries
- B. City boundaries
- C. Freeways

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PUBLIC SERVICES

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

- A. City Hall or County Administration Building
- B. Superior and Juvenile Courts
- C. District Attorney’s Office
- D. Probation Department
- E. Coroner’s Office
- F. Emergency Hospital (including emergency entrance, psychiatric facilities and

entrance, police parking area, and any other agency-utilized rooms or departments)

- G. County/City Jail(s)
- H. Orangewood Children’s Home
- I. Juvenile Hall
- J. OCTA (Orange County Transit Authority)
- K. State and Federal law enforcement agencies, including:
 - 1. California Highway Patrol – CHP
 - 2. Department of Motor Vehicles – DMV
 - 3. Immigration and Customs Service – ICS
- L. Board of Supervisors / City Council offices
- M. County/City animal shelter services
- N. Social Services
- O. County/City vehicle maintenance services
- P. Shelter homes

Reference: FOM 58// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. CIRT/SWAT
- B. K-9
- C. Search and Rescue (Reserves / Bloodhounds)
- D. Bomb Squad
- E. G.E.T. (Gang Enforcement Team)
- F. D.E.T. (Directed Enforcement Team)
- G. Dive Team
- H. SMART (School Mobile Assessment Resource Team)
- I. HNT (Hostage Negotiations Team)
- J. Investigations (General, Narcotics, Homicide, Sex, Economic Crimes, Juvenile etc...)
- K. Sheriff’s Identification (Forensics / Evidence Collection)
- L. Bike Team
- M. S.E.T. (Special Enforcement Team)
- N. S.R.O. (School Resource Officer)
- O. RNSP (Regional Narcotic Suppression Team)
- P. Transportation Bureau
- Q. OCTA
- R. ~~D.P.I.~~ Special Operations (Dignitary Protection and Intelligence)
- S. DUKE – Air Support Unit

Reference: Lexipol 203// FOM 19, 21, 24, 51, 62, 67, 73, 74, 318// Training Bulletin
13-04// Field Operations Advisory 48

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

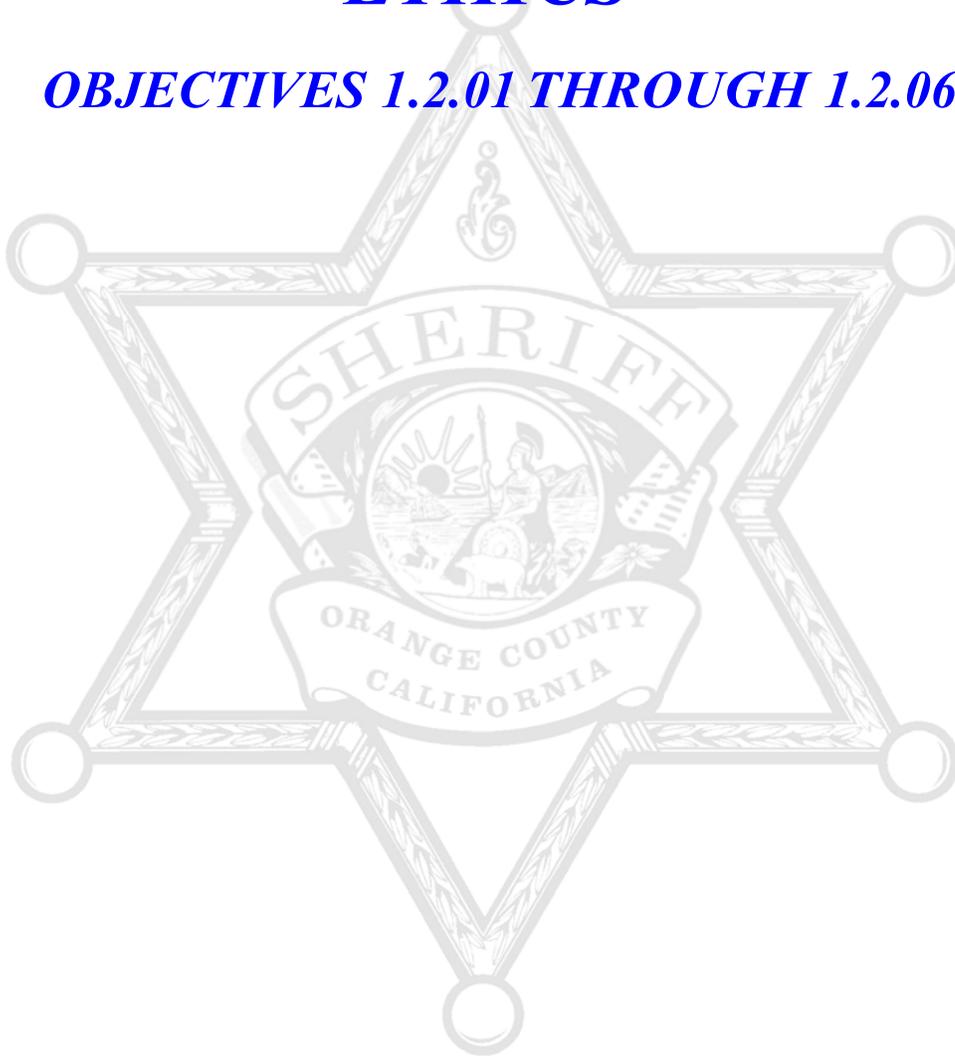
FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

ETHICS

OBJECTIVES 1.2.01 THROUGH 1.2.06



ETHICS

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

Reference: Lexipol 1001// CPC 4

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. A deputy shall not engage in any conduct or activities on or off duty that reflect discredit on the deputy, bring the Orange County Sheriff’s Department into disrepute, or impair its efficient and effective operation.
- B. Deputies shall conduct themselves in a manner that will foster cooperation among members of the Orange County Sheriff’s Department, showing respect, courtesy, and professionalism in their dealings with one another.
- C. Deputies shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- D. Deputies shall conduct themselves toward the public in a civil and professional manner that implies a service orientation that will foster public respect and cooperation.
- E. Deputies 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.
- F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, deputies shall adhere to the Orange County Sheriff’s Department use-of-force policy and shall observe the civil rights and protect the wellbeing of those in their charge.
- G. The trainee shall recognize his / her responsibility to intervene to stop offenses (unlawful / unethical acts) by other deputies in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

Reference: Lexipol 402, 1001, 1058// FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.2.03 The trainee shall identify and discuss problems associated with some common ethical decisions, including:
- A. Non-enforcement of specific laws by personal choice
 - B. Acceptance of gratuities
 - C. Misuse of sick time, etc.

Reference: Lexipol 1018

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

DECISION MAKING

- 1.2.04 The trainee shall explain the most common limitations of their discretionary authority, to include:
- A. Law
 - B. Orange County Sheriff’s Department policy and procedure
 - C. Orange County Sheriff’s Department goals and objectives
 - D. Community expectations
 - E. Officer safety

Reference: Lexipol 107, 205, 327// FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.2.05 The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:
- A. Death or injury
 - B. Additional crime
 - C. Civil and vicarious liability
 - D. Discipline
 - E. Embarrassment to Department
 - F. Relationship with the community

Reference: Lexipol 340

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 327// FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

***COMMUNITY RELATIONS
&
PROFESSIONAL DEMEANOR
OBJECTIVES 1.3.01 THROUGH 1.3.15***



COMMUNITY RELATIONS AND SERVICE

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

Reference: OCSD Mission Statement// Lexipol 107

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Protect life and property
- B. Maintain order
- C. Crime prevention
- D. Public education
- E. Delivery of service
- F. Enforcement of law(s)
- G. Community partnerships, such as:
 - 1. Neighborhood Watch
 - 2. PRYDE (Pepperdine Resource, Youth Diversion & Education)
 - 3. Senior Volunteer Groups
 - 4. TIP (Trauma Intervention Program)

Reference: Lexipol 200

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

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

Reference: FTO// Lexipol 375, 1058

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FTO// Lexipol 205, 375, 1058

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO// Lexipol 205

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 1018, 1058

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

1.3.07 The trainee shall demonstrate the ability to communicate with any segment of the

public in such a way as to enhance police service and community attitudes toward the police. This can be demonstrated through:

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

Reference: Lexipol 205, 1018

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CULTURAL DIVERSITY

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

Reference: Lexipol 205, 402

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

RACIAL PROFILING

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

Reference: Lexipol 402

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 375, 402// CPC 13519.4

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 402

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

COMMUNITY/PROBLEM-ORIENTED POLICING

- 1.3.12 The trainee shall understand the concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.

Reference: Lexipol 205, 402, 1001

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

LEADERSHIP

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

Reference: Lexipol 10 1001, 1018, FOM Mission Statement

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 10 1001, 1018, FOM Mission Statement

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 10 1001, 1018, FOM Mission Statement

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

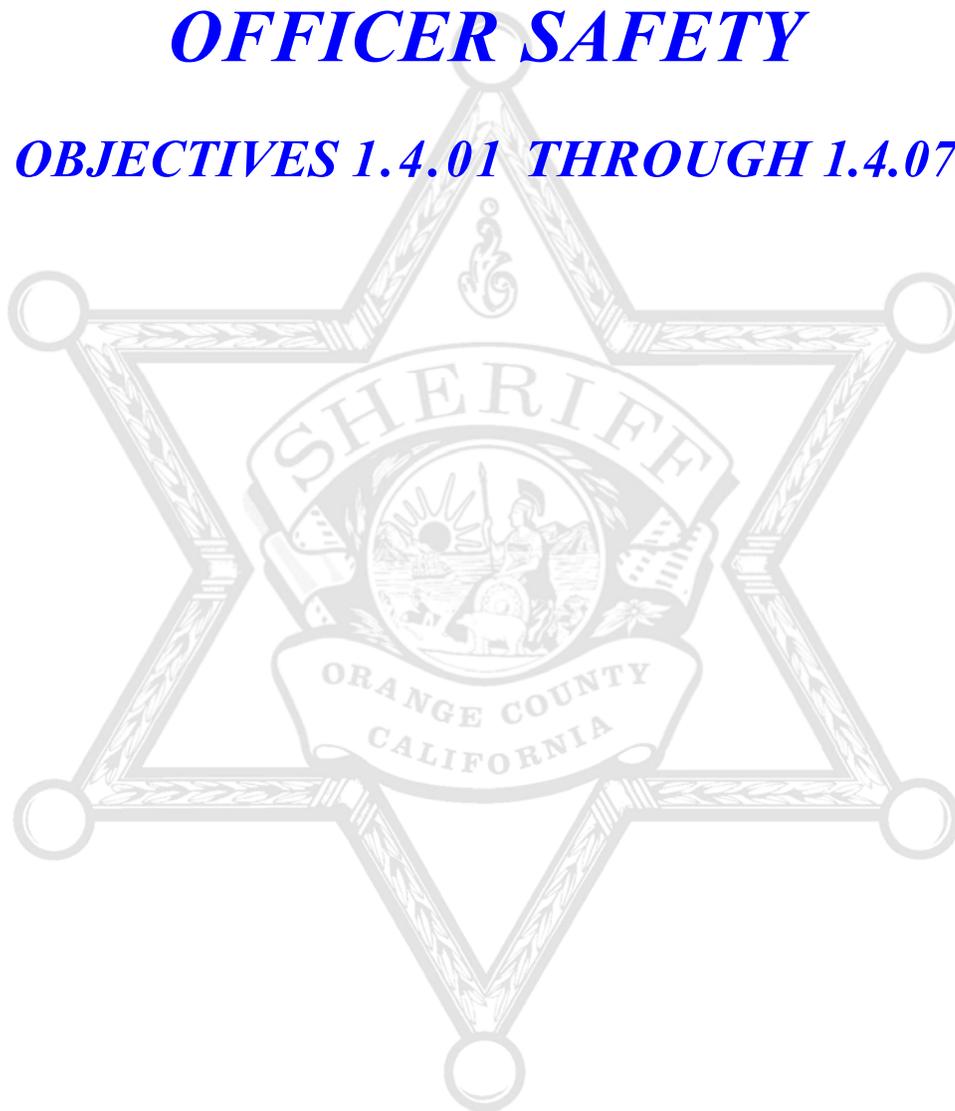
FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

OFFICER SAFETY

OBJECTIVES 1.4.01 THROUGH 1.4.07



CONTROL / SEARCHING OF PERSONS

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

Reference: Lexipol 1019// FOM 5, 12

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Constant alertness, including keeping hands in view
 - 1. Objects close to hands
 - 2. Bulges
 - 3. Escape routes
- B. Maintaining control and position of advantage
- C. Position of interrogation
- D. Standing, kneeling, and prone position searches
- E. Safeguarding of weapons
- F. Handcuffing techniques
 - 1. Assistance/Back-up
 - 2. Double locking handcuffs
 - 3. Proper use of flex cuffs

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CONTACT AND COVER (PRIMARY/BACKUP)

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

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

D. Officer-to-officer communication

Reference: Lexipol 458// FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 314, 316, 458// FOM 5, 46

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

OFFICER SURVIVAL

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

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

Reference: Lexipol 1019, 1032// FOM 74// Training Bulletin 51

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

RADIO COMMUNICATIONS

OBJECTIVES 1.5.01 THROUGH 1.5.10



RADIO COMMUNICATIONS

- 1.5.01 The trainee shall memorize the phonetic alphabet, station numbers and radio codes, including commonly used Penal Code Section numbers.

Reference: FTB PREP Material

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 35// FTB PREP

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 314// FOM 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

INFORMATION SYSTEMS/TELECOMMUNICATIONS

1.5.06 The trainee shall give examples where inquiries into C.L.E.T.S. (California Law Enforcement Telecommunications System) would be necessary. These may include:

- A. To locate information on lost, stolen, or recovered property (including

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

Reference: Lexipol 203, 319, 343// FOM 35// Training Bulletin 06-07

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Automated Property System (APS)
- B. Stolen Vehicle System (SVS)
- C. Wanted Persons System (WPS)
- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)
- G. National Crime Information Center (NCIC)
- H. Automated Warrant Service System (AWSS)

Reference: Lexipol 203, 319, 463// FOM 49

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 342, 343, 463// FOM 35, 49

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.5.09 The trainee shall review and explain agency policy regarding the proper use and/or misuse of Mobile Data Terminals (MDT's) and the chat function.

Reference: Lexipol 342, 343// FOM 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

A. C.L.E.T.S. test

Reference: Lexipol 343

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

REPORT WRITING

OBJECTIVES 1.6.01 THROUGH 1.6.10



FIELD NOTES AND NOTEBOOK

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

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 814

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Training Bulletin 11-11// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

REPORT WRITING

- 1.6.05 The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information they contain.
- A. Patrol Support
 - B. Investigations
 - C. Traffic Office
 - D. Court Services (processing of In-Custody reports for D.A. filing)
 - E. Records / Stats

Reference: Lexipol 344// FOM 9, 39, 59

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.6.06 The trainee shall discuss the importance of police reports, including these uses:
- A. Recording facts to a permanent record
 - B. Providing coordination of follow-up activities
 - C. Providing investigative leads
 - D. Providing statistical data
 - E. Providing a source for trainee evaluation
 - F. Providing reference material

Reference: Lexipol 344// FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.6.07 The trainee shall explain the qualities of a good police report. These shall include:
- A. Accuracy
 - B. Brevity
 - C. Completeness
 - D. Clarity

- E. Legibility/Neatness
- F. Objectivity
- G. Grammatical and structural correctness
- H. Timeliness
- I. First person/active voice/past tense

Reference: FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 9, 17, 39// Legal Update 3, 3.1, 3.2// Training Bulletin 12-03

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.6.09 The trainee shall prepare a report that minimally includes:

- A. Organizing facts in chronological order
- B. Relating facts in appropriate sentence form
- C. Correctly filling in all appropriate boxes
- D. Properly establishing who, what, when, where, why, how and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference: FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 1.6.10. 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:

- A. The elements constituting the offense
- B. A complete documentation of reasonable/probable cause to arrest
- C. A complete description of all physical evidence, where it was found, and its disposition

D. A complete listing of all suspects, including whether or not they are in custody-

Reference: FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

PATROL VEHICLE OPERATIONS

OBJECTIVES 1.7.01 THROUGH 1.7.13



PATROL VEHICLE INSPECTION

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

- A. Documenting prior damage
- B. Notation of operational efficiency (bald tires etc.)
- C. Vehicle service requirements
- D. Location of contraband, evidence, or property

Reference: FOM 33, 41

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Rear door locks
- B. Trunk and hood release
- C. Shotgun / rifle racks and release systems
- D. Emergency lights and siren switches
- E. Flares
- F. First aid equipment
- G. Radio
- H. Mobile Data Computer (MDC) I.
Jack and handle
- J. Patrol Video System (PVS)
- K. Engine fluid compartments and dip sticks

Reference: Lexipol 706// FOM 31, 41

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 706// FOM 33, 41// Field Operations Advisory 41

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PATROL VEHICLE OPERATIONAL SAFETY

- 1.7.04 The trainee shall discuss the factors which influence the overall operation of a vehicle, including:
- A. Driver condition
 - B. Vehicle condition
 - C. Environmental conditions, including road surfaces
 - D. Vehicle speed
 - E. Reaction time and distance
 - F. Braking distance
 - G. Knowledge of anti-lock braking systems

Reference: Lexipol 314, 316// Field Operations Advisory 45

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 316

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

EMERGENCY VEHICLE OPERATIONS/PURSUIT

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

Reference: Lexipol 314

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 314

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 314, 316

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 314, 316

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

VEHICLE OPERATION LIABILITY

1.7.10 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: Lexipol 316// CVC 21052, CVC 21056, CVC 21807

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 314, 316

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 314, 316

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 316// CVC 21807

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

1

USE OF FORCE

OBJECTIVES 1.8.01 THROUGH 1.8.04



LEGAL AND ETHICAL ISSUES

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

Reference: Lexipol 300// CPC 198, CPC 835, CPC 835a, CPC 843

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Proper Reporting
- B. Supervisor Notification

Reference: Lexipol 300

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 300

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FORCE OPTIONS

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

- A. Mere Presence (Non-Verbal)
- B. Verbal
 - 1. Tactical Communication
 - 2. Commands
- C. Controlling

1. Control Holds (Rear Wrist Lock / Twist Wrist Lock)
2. Takedowns (Arm Bar / Hair Pull / Leg Sweep)
3. Carotid Control Hold
4. O.C. Spray (Pepper Spray)
5. Taser (Control device which provided an “Intermediate” or “Medium” amount of force)

D. Injuring

1. Personal Body Weapons
2. Baton (Straight, Expandable or Side-Handle)
3. Less-Lethal
 - a. Bean Bag Gun
 - b. 40mm
 - c. Pepperball Gun

E. Deadly

1. Handgun
2. Baton strike to the head
3. Any other means available that results or should result in death

Chemical Agents

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

Impact Weapons

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

Personal Body Weapons

1. Punches, Heel Palm Strikes, Elbows and Knees
2. Hand Strikes - Described above (punches, heel palm strikes, elbows)
3. Leg Strikes (Knees and Kicks)

The trainee will understand the aforementioned defensive techniques should be described by their most commonly understood meaning, e.g. a hand strike is a “punch,” and the force used will need to be articulated and justified. The trainee will understand personal body weapons shall NOT be described as “distraction blows,” nor “compliance blows.”

Deadly Force

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

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

Reference: Lexipol 300, 306, 309, 310

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

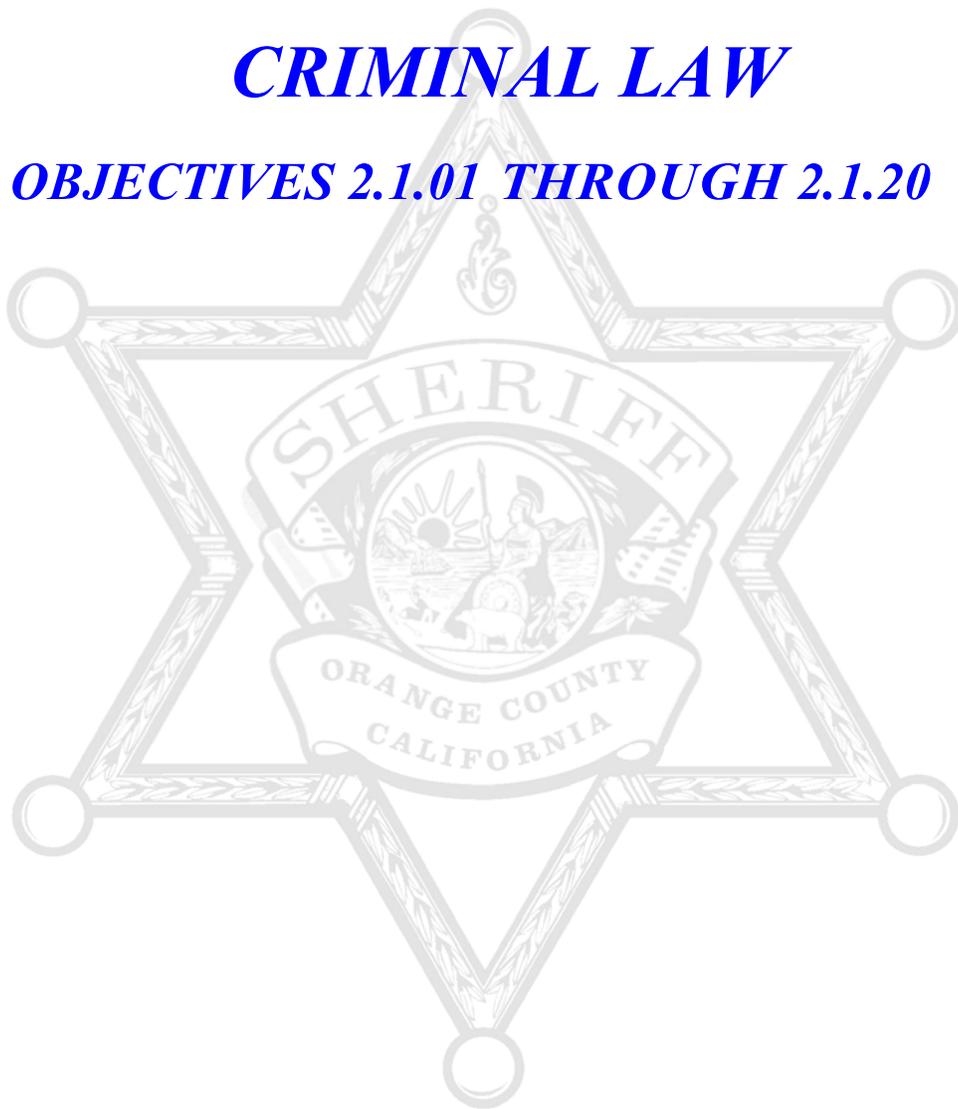
FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

2

CRIMINAL LAW

OBJECTIVES 2.1.01 THROUGH 2.1.20



CRIMINAL LAW

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

- A. Accessory
- B. Accomplice
- C. Criminal negligence
- D. Corpus delicti
- E. Entrapment
- F. Implied intent
- G. Principle
- H. Specific intent
- I. Transferred intent
- J. Probable cause
- K. Reasonable suspicion
- L. Exigent circumstances
- M. Stale misdemeanors
- N. Arrest
- O. Detention
- P. Consensual encounter

Reference: California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: CPC 26

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Obstruction of justice
- B. Homicide
- C. Robbery
- D. Assault
- E. Criminal threats (formerly Terrorist threats)
- F. Stalking
- G. Restraining order violations
- H. Cruelty to animals
- I. Crimes against children
- J. Sex crimes
- K. Disturbing the peace
- L. Burglary
- M. Trespassing
- N. Arson
- O. Vandalism
- P. Theft (including Identity Theft)
- Q. Forgery and check offenses
- R. Disorderly conduct (P.C. 647)
- S. Control and use of dangerous weapons
- T. Use, possession, and sales of dangerous drugs (including under the influence)
- U. Receiving or possession of stolen property (including altering of serial numbers)
- V. Annoying or threatening phone calls
- W. Felony domestic abuse
- X. Misdemeanor domestic abuse
- Y. Hate crime
- Z. Elder abuse

Reference: Lexipol 315// FOM 7, 11, 14, 16, 32, 36, 38, 40, 52, 55// Legal Update 7// Training Bulletins 09-17, 10-15, 11-06, 14-03// Field Operations Advisory 42, 54

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PROBABLE CAUSE

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

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

Reference: California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

LAWS OF ARREST

2.1.07 The trainee shall explain a peace officer’s authority to make an arrest. California Peace Officers’ Legal Sourcebook

Reference: Lexipol 100// CPC 836, CVC 40300.5- 40302

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Time of day or night an arrest may be made
- B. The information the person arrested must be provided and at what time it must be provided
- C. What must be done with the person being arrested
- D. Guidelines for releasing an arrested subject pursuant to 849 (b)
- E. When a Probable Cause Declaration is required for booking
- F. Cite and Release requirements pursuant to PC 853.6

Reference: Lexipol 327// FOM 9// Training Bulletin 11-03// Legal Update 7// Field Operations Advisory 4// California Peace Officers’ Legal Sourcebook// CPC 825, CPC 834, CPC 840, CPC 841, CPC 848, CPC 849, CPC 851.1, CPC 853.5, CPC 853.6

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 39// Training Bulletin 06-12// CPC 837, CPC 847

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 30// California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Consensual entry
- B. Arrest warrant
- C. Exigent circumstances
- D. Knock and notice requirements
- E. Ramey rule (CPC 844)

Reference: California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 300// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 300

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.1.14 The trainee shall review and explain California law and Orange County Sheriff's Department policy concerning the use of physical force and deadly force.

Reference: Lexipol 300

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: CPC 142, CPC 836.5, CPC 847

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

JUVENILE LAW AND PROCEDURES

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

- A. Miranda advisement
- B. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I; and any additional local ordinances/curfews
- C. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.
- D. Secure/Non-secure detention of juveniles (W&I 206, 207, 207.1, 207.2)
- E. Juvenile phone calls requirements pursuant to W&I 308 (b)
- F. Deputy's obligation to notify parent (s) pursuant to W&I 308 (a)
- G. Juvenile Hall booking guidelines
- H. Orangewood Children's Home placement guidelines
- I. Juvenile Petition requirements for Juvenile Hall and Orangewood
- J. Juvenile Investigative Field Report requirements
- K. Confidentiality of juvenile information as it pertains to report writing

Reference: FOM 27

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

ADDITIONAL LAWS

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

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

Reference: FOM 2

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. 3056 PC
- B. 1203.2 PC
- C. Booking procedures

Reference: CCOM 3000// California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. City Municipal Codes
- B. County Codified Ordinances
- C. Understanding of where each respective code is applicable

Reference: FTO// Orange County Codified Ordinances// City’s Municipal Codes

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

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

Reference: California Peace Officers’ Legal Sourcebook// US Constitution

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

2

SEARCH AND SEIZURE

OBJECTIVES 2.2.01 THROUGH 2.2.13



SEARCH CONCEPTS

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

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

Reference: California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Pat searches for weapons
- B. Consent searches
- C. Probable cause searches
- D. A search warrant
- E. Plain sight
- F. Incident to arrest
- G. Exigent circumstances
- H. Probation/parole search
- I. Plain feel
- J. Abandoned property
- K. Protective sweep
- L. Plain smell
- M. Plain shape
- N. Plain hearing
- O. Open areas
- P. Furtive movement
- Q. Administrative search-Vehicle inventory examination

Reference: FOM 48// California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.2.03 The trainee shall identify those items for which a deputy with Reasonable Suspicion may legally search. These items shall minimally include:

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

Reference: Training Bulletin 09-12// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Protective sweeps
- B. Closed containers
- C. Inventory searches
- D. Probable Cause searches

Reference: FOM 48// Training Bulletin 09-12// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Constant alertness
- B. Maintain control and position of advantage (contact & cover)
- C. Thoroughness of the search
- D. Safeguarding weapons
- E. Strip Searches PC 4030

Reference: FOM 5// CPC 4030

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Terry Pat-Down
- B. Legal requirements

Reference: California Peace Officer's Legal Sourcebook

Referee:	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Court filings
- B. Prosecution of suspects

Reference: California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SEIZURE CONCEPTS

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

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

Reference: FOM 17// Legal Updates 3, 3.1, 3.2// California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

WARRANTS

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

- A. Hours of service for felony arrest warrants
- B. Hours of service for misdemeanor arrest warrants

- C. Hours of service for search warrants
- D. Knock and notice for search warrants and exceptions

Reference: CPC 840, 844// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.2.13 The trainee shall have a full understanding of the following warrant aspects:

- A. Third party residence-necessity for Steagald Warrant prior to making entry to make a warrant arrest
- B. Warrants at OCSD for the most part are secured by investigators
- C. Proper procedure for patrol deputy's to request an arrest or search warrant
- D. The benefit of securing a PC 817 (Ramey) warrant
- E. Misdemeanor arrest warrant cannot be served in private premises after 2200 hours, even if the deputy is already lawfully within the premises

Reference: CPC 840, 844// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

2

***CONTROL / HANDLING OF
SUBJECTS / MENTALLY ILL /
PERSONS WITH DISABILITIES***

OBJECTIVES 2.3.01 THROUGH 2.3.26



HANDCUFFING

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
- F. The need to double lock handcuffs
- G. The proper use of hobble restraints-leg irons etc.
- H. Understands hog-tying arrestees in no longer allowed
- I. What procedures to take when an arrestee is trying to kick out the unit windows and/or is becoming a danger to himself or others
- J. Safe and controlled removal of handcuffs and other restraint devices

Reference: Lexipol 300// FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

Reference: CPC 147, CPC 149, CPC 422.6// US Code 18 Section 242

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Adults
- B. Juveniles
- C. Custodial parent with responsibility for a minor child

Reference: FOM 27// CPC 851.5// W&I 308(b)

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.3.06 The trainee shall identify the provisions of Penal Code Sections 147 and 149 pertaining to willful inhumanity or oppression toward prisoners in the custody of a deputy.

Reference: CPC 147, CPC 149

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

TRANSPORTATION OF PRISONERS

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

- A. Prisoners restrained with specialty devices (i.e., hobble etc.)
- B. Car stops or other enforcement activity during transportation
- C. Juveniles with/without adults
- D. Females (Time / Mileage)
- E. Use of seat belts
- F. A search of the area in which the prisoner is about to be placed prior to and after transportation
- G. Close observation of the prisoner(s)
- H. Sick, injured, mentally ill, physically challenged or pregnant prisoners

Reference: Lexipol 300, 324, 446// FOM 5, 27, 29, 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: CCOM 3000

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

BOOKING PRISONERS

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

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

Reference: Lexipol 324// FOM 27// W&I 206, W&I 207, W&I 625, W&I 626, W&I 626.5, W&I 627, CPC 273b, CPC 4030

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: CCOM 1718, CCOM 1802, CCOM 6016

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Injured or sick
- B. Females (including pregnant females)
- C. Elderly
- D. Gang members or police informants
- E. Current or former police officers, judges, etc.
- F. High-profile prisoners
- G. Alcoholics
- H. Narcotic/ drug users

- I. Sex offenders
- J. Escape risks
- K. Non-conformists
- L. Civil bookings
- M. Any other prisoner(s) who may need specialized classification/housing needs

Reference: FOM 13, FOM 29// CCOM 1200

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 38

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 2.3.14 Recognizing safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. Seizing firearms for safety (Safekeeping)
- F. The T.A.C.T. Model
 - 1. Tone (Present a calm and firm demeanor/ Maintain respect and dignity)
 - 2. Atmosphere (Reduce distractions/ Respect personal space)
 - 3. Communication (Establish contact/Develop rapport)
 - 4. Time (Slow down/ Reassess)

Reference: FOM 13, 29

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

MENTAL ILLNESS CASES

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

Reference: Lexipol 328// FOM 13, 29// Training Bulletin 10-02// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 13, 29// Legal Update 5// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 409//FOM 13, 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

- B. Advisement of Miranda rights, as appropriate, when criminal action is involved.
- C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
- D. The person must be informed of the deputy's name and agency and the reason the person is being detained.
- E. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Reference: FOM 29, 30// W&I 5150, W&I 5156, W&I 8102

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 13, 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.3.21 Considerations when handling or dealing with mentally ill/emotionally disturbed persons: The trainee shall identify considerations to be made when handling and dealing with mentally ill or

emotionally disturbed persons, to minimally include:

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

Reference: Lexipol 328// FOM 13, 29// Training Bulletin 10-02

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 13, 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PERSONS WITH DISABILITIES

- 2.3.23 Americans with Disabilities Act (ADA): The trainee shall recognize the ADA also covers persons with developmental and mental impairments and impacts law enforcement as follows:
- A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis
 - B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature
 - C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained
 - D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised

Reference: Lexipol 328// FOM 13, 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 13, 29// Field Operations Advisory 34

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 2.3.25 Dealing with Cognitive Impairment: The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments to minimally include:
- A. Give one direction or ask one question at a time
 - B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)
 - C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
 - D. Repeat questions from a slightly different perspective, if necessary
 - E. Avoid questions about time, complex sequences, or reasons for behavior
 - F. Use concrete terms and ideas; avoid jargon or figures of speech

Reference: FOM 13, 29

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 13, 29

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

2

PATROL PROCEDURES (PART 1)

OBJECTIVES 2.4.01 THROUGH 2.4.37



POLICE PATROL TECHNIQUES

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 2.4.02 The trainee shall review and explain basic preventative patrol methods utilized by a deputy:

- A. Frequent checks and contacts with business premises
- B. Frequent checks of suspicious persons
- C. Fluctuating patrol patterns
- D. Maintenance of visibility and personal contact

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PREVENTING AND DETECTING CRIME

- 2.4.03 The trainee shall identify factors to be considered in becoming familiar with the community:

- A. General population information
- B. Appropriate geographic information
- C. Recent criminal activity
- D. Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.)

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

ADDITIONAL PATROL SAFETY

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

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.07 The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit and demonstrate a full understanding of the following:

- A. Radio communication
- B. Give direction of travel
- C. Provide the suspect’s description

- D. Provide the reason for the foot pursuit; “the want”
- E. When a foot pursuit should be terminated; hazardous location (ambush), extended ETA for back-up, multiple suspects, one or more suspects still in vehicle, etc.
- F. The danger of leaving a patrol car with its keys in the ignition
- G. A patrol car may contain weapons: CIRT rifle, shotgun, less lethal, etc.
- H. At times a foot pursuit is not advisable based on F and G above

Reference: Lexipol 458

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.08 The trainee shall review and explain Orange County Sheriff’s Department’s policies on mutual aid and jurisdiction, including:

- A. Use of official vehicles outside the agency’s jurisdiction
- B. Responding to calls for assistance outside the agency’s jurisdiction
- C. Assisting other agencies with arrests within agency jurisdiction
- D. “Code Alex, Code Charlie, Code Charlie Checkmate, and Code-Delta”

Reference: Lexipol 323, 706

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

PEDESTRIAN STOPS

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

Reference: FTO// California Peace Officers’ Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. The existence of suspicious activity
- B. The time of day or night

- C. Reasonable suspicion to believe the person being stopped may be involved in criminal activity
- D. Trainee will understand what suspicious flight is [Wardlow v. U.S.] and how this may provide reasonable suspicion to detain

Reference: FTO// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FTO// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5// Training Bulletin 09-06

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

VEHICLE STOPS

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

- A. Traffic violations
- B. Investigative (Cold or Wall Stops)
- C. High risk

Reference: FOM 5// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.15 The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop, as well as recording the stop on the Patrol Video System.

Reference: Lexipol 446// FOM 5, 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Use of emergency lights
- B. Use of headlights
- C. Use of horn
- D. Use of siren
- E. Use of hand signals
- F. Use of public address system
- G. Proper use of spotlight to include:
 - 1. Not blinding the driver while the vehicle is moving
 - 2. Illuminating the interior of the stopped vehicle
 - 3. Focusing on the rear and side mirrors to blind the occupants of the deputy's approach

Reference: Lexipol 316// FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.18 The trainee shall identify the inherent hazards involved when a deputy conducts a vehicle stop. These hazards shall minimally relate to the:

- A. Location of the stop
- B. Reason for the stop
- C. Taking too long to get out of the patrol vehicle
- D. Deputy's approach (gun hand free)
- E. Failing to vary approach to violator's vehicle
- F. Position the deputy takes
- G. Contact with the violator
- H. Failure to control the detainee
- I. Visibility
- J. Sitting in patrol car to write information and/or the citation
- K. Utilizing MDC computer equipment when no back up deputy is present

Reference: FOM 5, 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 5// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.23 The trainee shall explain why a deputy should not argue with a violator.

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 327// FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.25 The trainee shall explain the advantages of the following procedures:

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

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FELONY 'HIGH RISK' VEHICLE STOPS

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

- A. Seriousness of the crime(s)
- B. Availability of back-up
- C. Advise dispatch of suspect's vehicle description and its license plate info
- D. Number of suspects involved
- E. Direction of travel and whether the stop is north, south, east, west of a particular street or location
- F. Deputy, if possible, to determine location at which to make the stop
- G. Available cover and hazards of a particular stop-location
- H. Number of additional deputies needed and/or when there are sufficient units on scene
- I. Tactics to be used after making the stop

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.29 The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop and other related issues.

- A. Angle of patrol car
- B. Distance

- C. Lights to be used: emergency and spot lights
- D. Passenger side door unlocked for second arriving deputy to take cover behind
- E. Proper position for each arriving patrol car
- F. Always remaining attentive to surroundings and developing hazards

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Officer Safety

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.31 The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot and other related issues.

- A. Type of commands to be issued to the suspects
- B. Use/non-use of the PA-system
- C. Windows up or down
- D. Position of hands, which are to be kept in sight at all times
- E. Position of keys
- F. Consider asking for air support in case suspect(s) gets out and runs
- G. Manner of “taking” suspects out of the vehicle
- H. Where suspect should place hands: back of head, in the air, etc.
- I. Manner of having suspects walk back to waiting deputies
- J. Suspect kneeling, standing, or placed in a prone position
- K. Handcuff and then search
- L. Importance of keeping track of where each suspect was seated in the car prior to removal
- M. Vehicle search and use of K-9 if available
- N. Always analyzing crossfire issues

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Has the radio responsibilities
- B. Assumes the shotgun or patrol rifle responsibilities, if applicable
- C. Communicates to the occupants
- D. Will be part of the arrest team, and should not have shotgun responsibilities
- E. Searches the occupants and/or the vehicle
- F. Will need to generate follow-up reports, if applicable

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

2.4.34 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 deputy(s) being placed in an inherently dangerous position.

Reference: FOM 5

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SEARCHING VEHICLES

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

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

Reference: FOM 5, 48// Training Bulletin 09-12// Field Advisory 14// Legal Update 1

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 5, 48// Training Bulletin 09-12// Field Advisory 14// Legal Update 1

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

RADIO CALL RESPONSE

2.4.37 The trainee will understand there is no such thing as a “routine call” and to be aware of the unexpected on any call. The trainee will learn to exit the patrol car with all equipment (flashlight, baton, notebook, etc.), which will enable the trainee to be prepared for any situation. The trainee will further learn to evaluate situations and know when to ask for assistance. These include the following:

- A. Recording calls: nature, location, and dispatch, arrival, and completion times
- B. Map book: Numbering system (odd/even) street & block numbers, location
- C. Approach to location: quiet approach and parking of patrol car
- D. Observations of Surrounding: vehicles, lighting, bystanders, doors/windows, other hazards
- E. Physical Approach: What position to take at the location or door depending on type of call
- F. Appropriate radio procedure: Use of proper codes, dispatcher notification, Code-1, 2, and 3
- G. Appropriate Verbal Greeting: victims, witnesses, suspects, etc.

Reference: Lexipol 316// FOM 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

3

PATROL PROCEDURES (PART II)

OBJECTIVES 3.1.01 THROUGH 3.1.52



SEARCHING BUILDINGS/AREAS

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

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

Reference: Lexipol 318// FOM 7

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 7// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

HANDLING CRIMES IN PROGRESS

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

- A. Proceeding directly to scene as quickly and silently as possible
- B. Proceeding directly to scene utilizing emergency lights and/or siren
- C. Proceeding to the location most likely to allow the interception of fleeing suspects
- D. Proceeding to scene and coordinating arrival and/or deployment with other units

- E. Distance to location
- F. Availability of assisting units
- G. Nature of crime
- H. Traffic and environmental conditions
- I. Concern for possible lookouts
- J. Watch for fleeing suspects
- K. Parking and securing patrol vehicle
- L. Apprehension of suspect(s)
- M. Broadcasting additional information
- N. Securing the scene and establishing a perimeter
- O. Establishing a field command post and coordinating large perimeters

Reference: Lexipol 316// FOM 35, 46, 73, 74// Field Operations Advisory 37, 48, 51

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 34, 46

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

DOMESTIC VIOLENCE

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

- A. Difference between domestic violence and a domestic dispute
- B. Essential elements of Penal Code Sections 13700 and 13519

- C. Definition of a traumatic injury {CPC 273.5(d)}
- D. Impact of domestic violence on victims, children and the batterers
- E. Essential elements of Penal Code Sections 13700 and 13519
- F. Duty to provide maximum protection to the victim from abuse (emergency protective order)
- G. Provide safety to other persons and property
- H. Verification and enforcement of court orders (restraining and stay-away orders)
- I. Responsibility and authority with tenancy issues related to domestic violence
- J. Determine if a crime has been committed and if arrest is mandatory
- K. Completion of appropriate documentation and required reports
- L. Making available appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office
- M. The safekeeping of firearms
- N. V.I.N.E. System (Victim Information Notification Everyday)
- O. Report to Child Abuse Registry (C.A.R.) when children exposed to D.V. cases
- P. Victim Confidentiality form (When applicable)
- Q. Reports for "Verbal Only" incidents
- R. OCSD ID Bureau notification and victim/suspect photographs

Reference: Lexipol 317// FOM 10, 11, 39, 55, 66// Training Bulletins 09-08, 10-12, 11-06

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.1.06 The trainee shall recognize the inherent dangers to a deputy who enters the home of a family involved in a dispute.

Reference: FOM 16, 55

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 16, 55

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.1.08 The trainee shall explain the differences between criminal and civil law that apply

during domestic dispute situations.

Reference: FOM 10, 11, 55

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.09 The trainee shall discuss mandatory custody arrest requirements.

Reference: Lexipol 327// FOM 10, 55// CPC 836(C)(1)

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 327// FOM 11// Training Bulletins 09-08, 10-12// CPC 166(c), CPC 273.6, CPC 836(c)(1)

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.11 Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation in a safe and effective manner.

Reference: Lexipol 327// FOM 11// Training Bulletin 10-15

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

VICTIMS OF VIOLENT CRIMES

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

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

Reference: FOM 66// Training Bulletin 10-15, 11-06

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (CPS, Social Services, etc.)
- F. Child Abuse Service Team (CAST) examination
- G. Child Abuse Registry (CAR) notification
- H. Suspected Child Abuse Report (Pursuant to PC 11166) DOJ Form # SS8572
- I. Supervisor notification

Reference: FOM 27, 36// Training Bulletin 11-06

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc.)
- F. Reporting requirements (Private home / facility / Ombudsman)
- G. Supervisor notification

Reference: FOM 36, 55// Training Bulletin 10-15

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. CPC 18265
- B. CPC 18250
- C. CPC 18275
- D. W&I 8102
- E. Property receipt and verbal explanation to owner of the weapon regarding proper procedure to get the weapon returned
- F. Documentation of written and verbal notice regarding D & E above in the applicable report

Reference: FOM 29, 39, 55// Training Bulletin 10-02

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

HATE CRIMES

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

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

Reference: FOM 52

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Denial of basic constitutional rights
- B. Divisiveness in the community
- C. Potential escalation of violence

Reference: FOM 52

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 307// FOM 52

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 52

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

GANG AWARENESS

- 3.1.20 The trainee shall identify gang graffiti factors significant to law enforcement, including:
- A. Identifying individuals and/or a specific gang
 - B. Identifying gang boundaries
 - C. Indications of pending and/or past gang conflicts

Reference: FOM 62

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Sale and use of narcotics
- B. Physical violence
- C. Auto theft/burglary of vehicles
- D. Graffiti “Tagging”

Reference: FOM 62

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: FOM 62

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

MISSING PERSONS

3.1.23 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. The trainee will be able to explain the following:

- A. When a report is required
- B. A report will be taken regardless of jurisdiction
- C. Definition of an “at risk missing”
- D. When a general search is required
- E. When a full and all-out search is necessary
- F. When a General broadcast is needed
- G. Teletype notification requirements
- H. When a supervisor should be notified

Reference: Lexipol 318// FOM 27, 31// Training Bulletin 12-03

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.24 The trainee shall explain the agency’s policy regarding search procedures for missing persons.

- A. At risk verses not-at-risk missing
- B. Support unit(s) search coordination
- C. Supervisor notification
- D. General broadcast if applicable
- E. “Hear” broadcast if applicable
- F. Air Support
- G. Bloodhounds

Reference: Lexipol 318// FOM 27, 31// Training Bulletin 12-03

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.25 The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

Reference: Lexipol 318// FOM 27, 31// Training Bulletin 12-03

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: Lexipol 318// FOM 27, 31// Training Bulletin 12-03

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FIRES

3.1.27 The trainee shall identify the following types of fires and the best methods to deal with each:

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical

Reference: FOM 22

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.28 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

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

Reference: FOM 12, 22

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 12, 22

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 22

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 12, 22

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

3.1.32 The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System, EOC – Emergency Operations Center and OES – Office of Emergency Services-State level).

Reference: Lexipol 206, 320// FOM 21, 51// Training Bulletin 13-04, 14-01

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 51// Training Bulletin 13-04, 14-01, 14-02, 14-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.34 The trainee shall explain responsibilities and considerations of a first responder to a

hazardous materials incident, including:

- A. Recognition
- B. Safety/Isolation/Area containment
- C. Notification to proper agencies
- D. Basic first responder limitations

Reference: FOM 21, 51// Training Bulletin 04-05, 13-04, 14-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid
- C. Undertaking immediate coordination with appropriate outside agencies
- D. Establishing a security perimeter
- E. Establishing ingress and egress corridors
- F. Identifying and admitting only authorized personnel
- G. Dealing with the media

Reference: Lexipol 320// FOM 21, 51// Training Bulletin 04-05, 13-04, 14-01, 14-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.36 The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazards on the roadway
- D. Damage to fire hydrants
- E. Gas leaks
- F. Chemical spills
- G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
- H. Military incidents requiring police intervention
- I. Personal Protective Equipment (PPE)

Reference: FOM 45, 51// Training Bulletin 13-04, 14-01, 14-02, 14-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

BOMBS/EXPLOSIVE DEVICES

- 3.1.37 The trainee shall review and explain the agency’s policy and procedures for handling explosives.

Reference: FOM 12, 21, 51// Training Bulletin 10-09, 13-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Hazards of using the police radio and/or cellular phone
- B. Request for Hazardous Device Squad (HDS)
- C. Isolation of the device and the area
- D. Evacuation of civilian personnel
- E. Possibility that more than one explosive device exists

Reference: FOM 12, 21, 51// Training Bulletin 10-09, 13-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 12, 21, 51// Training Bulletin 10-09, 13-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.40 The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)

Reference: Lexipol 1016// FOM 23// Training Bulletin 07-02

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SICK, INJURED OR DECEASED PERSONS

3.1.41 The trainee shall review and explain OCSD policies concerning providing aid and transportation of sick or injured persons.

Reference: FOM 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.42 The trainee shall review and explain California law and OCSD procedures concerning death investigations that must be handled by the Coroner:

- A. Apparent homicide, suicide, or death occurring under suspicious circumstances
- B. Death resulting from the use of dangerous or narcotic drugs
- C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- D. Death apparently accidental or following an injury
- E. Death by disease, injury, or toxic agent during or arising from employment
- F. Death while not under the care of a physician during the period immediately previous to death
- G. Death related to disease that might constitute a threat to public health
- H. Reporting requirements for natural deaths

Reference: FOM 14

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

LOST, FOUND AND RECOVERED PROPERTY

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

- A. Property recovered by trainee
- B. Property found by citizen
- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Remedy can assist in determining property status

Reference: FOM 39, 56// Training Bulletin 06-04

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CROWD CONTROL

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

Reference: Lexipol 323// FOM 12// Training Bulletin 11-14

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

NEWS MEDIA RELATIONS

3.1.45 The trainee shall discuss OCSD policy as to who may release information to the news media and the notification procedures utilized.

Reference: Lexipol 346

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

public.

Reference: Lexipol 346

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.1.47 The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including but not limited to:

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

Reference: Lexipol 346

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

HOSTAGE/BARRICADED SUSPECT

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

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

Reference: FOM 46, 73, 74// Field Operations Advisory 37

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SNIPER ATTACK

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

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

Reference: Field Operations Advisory 46

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Field Operations Advisory 46, 51

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

ANIMAL CONTROL

3.1.51 The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- A. Injured animals
- B. Dead animals
- C. Rabid animals
- D. Noisy animals

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

Reference: Lexipol 315

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Who to notify / Authorization
- B. Who may shoot the animal
- C. What report should be completed following the shooting of the animal

Reference: Lexipol 315

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

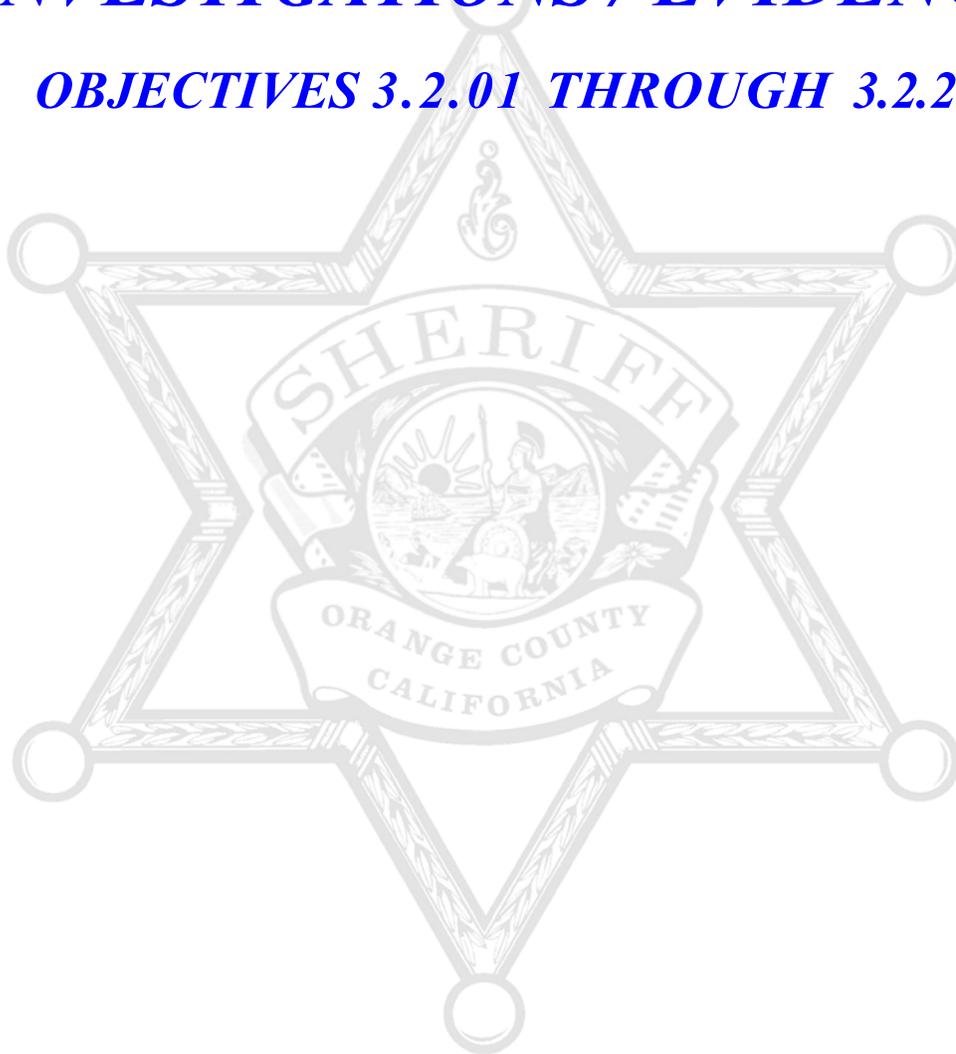
FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

3

INVESTIGATIONS / EVIDENCE

OBJECTIVES 3.2.01 THROUGH 3.2.29



INTERVIEWING

3.2.01 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

- A. Ask direct and brief questions. Let the person being interviewed do the majority of the talking
- B. Control the interview. Avoid allowing rambling by the person being interviewed
- C. Avoid leading questions except when absolutely necessary
- D. Putting the person being interviewed at ease
- E. Write statements verbatim (when appropriate) from the person being interviewed, do not improvise or make assumptions
- F. Utilize the three step interview process

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.02 The trainee shall describe the contents of a good statement. These contents shall minimally include:

- A. What happened
- B. When it happened
- C. Where it happened
- D. Who it happened to
- E. How it happened
- F. Why it happened
- G. How many are involved

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.03 The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.

Reference: FOM 30

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date

F.T.O.						
Trainee						

3.2.04 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

Reference: FOM 6, 7, 14, 30, 39

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

INVESTIGATIONS

“Cold” Crimes

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

Reference: FOM 6, 7, 14, 30

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 24

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date

F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CRIMES AGAINST PROPERTY

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

- A. Identity or description of suspect(s)
- B. Description of loss
- C. Direction of flight of suspect(s)
- D. Possibility of weapons being involved
- E. Radio broadcasts of all known and important information
- F. Pursuit and/or apprehension of suspects, if possible
- G. Notification of Investigative details and supervisor when applicable

Reference: FOM 7, 9, 35

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.10 Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference: Lexipol 327// FOM 7, 9, 39// Training Bulletin 06-12

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CRIMES AGAINST PERSONS

- 3.2.11 The trainee shall review and explain a deputy's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

Reference: FOM 6, 40

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.12 The trainee shall explain the steps to take while investigating the following crimes:

- A. Rape/Sexual assault
- B. Felonious assault
- C. Robbery
- D. Kidnapping

Reference: FOM 6, 36, 40

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.13 The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred.

- A. Establishing a crime scene, including the restriction of unauthorized police personnel
- B. Start a crime scene log if required
- C. Determine the need for first aid and summoning medical assistance
- D. Identifying and apprehending suspect(s)
- E. Protective sweep if applicable
- F. Able to explain what a Mincey search problem is
- G. General broadcast if applicable
- H. Making proper notifications to supervisor, Watch Commander, Investigative detail
- I. Locating visible physical evidence
- J. Locating and interviewing witnesses or possible witnesses as appropriate

Reference: FOM 9, 14, 23, 24, 35, 46// Training Bulletin 12-08, 92-25// Field Operations Advisory 50

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.14 Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference: FOM 6, 36, 39, 40

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.15 The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergyman and confessor
- D. Physician and patient

Reference: Evidence Code 950, 970, 980, 990, 1030// Training Bulletin 15-02

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

RULES OF EVIDENCE

- 3.2.16 The trainee shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:

- A. Civil rights
- B. Inadmissible evidence
- C. Possibility of false arrest

Reference: California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.17 The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

- A. Spontaneous statements

- B. Admissions
- C. Confessions
- D. Dying declaration

Reference: FOM 14// California evidence code 1200 and 1220// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

EVIDENCE COLLECTION AND PRESERVATION

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

Reference: FOM 19, 24, 44// Training Bulletin 12-08/// Field Operations Advisory 50

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.19 The trainee shall review and explain, as well as apply, the agency's policies on:

- A. Handling controlled substances
- B. Depositing property, evidence and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons and explosives

Reference: FOM 19, 21, 44// Training Bulletin 13-04// Field Operations Advisory 43, 54

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.2.20 The trainee shall explain the provisions of OCSD's policies and procedures regarding the storage of evidence.

Reference: FOM 19, 24, 44

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.21 The trainee shall explain “chain of custody” or “chain of evidence.”

Reference: FOM 19, 24, 44

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 19, 24, 44

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SOURCES OF INFORMATION

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

Reference: Lexipol 608

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.24 The trainee shall describe techniques for identifying and developing “informants” and the:

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

Reference: Lexipol 608

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

SUBPOENAS

3.2.25 The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

- A. Mandatory appearance
- B. On-Call
- C. Off-Duty Compensation

Reference: Lexipol 1018// Training Bulletin 05-01// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

COURTROOM TESTIMONY AND DEMEANOR

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

Reference: Lexipol 1018// Training Bulletin 05-01, 11-11// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.27 The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- A. Refreshing the deputy’s memory
- B. Coordination of efforts

Reference: Lexipol 1018// Training Bulletin 05-01, 11-11// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 1018// Training Bulletin 05-01, 11-11// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.2.29 The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

Reference: Lexipol 1018// Training Bulletin 05-01, 11-11// Field Operations Advisory 23

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

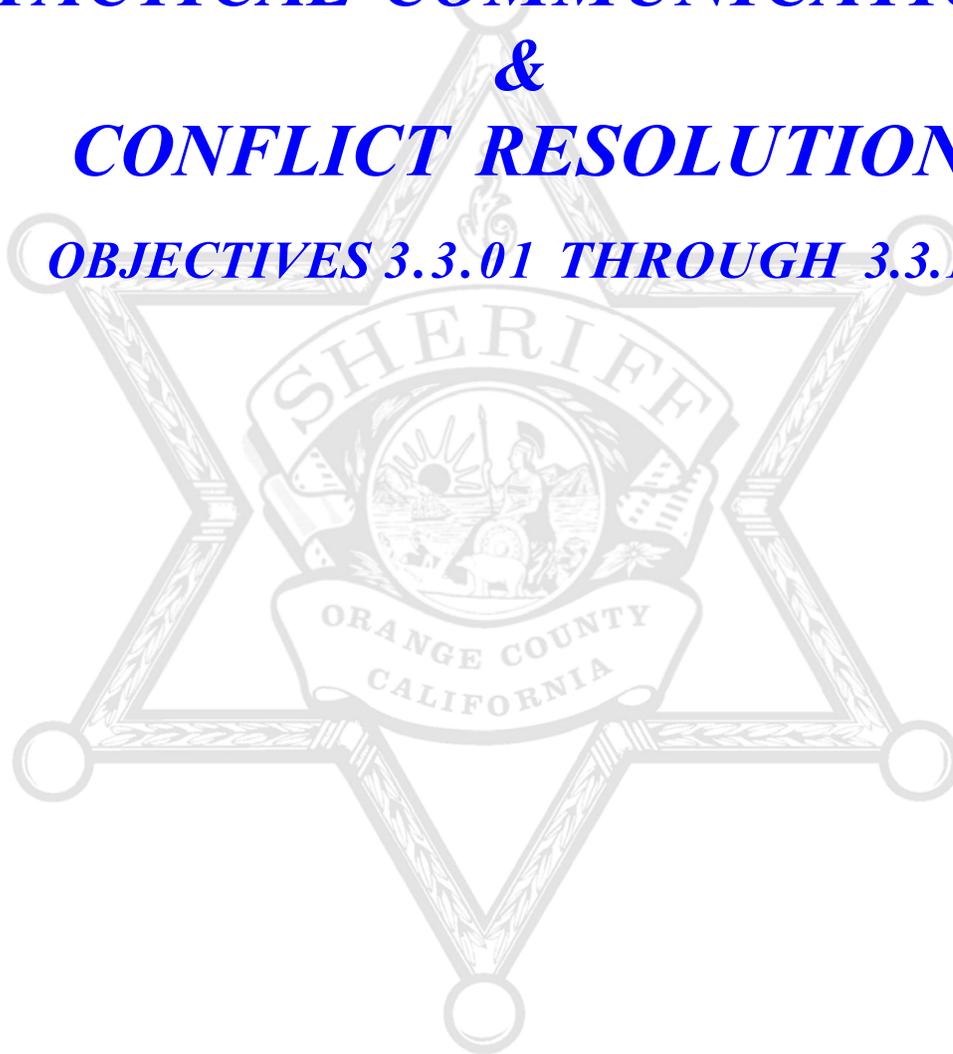
FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

3

TACTICAL COMMUNICATION & CONFLICT RESOLUTION

OBJECTIVES 3.3.01 THROUGH 3.3.18



TACTICAL COMMUNICATION

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

- A. The trainee will be aware of the effect his/her actions have on citizens while interviewing. Examples are: body language (stance or positions of hands), placing hand on the butt of your gun, placing both hands on your Sam Browne belt, finger pointing and crossing both arms.
- B. The trainee will be able to distinguish the difference between citizen contacts, detentions, and arrest situations.
- C. The trainee will be flexible and have the state of mind to distinguish between police assistance versus crime prevention contacts.

Reference: Lexipol 1018// Training Bulletin 11-09// California Peace Officers' Legal Sourcebook

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

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

Reference: Lexipol 1018

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.3.04 The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- A. I appreciate that, but I need to see your driver’s license.
- B. I understand that, but I need you to sign the citation.

Reference: FOM 9// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

HANDLING DISPUTES

3.3.05 The trainee shall explain a deputy’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- A. Remaining impartial
- B. Preserving the peace
- C. Determining whether or not a crime has been committed
- D. Conducting an investigation if a crime has been committed
- E. Providing safety to individuals and property
- F. Suggesting solutions to the problem
- G. Offering names of referral agencies
- H. Considering arrest as a viable alternative if a crime has been committed

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.3.06 The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Any additional city/county agencies or organizations

Reference: FOM 49

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.07 The trainee shall explain the inherent dangers to a deputy who enters the home of a family involved in a dispute.

Reference: FOM 16, 55

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 16

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.09 The trainee shall explain private person’s arrest procedures to consider at disputes.

Reference: FTO// Training Bulletin 06-12

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.10 The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- A. Family disputes
- B. Neighbor disputes
- C. Juvenile disputes
- D. Loud parties
- E. Identify private person arrest standard

1. Complaint route
2. Identify entry into a home is not permitted unless consent, warrant or an exigent circumstance exists

Reference: FOM 10, 16, 27, 55

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.11 Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference: FOM 12, 55// Field Operations Advisory 31

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

CIVIL DISPUTES (INCLUDING LANDLORD/TENANT AND LABOR)

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

Reference: FOM 10

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.13 The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

- A. Evictions
- B. Lockouts
- C. Trespasses
- D. Confiscation of property

Reference: FOM 10// CPC 418, CPC 591, CPC 593, CPC 594, CPC 602.3, CPC 602.5, CPC 624, Civil Code 1861

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.14 The trainee shall review and explain the agency’s policy on labor-management disputes.
Reference: FOM 28

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.15 The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism

Reference: FOM 28

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.16 The trainee shall explain the role of the small claims court.

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.3.17 Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

Reference: FOM 10, 28

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

REPOSSESSIONS

3.3.18 The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a reposessor may go
- D. When a repossession is complete

Reference: FOM 10// CPC 418

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

3

TRAFFIC

OBJECTIVES 3.4.01 THROUGH 3.4.22



VEHICLE CODE

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

Reference: FOM 9// CVC Code

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: CVC 40300.5- 40303, CVC 40305

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.4.03 The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

- A. Vehicle registration and insurance requirements
- B. Theft of and tampering with vehicles
- C. Driver's licenses and identification cards including suspensions
- D. Hit and run
- E. Traffic control signals
- F. Other traffic control devices
- G. Driving, overtaking, and passing
- H. Right-of-way
- I. Pedestrians
- J. U-Turns
- K. Stopping, standing, and parking
- L. Driving under the influence
- M. Other public offenses
- N. Equipment violations
- O. Fleeing/evading an officer
- P. Reckless driving
- Q. Seat belt violations

Reference: State of California CHP Redi-Ref (CHP 291-OPI-051)// CVC Code

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.04 The trainee shall discuss enforcement options after observation of a traffic violation, including:

- A. Verbal warning
- B. Issuance of a citation
- C. Physical arrest

Reference: Lexipol 327// FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.06 The trainee shall understand that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.

Reference: FOM 9

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

IMPOUNDING/STORING VEHICLES

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

Reference: FOM 47, 48// Field Operations Advisory 14

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazard (22651(b) VC)
- C. Incidental to an arrest (22651(h) VC)
- D. Vehicle is stored for safekeeping (22651(g) VC)
- E. Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC)
- F. Vehicle is held for investigation (22655.5 VC)
- G. Vehicle is involved in hit and run (22655 or 22653(b) VC)
- H. Vehicle with VIN removed (10751 VC)
- I. Vehicle held for operation by unlicensed driver (22651(p) VC)
- J. Impounded vehicle for drivers who are unlicensed or have a suspended license CVC 14602.6(a)(1)
- K. OCSD stolen vehicle recovery (OCSD original case number shall be used)
- L. Outside agency stolen vehicle recovery (New DR number needs to be issued and used)
- M. When to seal a vehicle as evidence
- N. When to store the vehicle as evidence at OCSD evidence detail
- O. When to notify OCSD ID Bureau regarding a stolen vehicle being held for “prints”
- P. Release guidelines for stolen vehicles
- Q. License plate reports

Reference: FOM 47, 48, 56// Training Bulletin 09-12// Field Operations Advisory 14

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 47, 48, 56

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.10 Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner
- D. Enter vehicle into computer system via teletype and obtain an FCN number

Reference: FOM 47, 48, 56

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

VEHICLE COLLISIONS

- 3.4.11 The trainee shall discuss a deputy’s responsibilities in preventing accidents in the community, including:

- A. High visibility patrol
- B. Enforcement

Reference: FOM 9// Training Bulletin 08-08

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.4.12 The trainee shall explain the primary duties of a deputy at any traffic accident scene, including:

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares (spilled fuel)
- D. Determining the need for further assistance
- E. Considering the need for tow services
- F. Determine jurisdictional issues

Reference: Lexipol 333// FOM 23, 45, 58, 59

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.4.13 The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.

Reference: Lexipol 333// FOM 45, 58, 59

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.14 The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- A. Injury accident
- B. Hit and run accident
- C. Accident involving suspected drunk driving
- D. Accident involving city, county, or state property

Reference: FOM 58, 59

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

TRAFFIC CONTROL/DIRECTION

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

Reference: FOM 45// Training Bulletin 08-08

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.16 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. Additionally the trainee will:

- A. Describe or demonstrate the elements of a proper flare pattern
- B. Describe or demonstrate proper traffic control hand signals
- C. Describe or demonstrate the use of a flashlight to control traffic
- D. Describe or demonstrate the proper positioning of a patrol car at various accident scenes
- E. Explain what a Sig-Alert is and how to have one broadcasted

Reference: FOM 45// Training Bulletin 08-08

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

DRIVING UNDER THE INFLUENCE

- 3.4.17 The trainee shall recognize and explain the common driving patterns of a suspected DUI.

Reference: FOM 17

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.4.18 The trainee shall explain and demonstrate standardized field sobriety tests.

Reference: FOM 17, 65

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

- 3.4.19 The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.

Reference: FOM 17, 65// Training Bulletin 11-16// Legal Update 3, 4

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 17, 65// Training Bulletin 11-16// Legal Update 3, 4

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

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

Reference: FOM 17, 39, 65

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

3.4.22 Give a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference: FOM 17, 65

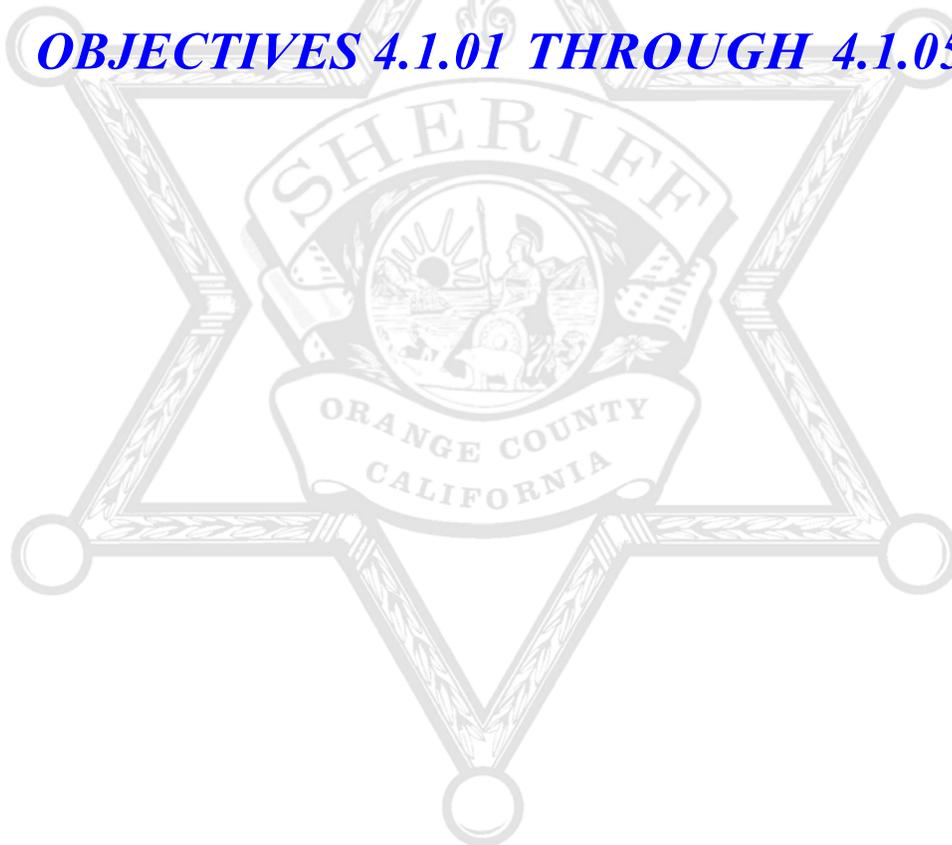
	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FTP PERFORMANCE OBJECTIVE CHECKLIST

PHASE

4

***SELF-INITIATED ACTIVITY
&
FINAL TRAINING PHASE
OBJECTIVES 4.1.01 THROUGH 4.1.05***



SELF-INITIATED ACTIVITY

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:

4.1.01 Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

4.1.02 Pedestrian Stops:

- A. Suspicious persons
- B. Consensual encounters
- C. Traffic enforcement

Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

4.1.03 Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. High Profile Patrol for crime prevention
- D. Pattern crimes (Vehicle Burglaries, Vandalisms, etc.)

Reference: FOM 17, 62// FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

4.1.04 Other activities:

- A. Field Interview (FI) cards
- B. Bar checks

- C. Curfew violators
- D. Suspicious circumstances

Reference: FOM 27// Training Bulletin 09-06

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

FINAL TRAINING / DEMONSTRATION OF COMPETENCE

4.1.05 The trainee shall demonstrate a satisfactory level of competence in the following areas while being observed by his / her training officer:

- A. Prepared for duty with all appropriate and necessary equipment
- B. Ability to multitask (driving, talking on the radio, observing, listening etc.)
- C. Satisfactory level of report writing ability
- D. Observation of proper Officer Safety techniques / habits in all aspects of performance
- E. Ability to find locations on a map and properly navigate in a safe and effective manner
- F. Ability to conduct preliminary investigations and determine whether a crime was committed, what type of crime, the proper documentation and course of action to take, and the appropriate notifications / resources
- G. Professional demeanor at all times and a thorough knowledge of department policies / procedures / rules and regulations
- H. Use of common sense and good judgment in field situations
- I. Ability and desire to perform self-initiated activity as time allows

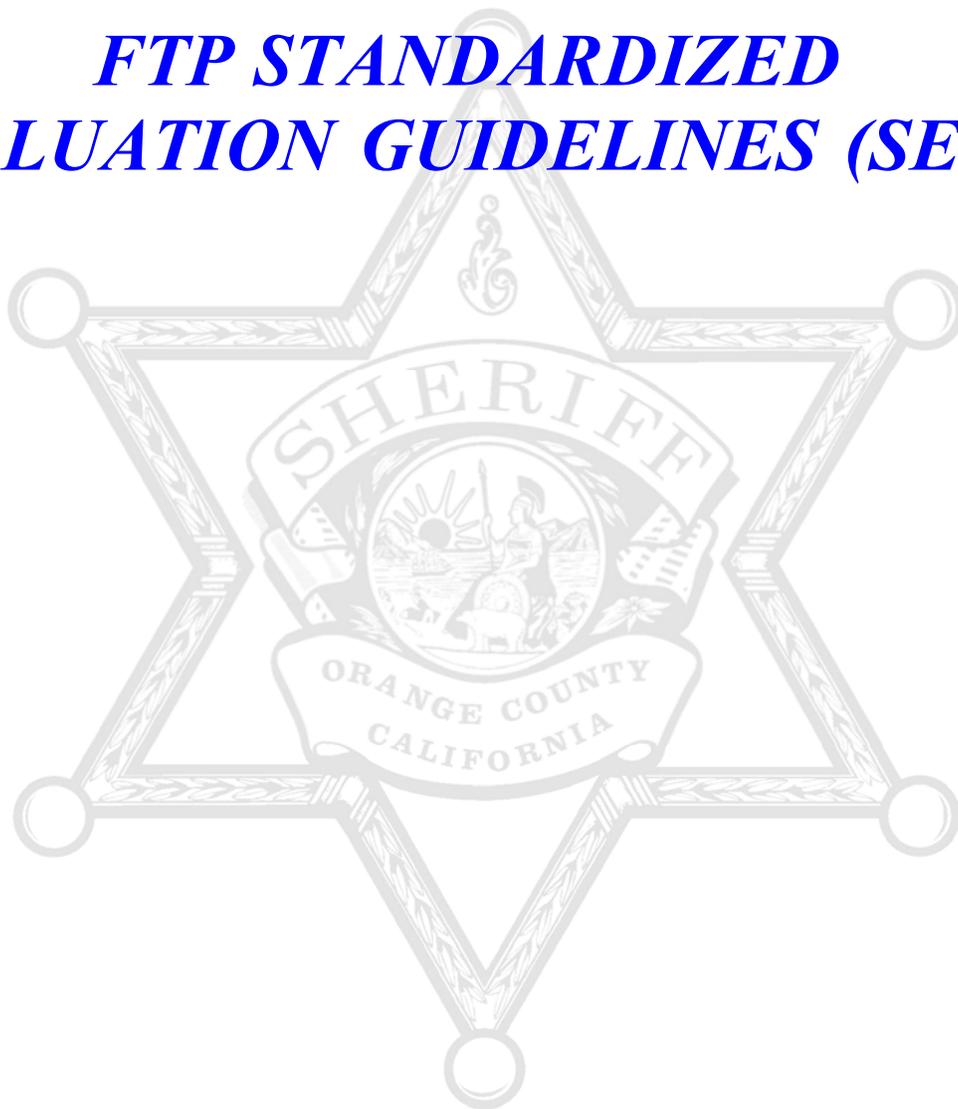
Reference: FTO

	INSTRUCTED/ PERFORMED		VERBAL/ WRITTEN TEST		ROLE PLAY	
	Name	Date	Name	Date	Name	Date
F.T.O.						
Trainee						

APPENDIX

I

***FTP STANDARDIZED
EVALUATION GUIDELINES (SEGS)***



FTP STANDARDIZED EVALUATION GUIDELINES

The following "1", "2", "3", "4", "5", "6" and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

ATTITUDE

1. **ATTITUDE TOWARD POLICE WORK:** Evaluate the trainee in terms of personal motivation, personal appearance, attitude towards coworkers and acceptance of the job's responsibilities.
 - (1) **Unacceptable:** Abuses authority. Little dedication to the principles of the law enforcement profession. Displays an "I don't care" attitude. Patronizes, is antagonistic, and is insubordinate or sarcastic to superiors / FTO / peers or citizens. Fails to present a professional image and does not adhere to uniform/ grooming standards.
 - (4) **Acceptable:** Demonstrates a genuine interest in new career and responsibilities. Accepts his/her role in the Department. Good professional relationships. Adheres to uniform and grooming standards.
 - (7) **Superior:** Utilizes off-duty time to further professional knowledge, actively solicits assistance from others to increase knowledge and improve skills. Is at ease when in contact with all members of the department and displays appropriate courtesy. Is a peer group leader and actively assist others. Maintains immaculate uniform appearance.

2. **RESPONDS TO CORRECTIONS:** Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.
 - (1) **Unacceptable:** Rationalizes mistakes, denies errors, argumentative and does not listen to critiques. Refuses to or does not make an effort to make corrections and apply what is taught to correct deficiencies.

- (4) **Acceptable:** Accepts criticism in a positive manner. Does not argue or blame others for errors. Applies constructive criticisms to correct deficiencies. Avoids making repeated mistakes.
 - (7) **Superior:** Actively solicits criticism/feedback. Makes necessary adjustments to overcome any noted deficiencies and performs task in a highly competent manner.
3. **ATTITUDE WITH CITIZENS/COMMUNITY:** Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.
- (1) **Unacceptable:** Abrupt, belligerent, overbearing, arrogant and uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.
 - (4) **Acceptable:** Courteous, friendly and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.
 - (7) **Superior:** Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.

PERFORMANCE

4. **DRIVING SKILLS:** Evaluate the trainee's ability to operate department vehicles under normal driving conditions, code 3 driving or unusual conditions requiring other than normal driving.
- (1) **Unacceptable:** Frequently violates traffic laws. Is

involved in a traffic collision. Drives too fast or too slow for conditions. Uses code-3 unnecessarily or improperly. Unable to maintain control of the vehicle.

- (4) **Acceptable:** Obeys traffic laws. Maintains control of the vehicle while maintaining situational awareness. Adheres to department policies and procedures regarding code 3 driving. Practices defensive driving techniques. Drives at appropriate speed for conditions.
- (7) **Superior:** Sets the example for lawful courteous driving. Displays a high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Able to maintain control of the vehicle even during difficult situations

5. **MAP BOOK USE (ORIENTATION / RESPONSE TIME):** Evaluates the trainee's awareness of surroundings, and ability to arrive at destination within an acceptable amount of time.

- (1) **Unacceptable:** Unaware of location while on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
- (4) **Acceptable:** Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
- (7) **Superior:** Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

6. **REPORT WRITING:** Evaluate the trainee's ability organize reports, document the necessary details, use proper grammar and complete reports in a timely manner on the correct form.

- (1) **Unacceptable:** Does not know what forms need to be completed and/or is unable to complete the form. Unable to organize the report in a logical and chronological manner. Omits pertinent details. Report is inaccurate and/or incorrect. Report is illegible and/or contains excessive number of grammar errors. Takes an

unreasonable amount of time to complete reports (Three times that of an experienced deputy).

- (4) **Acceptable:** Has knowledge of and ability to fill out commonly used forms. Completes organized reports in a chronological manner. Includes needed details. Report is accurate and appropriately documents the incident or event. Reports are legible and contains few/ if any grammar errors. Completes reports in an appropriate amount of time.
- (7) **Superior:** Vast knowledge of multiple forms including seldom used forms. Reports are organized, in chronological order and give an incredibly detailed and accurate account of the incident or event. Reports are completed rapidly and contain no grammar errors.

7. **FIELD PERFORMANCE (NON-STRESS CONDITIONS):**

Evaluates the trainee's ability to perform routine, non-stress police activities.

- (1) **Unacceptable:** Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.
- (4) **Acceptable:** Properly assesses aspects of routine situations, determines appropriate action, and takes same.
- (7) **Superior:** Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

8. **FIELD PERFORMANCE (STRESS CONDITIONS):**

Evaluates the trainee's ability to perform in moderate to high stress conditions.

- (1) **Unacceptable:** Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.
- (4) **Acceptable:** Maintains calm and self-control in most situations.

Determines proper course of action and takes it. Does not allow a situation to further deteriorate.

- (7) **Superior:** Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

9. **INVESTIGATIVE / INTERROGATION SKILLS:** Evaluate the trainee's ability to conduct a proper investigation with emphasis on crime scene assessment, to use proper and lawful questioning techniques; to vary techniques to fit persons being interviewed/ interrogated.

- (1) **Unacceptable:** Unable to identify what offense was committed (if any). Does not connect evidence with suspect(s) when apparent. Does not protect crime scene and/or fails to collect and/or book evidence appropriately. Fails to use proper questioning techniques. Fails to give Miranda warning (when required). Fails to elicit enough information to determine what had or is occurring.
- (4) **Acceptable:** Is generally able to identify what offense had been committed (if any). Connects evidence with suspect(s) when apparent. Protects the crime scene, gathers and books evidence appropriately. Elicits and records available information. Controls the interrogation/interview with suspects, victims and witnesses. Gives Miranda warnings when required.
- (7) **Superior:** Always follows proper investigatory procedure and is always able to identify what offense had been committed (if any). Connects evidence with suspect even when it is not obvious. Establishes rapport with all victims/witnesses and suspects and is able to gain confessions for crimes committed. Appropriately controls the interview/interview with all involved parties even when they are difficult.

10. **SELF-INITIATED FIELD ACTIVITY:** Evaluates the trainee's desire and ability to observe and initiate police-related activity.

- (1) **Unacceptable:** Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.

- (4) **Acceptable:** Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.
 - (7) **Superior:** Seldom misses observable police-related activity. Maintains "Watch Bulletins" and information provided at briefings. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.
11. **OFFICER SAFETY:** Evaluate the trainee's ability to perform routine tasks without exposing themselves or others to unreasonable danger or risk. To safely perform police tasks while dealing with suspicious persons, suspects and prisoners.
- (1) **Unacceptable:** Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to: 1) Exposes weapons to suspect (handgun, baton, mace, etc.). 2) Fails to keep weapon hand free in enforcement situations. 3) Stands in front of/next to violator's vehicle door. 4) Fails to control suspect's movements. 5) Fails to use illumination when necessary or uses it improperly. 6) Does not keep violator/suspect in sight. 7) Fails to advise communications when leaving vehicle. 8) Fails to maintain good physical condition. 9) Fails to properly maintain personal safety equipment. 10) Does not anticipate potentially dangerous situations. 11) Stands too close to passing vehicular traffic. 12) Is careless with gun and/or other weapons. 13) Fails to position vehicle properly on car stops. 14) Stands in front of door when making contact with occupants. 15) Makes poor choice of which weapon to use and when to use it. 16) Fails to cover other officers or maintain awareness of their activities. 17) Stands between police and violator's vehicle on a car stop. 18) Fails to search police vehicle prior to duty and after transporting other than police personnel. 19) Fails to "pat search," when lawful. 20) Allows people to approach while seated in patrol vehicle. 21) Fails to handcuff when appropriate. 22) Conducts

poor searches. 23) Fails to maintain a position of advantage that could prevent attack or escape.

- (4) **Acceptable:** Follows acceptable safety procedures when interacting with victims, witnesses, suspicious persons, suspects and prisoners.
- (7) **Superior:** Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is not over confident. Keeps partner(s) informed and determines best position for self and partner(s). Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.

12. **SCENE/ SUSPECT CONTROL:** Evaluate the trainee's ability to gain and maintain control of situations and suspects through verbal commands and instructions and/ or with the use of reasonable force.

- (1) **Unacceptable:** Speaks softly, timidly, or loudly. Confuses or angers listener by what is said and/or how it is said. Unable to use a confident/commanding tone of voice. Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not or is unable to use proper restraints. Becomes overwhelmed by the events occurring.
- (4) **Acceptable:** Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance. Obtains and maintains control through the proper amount of force. Uses restraints effectively. Selects and uses the correct force option when required.
- (7) **Superior:** Completely controls situations with voice tone, word selection, inflection and command presence. Restores order in even the most trying situation through voice and language use or with a reasonable amount of force when required. Excellent knowledge and skill level in use of restraints.

13. **PROBLEM SOLVING (DECISION MAKING):** Evaluate the

trainee's ability to perceive and evaluate problems accurately, form logical conclusions, make sound decisions, generate and implement a solution.

- (1) **Unacceptable:** Avoids problems. Fails to demonstrate/understand problem solving techniques by not using them or not applying them effectively. Is unable to reason through a problem and come to a logical conclusion. Does not assess a proper or effective response to the problem. Is unable to diagnose the problem and/or come up with and implement a logical solution.
 - (4) **Acceptable:** Ask proper questions to identify the problem. Able to reason through a problem and come to an acceptable conclusion in routine situations. Generally able to come up with and implement a logical solution.
 - (7) **Superior:** Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Identifies root causes of problems, not just symptoms and selects a workable solution(s). Uses S.A.R.A. (Scan-Analyze-Respond-Assess) problem solving model.
14. **RADIO USE:** Evaluate the trainee's ability to use proper radio codes. Listen and understand information being relayed via the radio and to effectively communicate via the radio.
- (1) **Unacceptable:** Does not understand or use the correct radio codes. Becomes emotional on the radio. Transmissions are not clear and/or does not relay the appropriate information. Talks too fast or too slow. Consistently misses radio traffic for self and/or area partners. Uses improper radio etiquette.
 - (4) **Acceptable:** Uses and understands commonly used radio codes. Speaks clearly even in stressful situations. Transmissions are clear and relay the needed information. Hears radio traffic for self and area partners. Uses proper radio etiquette.
 - (7) **Superior:** Uses and understands all radio codes. Speaks clearly and relays timely information even in the most stressful situations. Transmissions are clear and

relays needed information. Hears all radio traffic for self and others, even when speaking to others. Always uses proper radio etiquette.

15. **MDC (USE / COMPREHENSION / ARTICULATION):** Evaluates the trainee's ability to operate the terminal and receive and send clear communications via the MDT.
- (1) **Unacceptable:** Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatched calls. Violates FCC regulations and/or department policy.
 - (4) **Acceptable:** Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.
 - (7) **Superior:** Consistently recalls dispatch information without running summaries. Can make rarely used free format inquiries from memory. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys and in multiple administrative messages and Be On the Look Out (BOLO) file retrieval.
16. **PVS (USE / PROCEDURAL KNOWLEDGE):** Evaluates the trainee's knowledge of operational and procedural issues associated with the Patrol Video System (PVS).
- (1) **Unacceptable:** Is not thoroughly familiar with the policies and procedures related to the Patrol Video System unit and does not utilize the PVS properly when required to do so.
 - (4) **Acceptable:** Is able to demonstrate competence in the procedural use of the PVS and uses the system when required to do so.

- (7) **Superior:** Demonstrates a thorough knowledge of the PVS and frequently or always uses the system during the patrol shift.

KNOWLEDGE

17. **APPLICATION / ADHERENCE TO DEPARTMENT POLICIES AND PROCEDURES:** Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

- (1) **Unacceptable:** Scores less than 70% during verbal test. Fails to display knowledge of department policies, regulations and/or procedures or violates same.
- (4) **Acceptable:** Scores at least 70% or more during verbal test. Familiar with most commonly applied department policies, regulations, procedures and applies same.
- (7) **Superior:** Scores 100% during verbal test. Has an excellent working knowledge of department policies, regulations, procedures, including those less known and seldom used.

18. **APPLICATION / ADHERENCE TO CRIMINAL STATUTES:** Evaluates the trainee's knowledge of the criminal statutes (i.e., Penal, Vehicle, W & I, B & P, H & S, and all City/County Codes) and their ability to apply that knowledge in field situations.

- (1) **Unacceptable:** Scores less than 70% during verbal test. Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.
- (4) **Acceptable:** Scores at least 70% or more during verbal test. Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.

- (7) **Superior:** Scores 100% during verbal test. Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

19. **APPLICATION / ADHERENCE TO CRIMINAL PROCEDURE:**

Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures in field situations.

- (1) **Unacceptable:** Scores less than 70% during verbal test. Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.
- (4) **Acceptable:** Scores at least 70% during verbal test. Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrest within guidelines.
- (7) **Superior:** Scores 100% during verbal test. Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrest.

APPENDIX

II

DAILY OBSERVATION REPORT (FTP FORM 1)



DAILY OBSERVATION REPORT (DOR)

No. _____

 Trainee (Last, First) PID# FTO (Last, First) PID# Date

RATING INSTRUCTIONS: Rate observed behavior with reference to the Standardized Evaluation Guidelines. A narrative evaluation must be attached. Use the category number below to reference your comments. Check "Not Obs." box if not observed. If the trainee fails to respond to training, check "NRT" box and comment on back. Note: A rating of "4" indicates a trainee has progressed to a minimum acceptable standard and performed at a solo patrol deputy standard, in that category, for that shift. The RT box should be checked if remediation training was completed on that skill. Enter the number of minutes of training in the RT box.

Position Worked
Phase

RATING SCALE											
Unacceptable by FTP Standards			Acceptable Level				Superior by FTP Standards				
1 2 3			4 5 6				7				
Attitude		Not Obs.	Rating scale					RT	NRT		
1. Attitude Towards Police Work		0	1	2	3	4	5	6	7		
2. Responds to Correction		0	1	2	3	4	5	6	7		
3. Attitude with Citizens		0	1	2	3	4	5	6	7		
Performance		Not Obs.	Rating scale					RT	NRT		
4. Driving Skills		0	1	2	3	4	5	6	7		
5. Map Book Use		0	1	2	3	4	5	6	7		
6. Report Writing		0	1	2	3	4	5	6	7		
7. Field Performance Non-Stress		0	1	2	3	4	5	6	7		
8. Field Performance Stress Conditions		0	1	2	3	4	5	6	7		
9. Interview/ Interrogation Skills		0	1	2	3	4	5	6	7		
10. Self Initiated Activity		0	1	2	3	4	5	6	7		
11. Officer Safety		0	1	2	3	4	5	6	7		
12. Suspect/ Scene Control		0	1	2	3	4	5	6	7		
13. Problem Solving		0	1	2	3	4	5	6	7		
14. Radio Use		0	1	2	3	4	5	6	7		
15. MDC		0	1	2	3	4	5	6	7		
16. PVS		0	1	2	3	4	5	6	7		
Knowledge		Not Obs.	Rating scale					RT	NRT		
17. Application/ Adherence to Department Policy/ Procedures		0	1	2	3	4	5	6	7		
18. Application/ Adherence to Criminal Statutes		0	1	2	3	4	5	6	7		
19. Application/ Adherence to Criminal Procedure		0	1	2	3	4	5	6	7		

THE MOST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER: _____
A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

THE LEAST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER: _____
A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

DOCUMENTATION OF PERFORMANCE AND COMMENTS

CATEGORY

(INCLUDE ADDITIONAL COMMENTS ON NARRATIVE CONTINUATION FORM)

TRAINEE SIGNATURE PID # DATE

FTO SIGNATURE PID # DATE

FTB SGT SIGNATURE PID # DATE

APPENDIX

III

FTO END OF PHASE REPORT (FTP FORM 2)



FTO END OF PHASE REPORT (EPR)

Trainee (Last, First)	PID#	FTO (Last, First)	PID#	Date
-----------------------	------	-------------------	------	------

Phase # _____ Phase start date: _____ Phase end date: _____

Strengths:

1. _____

2. _____

3. _____

Weaknesses:

1. _____

2. _____

3. _____

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

Optional Comments:

Based on the trainee's performance: _____

- I recommend he / she begin phase _____ of training.
- I recommend the trainee receive remediation training in the current phase

TRAINEE SIGNATURE PID # DATE

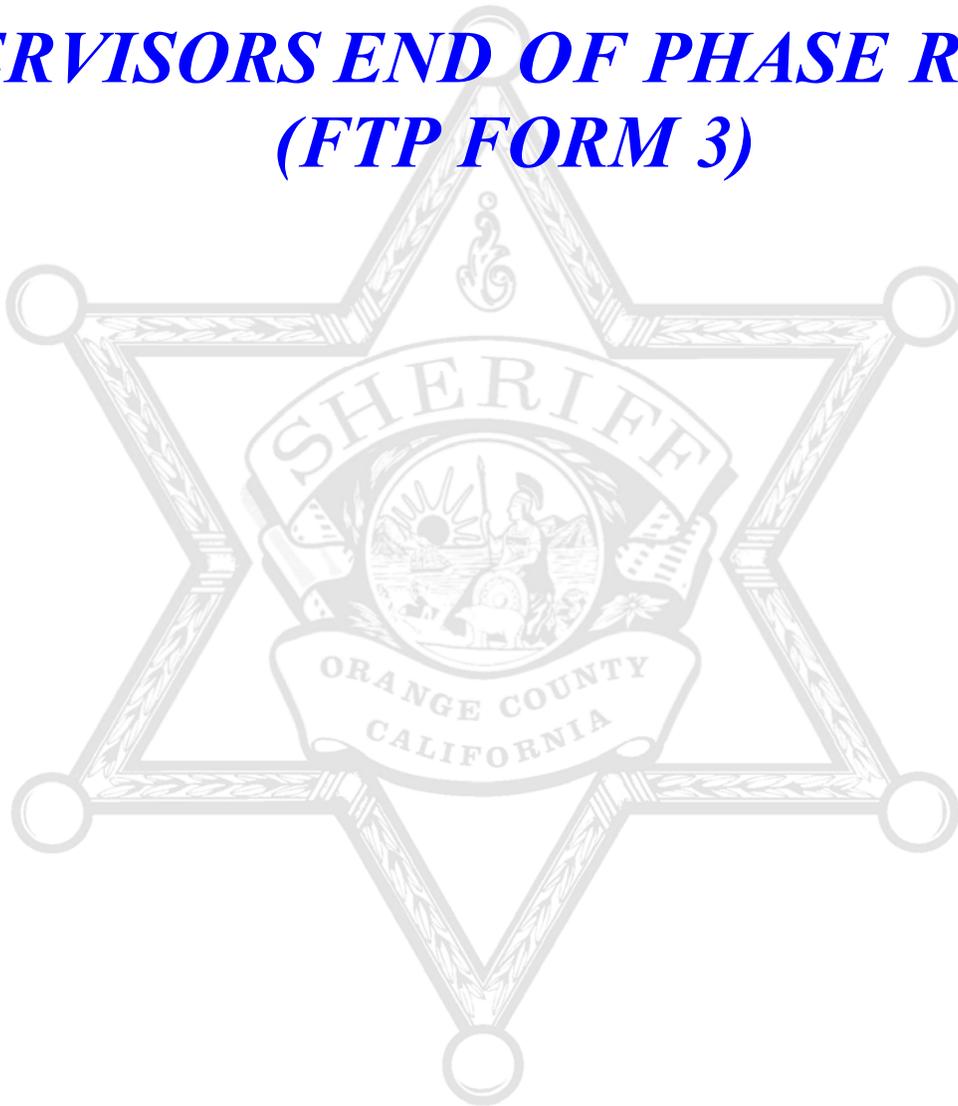
FTO SIGNATURE PID # DATE

FTB SGT SIGNATURE PID # DATE

APPENDIX

IV

SUPERVISORS END OF PHASE REPORT (FTP FORM 3)



SUPERVISOR'S END OF PHASE REPORT

Phase # _____

Trainee (Last, First) PID# Supervisor (Last, First) PID#

Additional method(s) by which the trainee's performance was evaluated:

- End of Phase meetings
- FTO's
- Field Observations
- Report Review
- Briefing participation
- Other (explain) _____
- Citizen Contacts Other
- Training Conferences
- Monitor Radio Traffic
- Alpha unit with Sergeant

Regarding the trainee's performance:

I (have / have not) discussed the trainee's most significant strengths with them

I (have / have not) discussed the trainee's most significant weaknesses with them

The trainee's significant weaknesses (have / have not) required remedial training.

Remedial training, if provided, consisted of:

Comments regarding significant strengths, weaknesses, and progress to date:

I have reviewed the above listed trainee's Daily Observation Reports for phase _____

I have discussed the trainees overall performance with FTO_____.

Based on the trainee's performance:

I recommend he / she begin phase _____ of training.

I recommend the trainee receive remediation training in the current phase

TRAINEE SIGNATURE PID # DATE

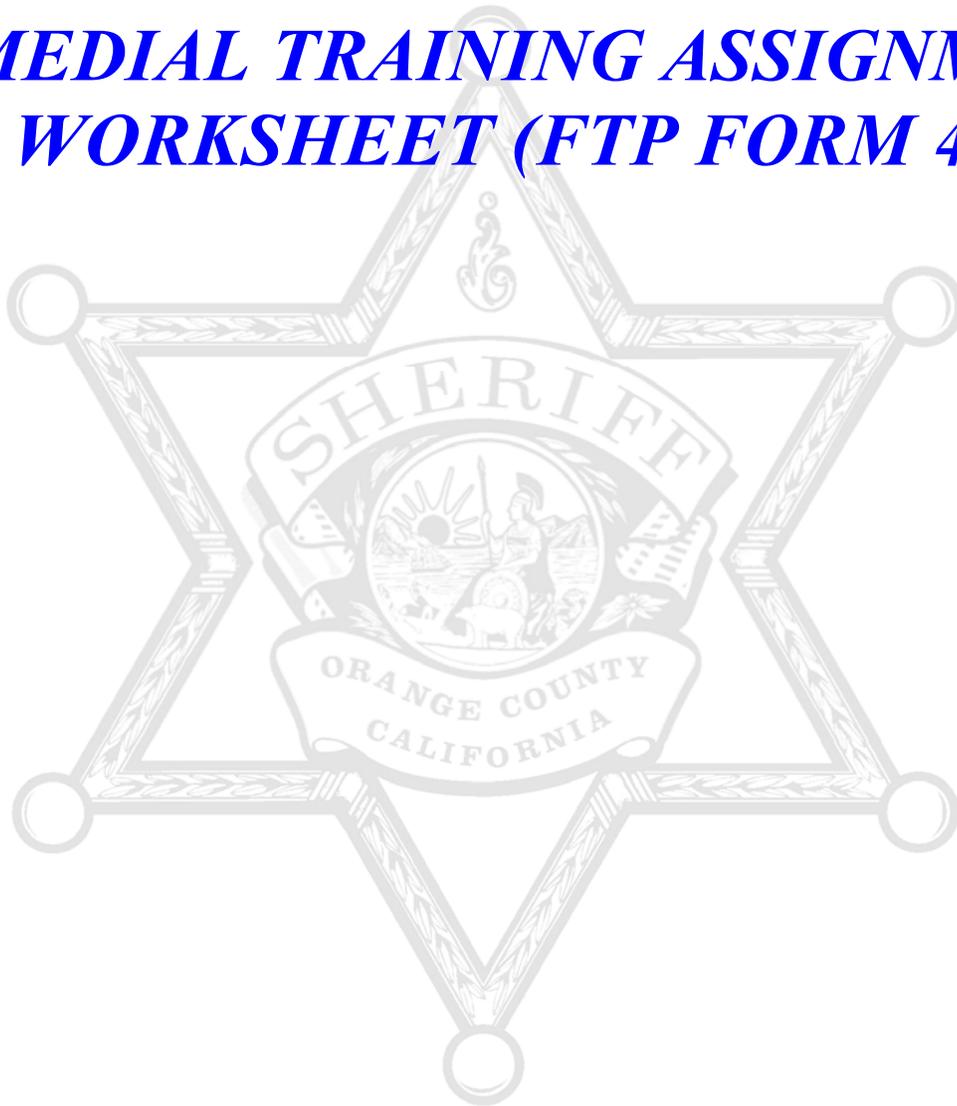
FTO SIGNATURE PID # DATE

FTB SGT SIGNATURE PID # DATE

APPENDIX

V

***REMEDIATION TRAINING ASSIGNMENT
WORKSHEET (FTP FORM 4)***



REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Trainee (Last, First) PID# FTO (Last, First) PID#

Phase #: _____ Week #: _____

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

PERFORMANCE DEFICIENCIES:

Define specific deficiencies, and give examples. Describe all training related to the deficiencies that have already been conducted.

TRAINING ASSIGNMENT

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

TRAINEE SIGNATURE PID # DATE

FTO SIGNATURE PID # DATE

FTB SGT SIGNATURE PID # DATE

APPENDIX

VI

***FIELD TRAINING PROGRAM
COMPLETION RECORD
&
COMPETENCY VERIFICATION
(FTP FORM 5)***



FTP COMPLETION RECORD & COMPETENCY VERIFICATION

Trainee	PID #	Date of FTP Completion
Name of Field Training Officer	Training location(s) (City)	Phase Training Dates (Start-End)
Phase 0: _____	_____	_____
Phase 1: _____	_____	_____
Phase 2: _____	_____	_____
Phase 3: _____	_____	_____
Phase 4: _____	_____	_____

I have been instructed on all items listed in the OCSD Field Training Program Manual.

Trainee signature Date

I certify that Deputy _____ has received the instruction outlined in the Orange County Sheriff's Department Field Training Program Manual and that Deputy _____ has performed competently in all structured learning content areas. I also certify all POST requirements have been completed in a satisfactory manner. I further certify he/she is now prepared to work as a solo patrol deputy.

Final Field Training Officer Signature Date

Field Training Bureau Sergeant or Designee Signature Date

Field Training Bureau Commander or Designee Signature Date

I attest the above named Deputy Sheriff has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol deputy.

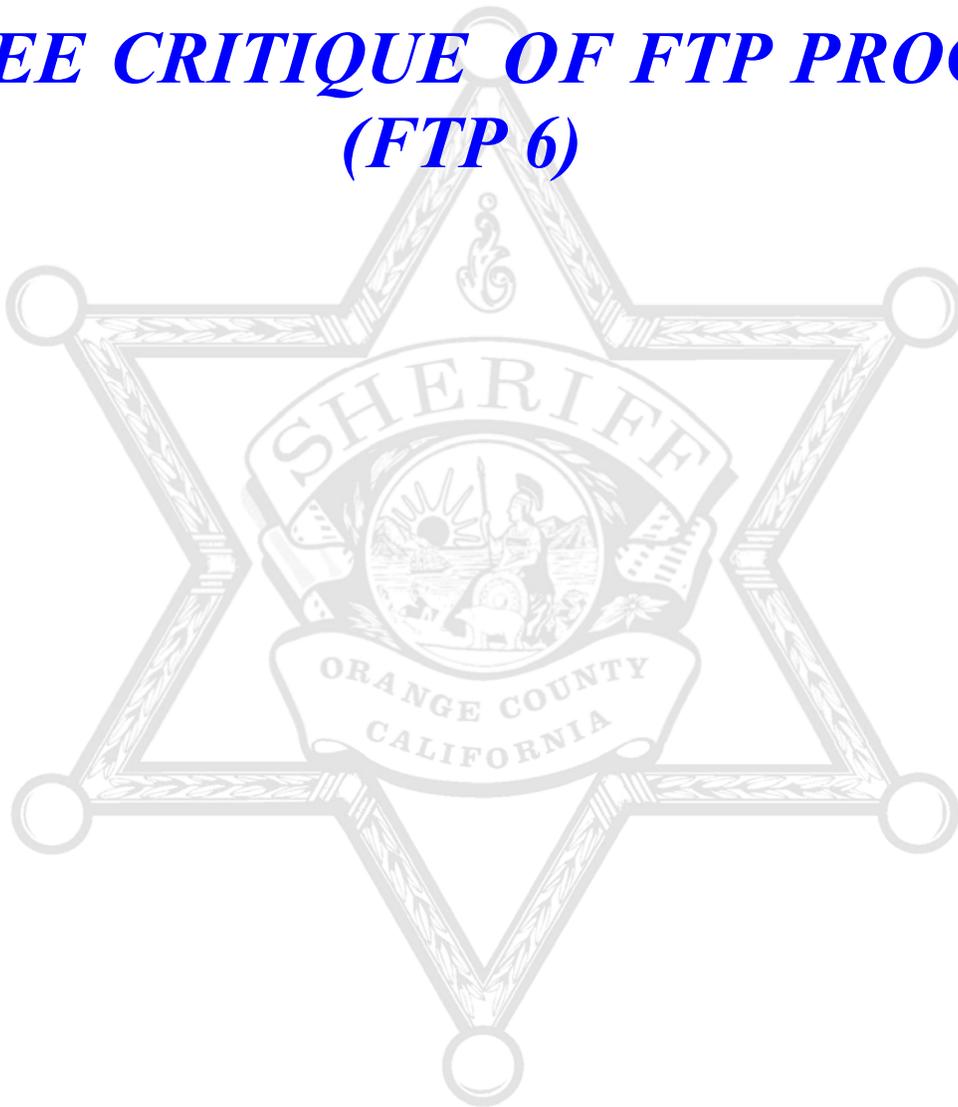
Field Operations Division Commander Signature Date

Assistant Sheriff of Field Operations Signature Date

APPENDIX

VII

TRAINEE CRITIQUE OF FTP PROGRAM (FTP 6)



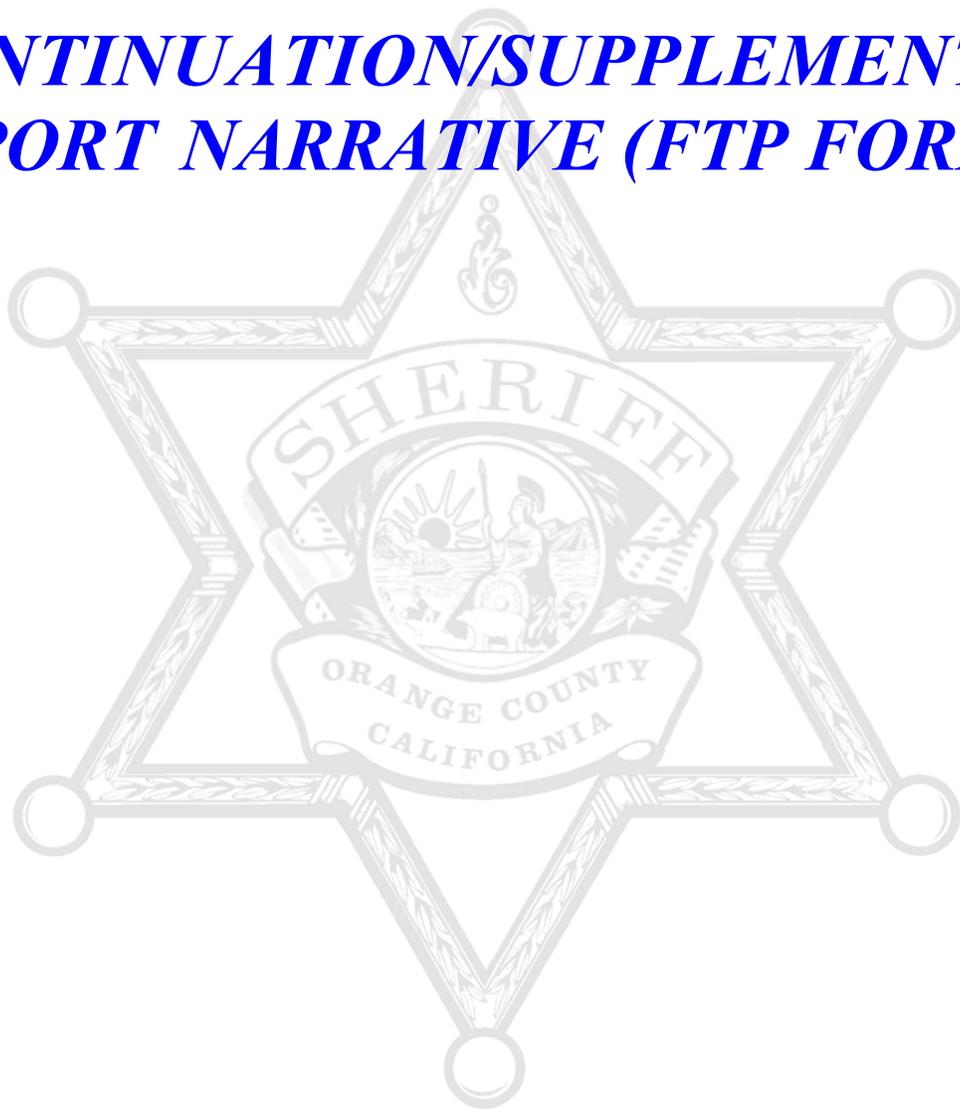
TRAINING CRITIQUE OF FIELD TRAINING PROGRAM

The Field Training Bureau Supervisor(s) or Master Field Training Officer(s), will handle all exit interviews.

APPENDIX

VIII

***CONTINUATION/SUPPLEMENTAL
REPORT NARRATIVE (FTP FORM 7)***



APPENDIX

IX

***FIELD TRAINING PROGRAM
GLOSSARY***



FIELD TRAINING PROGRAM TERMINOLOGY

Behavior/Performance Anchored Ratings: An appraisal of performance which measures the trainee's ability to perform as a solo patrol deputy based upon standardized evaluation guidelines.

Competency: Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol deputy within the department.

Daily Observation Report (DOR): The form completed by the Field Training Officer (FTO) that records the trainee's performance for each work day.

End of Phase Report (EPR): A form completed by the Field Training Officer and FTB sergeant at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.

Feedback: Verbal or written response to trainee performance provided to the trainee from the FTP staff.

Field Training Officer (FTO): Any deputy assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations and who has completed a POST certified FTO course.

Learning Activity: An activity designed to achieve or facilitate one or more training goals. Trainees participating in a learning activity should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.

Learning Domain: An instructional unit that covers related subject matter from the Regular Basic Course (Academy).

Master Field Training Officer: A deputy selected and assigned the responsibility of training and evaluating trainees and other FTOs within the Field Training Program.

Minimum Training Standards: Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.

Performance Objective: Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate competency of a training goal.

Remedial Training: A correction or review of previously taught information or

procedures (excluding academy training). Necessary when the trainee's job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance.

SAC: Supervisor/Administrator/Coordinator

Standardized Evaluation Guidelines (SEGs): Categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report.

Test: An evaluation of the trainee's skills, knowledge, and/or ability to perform a specific task or training goal. The trainee's competency must be demonstrated or tested through, minimally, one of the following types of tests:

- (A) Department Constructed Knowledge Tests: An OCSD constructed written or verbal test that measures the knowledge required to achieve one or more training goals.
- (B) Scenario Tests: A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals.
- (C) Field Performance Tests: Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.

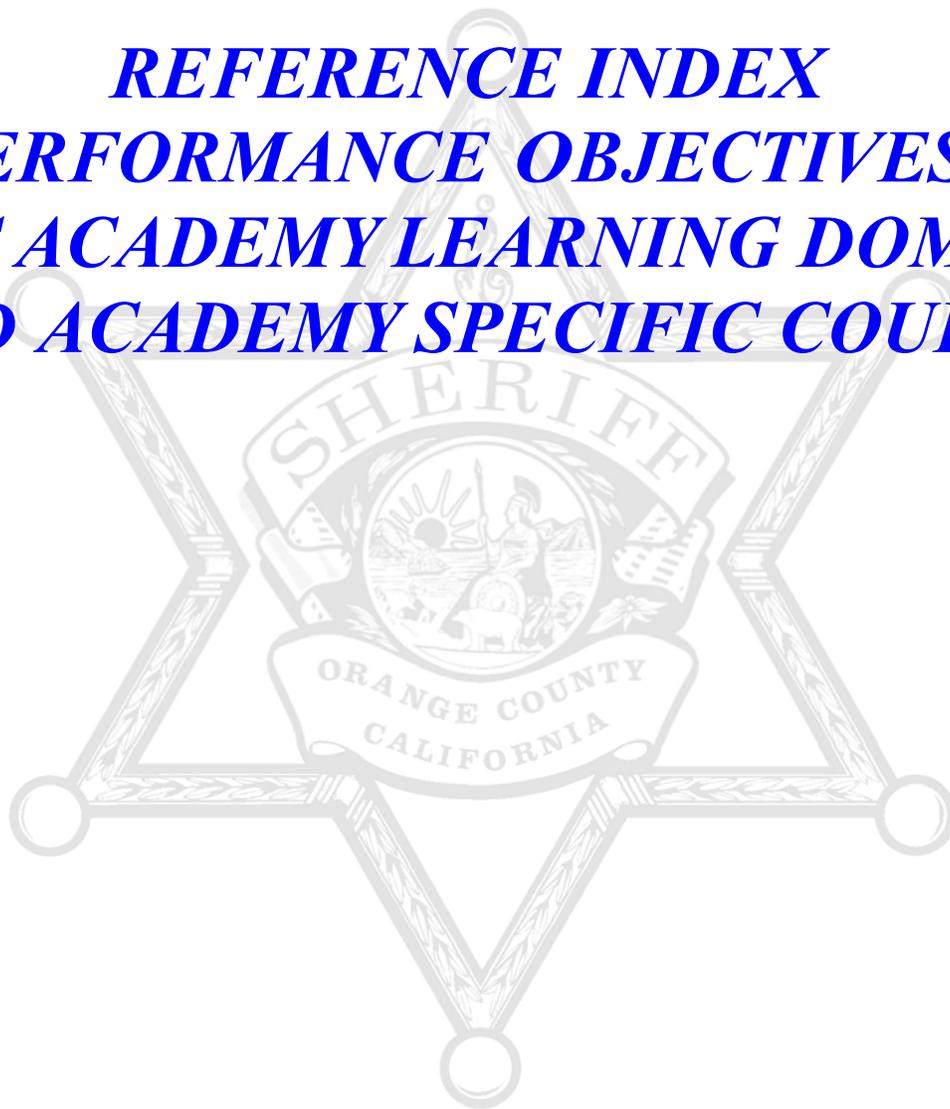
Topic: A word or phrase that describes subject matter associated with a training goal.

Trainee: Deputy assigned to an approved field training program under the direct and immediate supervision of a qualified (POST certified) field training officer.

Training Goal: A general statement of the results that training is supposed to produce such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.

FTB Sergeant: A sergeant assigned to the training division (FTB), and placed within a patrol division (North, Southeast, Southwest) with the responsibility of supervising the Field Training Program.

REFERENCE INDEX
FTP PERFORMANCE OBJECTIVES POST
BASIC ACADEMY LEARNING DOMAINS
OCSD ACADEMY SPECIFIC COURSES



REFERENCE INDEX (ALPHABETICAL LISTING)

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Additional Laws	2.1.17 - 2.1.20	39	
Additional Patrol Safety	2.4.04 - 2.4.08	21	Patrol Strategies 3 hrs.
Animal Control	3.1.51 - 3.1.52		Handling of Animals 2 hrs.
Bombs / Explosive Devices	3.1.37 - 3.1.40	26, 41, 43	NIMS Training 3 hrs.
Booking Prisoners	2.3.09 - 2.3.14	31	
Briefings	1.1.01 - 1.1.02		
Civil Disputes (Including Landlord/Tenant & Labor)	3.3.12 - 3.3.17	24	
Community / Problem-Oriented Policing	1.3.12	3, 38, 42	Interpreting Gang Writing 2 hrs. Patrol Strategies 3 hrs.
Community Orientation / Geographic Location	1.1.08 - 1.1.09	3	
Community Relations & Service	1.3.01 - 1.3.02	3	
Contact & Cover (Primary/Backup)	1.4.03 - 1.4.06	21, 30	Tactical Training Center 8 hrs.
Control / Searching of Persons	1.4.01 - 1.4.02	16, 33	Tactical Training Center 8 hrs.
Courtroom Testimony & Demeanor	3.2.26 - 3.2.29	2, 17	
Crimes Against Persons	3.2.11 - 3.2.15	7	
Crimes Against Property	3.2.09 - 3.2.10	6	
Criminal Law	2.1.01 - 2.1.03	5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 40	
Crowd Control	3.1.44	24	
Cultural Diversity	1.3.08	1, 42	
Decision Making	1.2.04 - 1.2.06	1	
Department Organization / Chain of Command / Rules & Regulations	1.1.03 - 1.1.07	1	Coroner responsibility 4 hrs. SWAT/HNT 3 hrs.
Domestic Violence	3.1.05 - 3.1.11	25	
Driving Under the Influence	3.4.17 - 3.4.22	28, 29	
Emergency Vehicle Operations / Pursuits	1.7.06 - 1.7.09	19, 21	
Ethics	1.2.01 - 1.2.03	1	Law Enforcement Responsibilities to Terrorism 16 hrs.
Evidence Collection & Preservation	3.2.18 - 3.2.22	17	
Felony 'High Risk' Vehicle Stops	2.4.28 - 2.4.34	19, 22	
Field Notes & Notebook	1.6.01 - 1.6.04	18, 30	

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Final Training / Demonstration of Competence	4.1.05		
Fires	3.1.27 - 3.1.31	24, 34, 26	NIMS Training 3 hrs.
Force Options	1.8.04	20, 24	Tactical Training Center 8 hrs. Will to Survive 1 & 2
Gang Awareness	3.1.20 - 3.1.22	38	Gang Writing 2 hrs.
Handcuffing	2.3.01 - 2.3.02	31, 33	Tactical Training Center 8 hrs.
Handling Crimes in Progress	3.1.03 - 3.1.04	23	
Handling Disputes	3.3.05 - 3.3.11	24	
Hate Crimes	3.1.16 - 3.1.19	7, 42	
Hazardous Occurrences / Major Disasters	3.1.32 - 3.1.36	26, 41, 43	NIMS Training 3 hrs.
Hostage / Barricaded Suspect	3.1.48	23, 26	SWAT/HNT 3 hrs.
Impounding / Storing Vehicles	3.4.07 - 3.4.10	28, 29	
Information Systems / Telecommunications	1.5.06 - 1.5.10	36	Sources of Information 2 hrs.
Interviewing	3.2.01 - 3.2.04	18, 30	
Investigations	3.2.05 - 3.2.08	7, 30	
Juvenile Law & Procedures	2.1.16	11	
Laws Of Arrest	2.1.07 - 2.1.15	11, 15, 25, 40	
Legal & Ethical Issues	1.8.01 - 1.8.03	1	History & Principles of Law Enforcement
Legal Responsibilities & Requirements with Prisoners	2.3.03 - 2.3.06	1, 20, 31	
Lost, Found & Recovered Property	3.1.43		
Mental Illness Cases	2.3.15 - 2.3.26	4, 37	
Missing Persons	3.1.23 - 3.1.26	27	
News Media Relations	3.1.45 - 3.1.47		
Officer Survival	1.4.07	20, 21, 22, 23, 25, 32, 33, 35	Emotional Surviving with Family Will to Survive 1 & 2
Patrol Vehicle Inspection	1.7.01 - 1.7.03	19	
Patrol Vehicle Operational Safety	1.7.04 - 1.7.05	19, 21, 22	
Pedestrian Stops	2.4.09 - 2.4.12	21, 30	Patrol Strategies 3 hrs.
Police Patrol Techniques	2.4.01 - 2.4.02	21	Patrol Strategies 3 hrs.
Preventing & Detecting Crime	2.4.03	21, 30	Patrol Strategies 3 hrs.
Probable Cause	2.1.04 - 2.1.06	16, 22, 15, 25	
Professional Demeanor & Communications	1.3.03 - 1.3.07	1, 3	
Public Services	1.1.10 - 1.1.11		
Racial Profiling	1.3.09 - 1.3.11	1, 42	
Radio Call Response	2.4.37	21, 23	
Radio Communications	1.5.01 - 1.5.05	36	Sources of Information 2 hrs.
Report Writing	1.6.05 - 1.6.10	18, 30	
Repossessions	3.3.18	24	
Rules of Evidence	3.2.16 - 3.2.17	17	

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Search Concepts	2.2.01 - 2.2.10	16	Vehicle/Building Searches 3 hrs.
Searching Buildings / Areas	3.1.01 - 3.1.02		Vehicle/Building Searches 3 hrs.
Searching Vehicles	2.4.35 - 2.4.36	16	
Seizure Concepts	2.2.11	16	Vehicle/Building Searches 3 hrs.
Self-Initiated Activity	4.1.01 - 4.1.04	22	
Sick, Injured or Deceased Persons	3.1.41 - 3.1.42	34	
Sniper Attack	3.1.49 - 3.1.50	26	SWAT/HNT 3 hrs.
Sources of Information	3.2.23 - 3.2.24	36	Sources of Information 2 hrs.
Subpoenas	3.2.25	2	
Tactical Communication	3.3.01 - 3.3.04	21, 23	
Traffic Control / Direction	3.4.15 - 3.4.16	28, 29	
Transportation of Prisoners	2.3.07 - 2.3.08	20, 31	
Vehicle Code	3.4.01 - 3.4.06	28, 29	
Vehicle Collisions	3.4.11 - 3.4.14	28, 29	
Vehicle Operation Liability	1.7.10 - 1.7.13	19, 21, 22	
Vehicle Stops	2.4.13 - 2.4.27	22, 30	Patrol Strategies 3 hrs.
Victims of Violent Crimes	3.1.12 - 3.1.15	4	
Warrants	2.2.12 - 2.2.13	16	Function of District Attorney's Office 4 hrs.

REFERENCE INDEX (NUMERICAL LISTING)

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Briefings	1.1.01 - 1.1.02		
Department Organization / Chain of Command / Rules & Regulations	1.1.03 - 1.1.07	1	Coroner responsibility 4 hrs. SWAT/HNT 3 hrs.
Community Orientation / Geographic Location	1.1.08 - 1.1.09	3	
Public Services	1.1.10 - 011.11		
Ethics	1.2.01 - 1.2.03	1	Law Enforcement Responsibilities to Terrorism 16 hrs.
Decision Making	1.2.04 - 1.2.06	1	
Community Relations & Service	1.3.01 - 1.3.02	3	
Professional Demeanor & Communications	1.3.03 - 1.3.07	1, 3	
Cultural Diversity	1.3.08	1, 42	
Racial Profiling	1.3.09 - 1.3.11	1, 42	
Community / Problem-Oriented Policing	1.3.12	3, 38, 42	Interpreting Gang Writing 2 hrs. Patrol Strategies 3 hrs.
Control / Searching of Persons	1.4.01 - 1.4.02	16, 33	Tactical Training Center 8 hrs.
Contact & Cover (Primary/Backup)	1.4.03 - 1.4.06	21, 30	Tactical Training Center 8 hrs.
Officer Survival	1.4.07	20, 21, 22, 23, 25, 32, 33, 35	Emotional Surviving with Family Will to Survive 1 & 2
Radio Communications	1.5.01 - 1.5.05	36	Sources of Information 2 hrs.
Information Systems / Telecommunications	1.5.06 - 1.5.10	36	Sources of Information 2 hrs.
Field Notes & Notebook	1.6.01 - 1.6.04	18, 30	
Report Writing	1.6.05 - 1.6.10	18, 30	
Patrol Vehicle Inspection	1.7.01 - 1.7.03	19	
Patrol Vehicle Operational Safety	1.7.04 - 1.7.05	19, 21, 22	
Emergency Vehicle Operations / Pursuits	1.7.06 - 1.7.09	19, 21	
Vehicle Operation Liability	1.7.10 - 1.7.13	19, 21, 22	
Legal & Ethical Issues	1.8.01 - 1.8.03	1	History & Principles of Law Enforcement
Force Options	1.8.04	20, 24	Tactical Training Center 8 hrs. Will to Survive 1 & 2
Criminal Law	2.1.01 - 2.1.03	5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 40	
Probable Cause	2.1.04 - 2.1.06	16, 22, 15, 25	
Laws Of Arrest	2.1.07 - 2.1.15	11, 15, 25, 40	
Juvenile Law & Procedures	2.1.16	11	
Additional Laws	2.1.17 - 2.1.20	39	

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Search Concepts	2.2.01 - 2.2.10	16	Vehicle/Building Searches 3 hrs.
Seizure Concepts	2.2.11	16	Vehicle/Building Searches 3 hrs.
Warrants	2.2.12 - 2.2.13	16	Function of District Attorney's Office 4 hrs.
Handcuffing	2.3.01 - 2.3.02	31, 33	Tactical Training Center 8 hrs.
Legal Responsibilities & Requirements with Prisoners	2.3.03 - 2.3.06	1, 20, 31	
Transportation of Prisoners	2.3.07 - 2.3.08	20, 31	
Booking Prisoners	2.3.09 - 2.3.14	31	
Mental Illness Cases	2.3.15 - 2.3.26	4, 37	
Police Patrol Techniques	2.4.01 - 2.4.02	21	Patrol Strategies 3 hrs.
Preventing & Detecting Crime	2.4.03	21, 30	Patrol Strategies 3 hrs.
Additional Patrol Safety	2.4.04 - 2.4.08	21	Patrol Strategies 3 hrs.
Pedestrian Stops	2.4.09 - 2.4.12	21, 30	Patrol Strategies 3 hrs.
Vehicle Stops	2.4.13 - 2.4.27	22, 30	Patrol Strategies 3 hrs.
Felony 'High Risk' Vehicle Stops	2.4.28 - 2.4.34	19, 22	
Searching Vehicles	2.4.35 - 2.4.36	16	
Radio Call Response	2.4.37	21, 23	
Searching Buildings / Areas	3.1.01 - 3.1.02		Vehicle/Building Searches 3 hrs.
Handling Crimes in Progress	3.1.03 - 3.1.04	23	
Domestic Violence	3.1.05 - 3.1.11	25	
Victims of Violent Crimes	3.1.12 - 3.1.15	4	
Hate Crimes	3.1.16 - 3.1.19	7, 42	
Gang Awareness	3.1.20 - 3.1.22	38	Gang Writing 2 hrs.
Missing Persons	3.1.23 - 3.1.26	27	
Fires	3.1.27 - 3.1.31	24, 34, 26	NIMS Training 3 hrs.
Hazardous Occurrences / Major Disasters	3.1.32 - 3.1.36	26, 41, 43	NIMS Training 3 hrs.
Bombs / Explosive Devices	3.1.37 - 3.1.40	26, 41, 43	NIMS Training 3 hrs.
Sick, Injured or Deceased Persons	3.1.41 - 3.1.42	34	
Lost, Found & Recovered Property	3.1.43		
Crowd Control	3.1.44	24	
News Media Relations	3.1.45 - 3.1.47		
Hostage / Barricaded Suspect	3.1.48	23, 26	SWAT/HNT 3 hrs.
Sniper Attack	3.1.49 - 3.1.50	26	SWAT/HNT 3 hrs.
Animal Control	3.1.51 - 3.1.52		Handling of Animals 2 hrs.
Interviewing	3.2.01 - 3.2.04	18, 30	
Investigations	3.2.05 - 3.2.08	7, 30	
Crimes Against Property	3.2.09 - 3.2.10	6	
Crimes Against Persons	3.2.11 - 3.2.15	7	
Rules of Evidence	3.2.16 - 3.2.17	17	

Subject	FTP Performance Objectives	POST Basic Academy Learning Domain	OCSD Academy Specific Training
Evidence Collection & Preservation	3.2.18 - 3.2.22	17	
Sources of Information	3.2.23 - 3.2.24	36	Sources of Information 2 hrs.
Subpoenas	3.2.25	2	
Courtroom Testimony & Demeanor	3.2.26 - 3.2.29	2, 17	
Tactical Communication	3.3.01 - 3.3.04	21, 23	
Handling Disputes	3.3.05 - 3.3.11	24	
Civil Disputes (Including Landlord/Tenant & Labor)	3.3.12 - 3.3.17	24	
Repossessions	3.3.18	24	
Vehicle Code	3.4.01 - 3.4.06	28, 29	
Impounding / Storing Vehicles	3.4.07 - 3.4.10	28, 29	
Vehicle Collisions	3.4.11 - 3.4.14	28, 29	
Traffic Control / Direction	3.4.15 - 3.4.16	28, 29	
Driving Under the Influence	3.4.17 - 3.4.22	28, 29	
Self-Initiated Activity	4.1.01 - 4.1.04	22	
Final Training / Demonstration of Competence	4.1.05		