HUNTINGTON PARK POLICE DEPARTMENT



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 all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and 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 of a confidential nature or that is confided to me in my official capacity will be kept 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 employing unnecessary force or violence and never accepting gratuities.

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

Mission Statement

We the members of the Huntington Park Police Department are dedicated to service through excellence in performance. We believe that teamwork between the community and the police is essential, and this goal can be achieved with effective communication. With mutual respect, trust and pride in our organization, and by using traditional values and innovative techniques, we can ensure the community's right to a safe and crime free environment.

> "Dedicated to Service Through Excellence in Performance"

Fordy E. NADRANJORE

We, as members of law Enforcement, hold ourselves to a higher standard of conduct, as exemplified in the following values:

Trust

We believe in order to provide effective service, we must develop and maintain an atmosphere of mutual trust with the community.

Respect

We believe in treating others as we would like to be treated, honoring individual dignity as well as community diversity.

Loyalty

We believe in an allegiance to the community, to the organization and to each other.

Teamwork

We believe our goals can only be accomplished through the spirit of cooperation with each other and in partnership with the community.

Integrity

We believe in traditional values and subscribe to the highest moral and ethical standards. By being responsible for our actions we will insure our behavior builds credibility.

Dedication

We believe in committing to our goal, which is providing the citizens of Huntington Park with a safe community in which to work and live.

Professionalism

We believe in delivering a level of service which will reflect the pride we have in our department and community.

Huntington Park Police Department

POLICE OFFICER FIELD TRAINING MANUAL Huntington Park Police Department

THE FOLLOWING GUIDELINES ARE REQUIRED TO BE ASSIGNED AS A FIELD TRAINING OFFICER FOR THE HUNTINGTON PARK POLICE DEPARTMENT.

- 1. MUST HAVE OBTAINED BASIC P.O.S.T. CERTIFICATE.
- 2. MUST HAVE COMPLETED P.O.S.T. CERTIFIED FIELD TRAINING OFFICER COURSE.
- 3. MUST HAVE ONE YEAR OF PATROL EXPERIENCE.
- 4. MUST HAVE SUPERVISORS RECOMMENDATION.
- 5. MUST COMPLETE 24 HOURS OF UPDATE TRAINING EVERY THREE YEARS FOLLOWING THE COMPLETION OF THE POST-CERTIFIED FIELD TRAINING OFFICER COURSE.
 - A. The update training shall be satisfied by:
 - 1. Completing a POST-certified Field Training Officer update course; or
 - 2. Completing 24 hours of Department specific training in the field training topics contained in the Field Training Officer Update Course.

THE FOLLOWING GUIDELINES ARE REQUIRED TO BE ASSIGNED AS THE FIELD TRAINING SUPERVISOR/ ADMINISTRATOR/ COORDINATOR :

1. SUCESSFULLY COMPLETE A POST-CERTIFIED FIELD TRAINING SUPERVISOR/ ADMINISTRATOR/ COORDINATOR COURSE PRIOR TO OR WITHIN 12 MONTHS OF THE INITIAL TRANSFER TO THAT POSITION.

POLICE OFFICER FIELD TRAINING MANUAL Huntington Park Police Department

PURPOSE OF THIS MANUAL

This manual is primarily intended to be used as a guide and an educational test; a method for FTO's to teach basic tasks, and also a means of helping a new officer with what will be required of them.

This manual does not, however, attempt to cover every aspect of the training need the new officer may encounter, nor can it advise how to handle every conceivable situation. As an instructional aid, you can use this book as a foundation. What this manual does do is give the basic Departmental objective and information – to help you establish a good foundation.

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PHASES

POLICE OFFICER FIELD TRAINING MANUAL Huntington Park Police Department

THE PHASES

ORIENTATION (First week)

The first week on duty will be spent with Training/Administration Division, where the trainee will be introduced to the various Divisions within the Police Department. This will be a non evaluation week.

PHASE 1

The trainee will be assigned to his/her initial FTO for a training period of 8 weeks. The trainee will be assigned to a Patrol Watch and will begin training in a patrol unit. During the first portion of this phase, the FTO will drive and the trainee will act as the observer. The trainee will be periodically tested on the Vehicle Code, Penal Code, the Community, the Department Manual, and other functions of a patrol officer. The trainee will be instructed in the correct report writing format used by this Department and will begin handling report calls. The FTO will determine when the trainee has progressed to the point of driving the police unit. The FTO shall review and approve all of the trainee's reports prior to them being turned in the Watch Commander. The trainee will be evaluated daily and weekly. The standard used to evaluate a trainee will be that of a competent Officer off probation working as a solo Patrol Officer.

PHASE 2

The trainee will be assigned to his/her secondary FTO, usually on another watch, for a period of 6 weeks. The trainee will be trained in, but not limited to the following: Patrol driving techniques, issuing traffic and parking citations, traffic control, vehicle tows, misdemeanor searches, vehicle/pedestrian checks, and more report writing. The FTO shall review and approve all of the trainee's reports prior to them being turned in to the Watch Commander. The trainee will be evaluated daily and weekly with the same standard as phase 1.

POLICE OFFICER FIELD TRAINING MANUAL Huntington Park Police Department

PHASE 3

The trainee will be assigned to his/her third FTO, usually on another watch for a period of 4-8 weeks based on the FTO's Training Plan. The trainee will continue filing reports and investigating crimes. The trainee is expected to be able to complete accurate routine reports with little or no assistance from the FTO. The FTO shall review and approve all the trainee's reports prior to them being turned into the Watch Commander. The trainee will be evaluated daily and weekly with the same standard as phase 1 and phase 2.

PHASE 4

The trainee will be assigned to the Traffic Bureau for a period of 2 weeks. The trainee may be assigned to the Traffic portion of training within any portion of phase 2, 3, or at the completion of phase 3. The trainee is expected to refine his/her skills in traffic accident investigation, traffic accident report writing and citations. The trainee will be evaluated daily and weekly with the same standard as phase 1, phase 2 and phase 3.

PHASE 5

The final phase of training is the continuation of the trainee's probation period. During the trainee's probation period, he/she will be evaluated by a staff member at the completion of the 2nd, 5th, 7th, 12th, and 16th month. The final evaluation near the conclusion of the trainee's probationary period will determine, by recommendation, if the trainee passes his/her probation. Failure to pass probation is the result of the trainee failing to meet the standards of this Department.

Lateral Police Officers may have a shortened Training period in one or all phases if they demonstrate competency in all evaluated areas and they have completed a Field Training Officer program. Reserve Police Officers who are hired as a full time Police Officer must complete the Field Training Officer program, unless they have previously completed a POST certified Field Training Officer program.

HUNTINGTON PARK POLICE DEPARTMENT FIELD TRAINING PROGRAM CRITICAL TASK LIST

THE POST FIELD TRAINING PROGRAM

ORIENTATION/DEPARTMENT POLICIES

AGENCY SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall be scheduled for and successfully complete the following training:

- 1.01 Firearms Qualification (Including Shotgun)
- 1.02 OC Qualification
- 1.03 Impact Weapon Qualification
- 1.04 Compact Datamaster CDM certification
- 1.05 Fingerprinting
- 1.06 PAS certification

AGENCY ORIENTATION

- 1.07 The trainee shall know the agency's organization, functions, work schedule, chain of command, and rules and regulations.
- 1.08 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 the carrying of weapons off duty

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- 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's facilities
- H. Any additional agency specific directives, rules, and regulations
- 1.09 The trainee shall know and understand department General Orders regarding:
 - A. Use of Force
 - B. Use and Discharge of Firearms
 - C. Domestic Violence
 - D. Emergency Vehicle Operations
 - E. Sexual Harassment
 - F. Use of Non-Lethal Weapons
 - G. Protective Orders
 - H. Hate Crimes
 - I. Child Abuse Investigations
 - J. Racial Profiling
 - K. Electronic mail (Email, MDC, etc.)

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- 1.10 The trainee shall be oriented to the work area, including:
 - A. Introductions to key personnel
 - B. Equipment supplies and locations
- 1.11 The trainee shall know the operation of and policy regarding personal equipment, safety equipment, and agency equipment used by the officers in the field.
- 1.12 The trainee shall know and explain agency policy on uniforms and equipment damage.
- 1.13 The trainee shall know and explain the agency policy on safety equipment and what constitutes unauthorized equipment.
- 1.14 The trainee shall demonstrate the procedures for obtaining and using the following items:
 - A. Vehicle
 - B. Hand-held radio
 - C. Shotgun
 - D. Ammunition
 - E. Special equipment (i.e., helmet, mace, gas mask, etc.)
 - F. Report forms
 - G. Flares

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SUPPORT SERVICES

- 1.15 The trainee shall know the locations and general function of agency, city, or county support services and shall explain the proper utilization of agency special teams/units.
- 1.16 The trainee shall identify the location and general function of each of the following:
 - A. City Hall or County Administration Building
 - B. Municipal, Superior, and Juvenile Courts
 - C. District Attorney's Office
 - D. Health Department and/or Coroner's Office
 - E. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency utilized rooms or departments)
 - F. County/City Jails
 - G. Juvenile Hall

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- H. State and federal law enforcement agencies, including:
 - 1. California Highway Patrol CHP
 - 2. Department of Motor Vehicles DMV
 - 3. Federal Bureau of Investigations FBI
 - 4. Postal Inspectors
 - 5. Bureau of Narcotic Enforcement BNE
 - 6. Secret Service
 - 7. Immigration and Naturalization Service INS
 - 8. Bureau of Alcohol, Tobacco, and Firearms ATF
 - 9. US Marshall Service
 - 10. Railroad Police

COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

- 1.17 The trainee shall know the following locations within the agency's jurisdiction:
 - A. Hospital(s)
 - B. Firehouse(s)

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- C. Bars and "hot" spots
- D. Schools
- E. Community service organizations
- F. Any additional hazardous/priority locations
- 1.18 The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:
 - A. Major arteries
 - B. "Through streets"
 - C. Dead-end streets
 - D. Freeways
- 1.19 The trainee shall know the jurisdictional boundaries and beats utilized by the agency.

ETHICS

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.

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

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ETHICS (Continued)

- 1.22 The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.
- 1.23 The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.
- 1.24 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.
- 1.25 The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.
- 1.26 The trainee shall explain the most common limitations of their discretionary authority, to include:
 - A. Law
 - B. Departmental policy and procedure
 - C. Departmental goals and objectives
 - D. Community expectations
 - E. Officer safety

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ETHICS (Continued)

- 1.27 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
- 1.28 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

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PATROL VEHICLE OPERATIONS

PATROL VEHICLE INSPECTION

- 2.01 The trainee shall be familiar with the patrol vehicle, its equipment, and the policy regarding its use.
- 2.02 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 release
 - D. Emergency lights and siren switches
 - E. Flares
 - F. First aid equipment
 - G. Radio
 - H. Engine fluid compartments and dip sticks

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- 2.03 The trainee shall review and describe the agency policy on repair and servicing of patrol vehicles.
 - A. The procedure for turning in a damaged or mechanically deficient vehicle
 - B. The proper report(s) to be completed.
- 2.04 The trainee shall understand the objectives of a vehicle inspection prior to driving. These objectives shall include:
 - A. Prevention of accidents
 - B. Promotion of operational efficiency
 - C. Reduction of maintenance and repair costs
- 2.05 Given a patrol vehicle, the trainee shall conduct a pre-shift inspection that shall minimally include:
 - A. Visual check of the exterior of the vehicle for damage and the tires for wear and proper inflation.
 - B. An inspection of the trunk for the spare tire and required equipment.

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- 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 shotgun and shotgun release.
- E. An inspection of the interior of the vehicle 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.
- F. Proper documentation of any undocumented damage, completion of the vehicle inspection form, and immediate notification of any discrepancies or damage to a supervisor.

PATROL VEHICLE OPERATION SAFETY

- 2.06 The trainee shall know and understand the agency policy on approved driving techniques, including:
 - A. Backing
 - B. Parking
 - C. Right-of-way violations
 - D. Passing
 - E. Excessive speed
- 2.07 The trainee shall understand factors which influence the overall stopping distance of a vehicle, including:
 - A. Driver condition

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- 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
- 2.08 The trainee shall identify the components of "defensive driving". These shall include:
 - A. Driver attitude
 - B. Driver skill
 - C. Vehicle capability
 - D. Seat belt usage
- 2.09 The trainee shall identify driver attitudes which contribute to the occurrence of traffic accidents. These attitudes shall include:
 - A. Over-confidence
 - B. Impatience (including "road rage")
 - C. Self-righteousness

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- 2.10 The trainee shall understand the effects of driver fatigue. These shall include:
 - A. Lowers visual efficiency
 - B. Causes slower reaction time
- 2.11 The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.
- 2.12 The trainee shall explain the agency policy regarding the parking of patrol vehicles.

EMERGENCY VEHICLE OPERATIONS/PURSUITS

- 2.13 The trainee shall understand California laws which apply to the operation of an emergency vehicle under emergency conditions:
 - A. The trainee knows why emergency calls do **NOT** absolve an officer from personal liability if the emergency vehicle is misused.
 - B. The trainee knows agency practices and policies for the operation of emergency vehicles.
 - C. The trainee relies more on caution than upon the emergency warning devices.
- 2.14 The trainee shall understand the common factors involved in determining whether to initiate or abandon a vehicle pursuit and shall demonstrate safe driving maneuvers during emergency driving situations.

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- 2.15 The trainee shall understand the agency's policy concerning pursuits and code-three driving.
- 2.16 The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include:
 - 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
- 2.17 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. Condition of police vehicle and driver
 - E. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property

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- F. Can vehicle or driver be identified
- 2.18 Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.
- 2.19 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.
- 2.20 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
- 2.21 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.

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- 2.22 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

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OFFICER SAFETY

OFFICER SURVIVAL

- 3.01 The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall include:
 - A. Concept of tactical retreat
 - 1. Pre-planning
 - 2. Reduction of unnecessary risks
 - 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

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OFFICER SAFETY (Continued)

CONTACT AND COVER (PRIMARY/BACKUP)

- 3.02 The trainee shall discuss and demonstrate the contact officer tactics and responsibilities to include:
 - A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witnesses/RP's
 - B. Records incident information (FI's)
 - C. Performs pat down and custody search of suspect(s)
 - D. Issues all citations
 - E. Recovers evidence and contraband
 - F. Handles routine radio communications
 - G. Relays pertinent information to cover officer and medical personnel
 - H. Watches hand movement
- 3.03 The trainee shall discuss and demonstrate the cover officer tactics and responsibilities to include:
 - A. Approach
 - B. Cover positions with vehicle(s) and person(s)
 - C. Position of advantage

Discussed, Instructed/	Co	ompetency Tra	Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
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OFFICER SAFETY (Continued)

- 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
- 3.04 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. Shotgun

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OFFICER SAFETY (Continued)

- C. Position to assume after the vehicle or person is stopped
- D. Officer to officer communication
- 3.05 The trainee shall safely and effectively carry out 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

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REPORT WRITING

FIELD NOTES AND NOTEBOOK

- 4.01 The trainee shall identify the types of information that may be entered into his/her notes or field notebook. This information may include:
 - A. Date, day, time, vehicle number
 - B. Name of partner or supervisor
 - C. Type of incident
 - D. Pertinent information
 - E. Names of suspects, victims, witnesses, and reporting persons
- 4.02 The trainee shall understand that the contents of field notebooks are discoverable in a court proceeding.
- 4.03 The trainee shall explain the necessity for field notes. The explanation shall include:
 - A. Reference to future investigation
 - B. Reference to future court appearance
 - C. Beat or area information

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REPORT WRITING (Continued)

REPORT WRITING

- 4.04 The trainee shall describe the function for the records unit in the reporting process.
- 4.05 The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.
- 4.06 The trainee shall explain the importance of police reports by listing their various uses. These uses shall include:
 - 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

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REPORT WRITING (Continued)

- 4.07 The trainee shall understand the qualities of a good police report. These shall include:
 - A. Accuracy
 - B. Brevity
 - C. Completeness
 - D. Clarity
 - E. Legibility
 - F. Objectivity
 - G. Grammatical and structural correctness
 - H. Timely
 - I. First person/Past tense
- 4.08 The trainee shall identify the proper report forms to be utilized in given situations.
- 4.09 Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.

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REPORT WRITING (Continued)

- 4.10 Given an incident in which an arrest is made, the trainee shall complete the appropriate report which shall include:
 - A. The elements constituting the offense
 - B. A complete documentation of reasonable 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
- 4.11 The trainee shall use the proper report forms in each situation that requires a report.

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CALIFORNIA CODES AND LAW

LAW

- 5.01 The trainee shall define certain terms as recognized in California criminal law. These shall include:
 - A. Accessory
 - B. Corpus delicti
 - C. Criminal negligence
 - D. Entrapment
 - E. Implied intent
 - F. Specific intent
 - G. Transferred intent
 - H. Principal
- 5.02 The trainee shall identify the elements of a crime. These shall include:
 - A. Any act or omission
 - B. By a person
 - C. In violation of statutory law
 - D. For which there is punishment

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CALIFORNIA CODES AND LAW (Continued)

- 5.03 The trainee shall recognize and describe the police officer's right to search a person when probable cause to arrest exists.
- 5.04 The trainee shall know the amount of force that may be used when effecting an arrest.
- 5.05 The trainee shall know the peace officer's authority to make an arrest.
- 5.06 The trainee shall know the instances when a private person may make an arrest.
- 5.07 The trainee shall know the requirements for advising a person of his/her Miranda rights.
- 5.08 The trainee shall know the requirements regarding gaining admittance into a location to make an arrest.
- 5.09 The trainee shall understand the term "reasonable" as it applies to the use of force.
- 5.10 The trainee shall understand California law and department policy concerning the use of physical force and deadly force.
- 5.11 Given any situation in which a possible crime has occurred, the trainee shall identify 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:
- **Competency Demonstrated by** Training Provided and Discussed. **Trainee Via Competency Demonstrated** Instructed/ Demonstrated Agency Field Trainee's FTO Scenario by FTO Constructed or Role Performance (Initials, ID, (Initials, ID, (Initials, ID, Knowledge Test and Date) and Date) Play Test Test and Date) Written Verbal

A. Obstruction of justice

CALIFORNIA CODES AN

ND LAW (Continued)	Discussed, Instructed/	C		y Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
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- Homicide B.
- Robbery C.
- D. Assaults
- E. Children as victin
- F. Sex crimes
- Disturbing the pea G.
- H. Burglary
- I. Trespassing
- J. Arson
- K. Vandalism
- L. Theft
- M. Forgery and check
- N. Disorderly conduc
- O. Control and use of
- P. Use, possession, a under the influence

CALIFORNIA CODES AND LAW (Continued)

- 5.12 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
- 5.13 The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections.
- 5.14 The trainee shall know applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall include:
 - A. Miranda advisement
 - B. 300 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; and any additional local ordinances/curfews
 - C. Laws pertaining to schools
- 5.15 The trainee shall know the laws regarding parole and probation violations, searches, and holds including:
 - A. 3056 P.C.
 - B. 1203.2 P.C.

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CALIFORNIA CODES AND LAW (Continued)

- 5.16 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. These rights shall include those 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

5.17 The trainee shall be familiar with Title 18 USC 1982 and 1983.

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PROBABLE CAUSE

- 5.18 The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:
 - A. Specific and articulable facts
 - B. Crime related activity that has occurred, is occurring, or is about to occur
 - C. Involvement by the person to be detained in a crimerelated activity
- 5.19 The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.
- 5.20 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.

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LAWS OF ARREST

- 5.21 The trainee shall explain a peace officer's authority to make an arrest.
- 5.22 The trainee shall explain the various requirements related to arrests, to minimally include:
 - A. Time of day or night that an arrest may be made
 - B. The information the person arrested must be provided and at what time it must be provided
 - C. What must be done with the person arrested
- 5.23 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.
- 5.24 The trainee shall explain the requirements for advising a person of his/her Miranda rights.
- 5.25 The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

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LAWS OF ARREST (Continued)

- 5.26 The trainee shall explain the amount of force that may be used when effecting an arrest.
- 5.27 The trainee shall explain the term "reasonable" as it applies to the use of force.
- 5.28 The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.
- 5.29 The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.
- 5.30 The trainee shall explain situations where legal exceptions to an arrest might exist, including:
 - A. Diplomatic immunity (22 U.S. Const. 252)
 - B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667) (Roynin v. Battin, 55 CA 2nd 861)
 - C. Congressional exceptions (Art. 1, Section 6, US Const.) (Art. 4, Section 2, Cal. Const.)

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PATROL PROCEDURES

POLICE PATROL

- 6.01 The trainee understands the principle types of police patrol and their respective impacts on community relations.
- 6.02 The trainee shall know basic preventive patrol methods utilized by an officer:
 - A. Frequent checks and contacts with business premises
 - B. Frequent checks of suspicious persons
 - C. Fluctuating patrol patterns
 - D. Maintenance of visibility and personal contact
 - E. Daily individual patrol and community action plan
- 6.03 The trainee shall understand the agency's concept of "Community-Oriented Policing" as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.
- 6.04 The trainee shall understand the advantage(s) of foot patrol and bicycle patrol, including:
 - A. Increased personal contact between police and citizens
 - B. Increased observation ability
 - C. Increased ability to gather information

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- 6.05 The trainee shall understand the advantage(s) of motorized patrol over foot patrol, including:
 - A. Increased speed and mobility
 - B. Increased conspicuousness
 - C. Availability of additional equipment
 - D. Increased transportation capability
 - E. Decreased response time
 - F. Communications
- 6.06 The trainee shall understand the importance of positive daily personal contact with citizens.

OBSERVATION SKILLS

6.07 The trainee shall understand methods by which perception skills may be improved and can describe scene activity, persons, and vehicles with acceptable accuracy.

PREVENTING AND DETECTING CRIME

- 6.08 The trainee shall understand those techniques and procedures which improve a patrol officer's capabilities in preventing and detecting crime.
- 6.09 The trainee shall know factors to be considered in becoming familiar with the community:
 - A. General population information

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- 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.)
- 6.10 The trainee shall know how to prepare for a normal patrol shift:
 - A. Gathering information through crime reports and briefings
 - B. Gathering needed materials (i.e., report forms, citation books, etc.)
 - C. Obtaining and checking equipment (i.e., shotgun, vehicle, etc.)
 - D. Planning work around identified priorities
 - E. Preparing daily patrol and community action plan
- 6.11 The trainee shall know those locations and/or situations which exist in a "patrol area" that warrant frequent checks.
- 6.12 The trainee shall know what an officer on nighttime patrol should be looking for:
 - A. Broken glass
 - B. Open doors and windows
 - C. Pry marks
 - D. Suspicious vehicles
 - E. Persons on foot

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- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors
- 6.13 The trainee shall know ways to determine if a parked vehicle has been recently operated.
- 6.14 The trainee shall know how to conduct surveillance:
 - A. Invisible deployment
 - B. Radio security
 - C. Can use surveillance/vision devices
- 6.15 The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., autos, trucks, trailers, motorcycles, and bicycles).
- 6.16 The trainee shall know department policies on mutual aid and jurisdiction, including:
 - A. Use of official vehicles outside the agency's jurisdiction
 - B. Responding to calls for assistance outside the agency's jurisdiction
 - C. Assisting other agencies with arrests within agency jurisdiction
- 6.17 The trainee shall know how to react when encountering a plain-clothes officer in the field:

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6.18 The trainee shall know how to react to uniformed officers when the trainee makes a plain-clothes or off-duty arrest.

ADDITIONAL PATROL SAFETY

- 6.19 The trainee shall know ways to avoid the hazards of "silhouetting".
- 6.20 The trainee shall know how to avoid making telltale "police noises":
 - A. Vehicle
 - B. Radio noises
 - C. Key and whistle noises
- 6.21 The trainee shall know the importance of always keeping a subject's hands in view.

PEDESTRIAN STOPS

- 6.22 The trainee shall demonstrate the ability to make safe and effective pedestrian stops.
- 6.23 The trainee shall explain the concept of probable and reasonable cause to stop and detain.
- 6.24 The trainee shall explain the existing circumstances to make a lawful pedestrian stop. This explanation shall minimally include:
 - A. The existence of suspicious activity
 - B. The time of day or night

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- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.
- 6.25 The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. This discussion shall minimally including 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
- 6.26 The trainee shall identify the reasons an officer should approach pedestrian suspects on foot rather than in the vehicle.
- 6.27 The trainee shall describe positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.
- 6.28 The trainee shall properly and legibly complete the field interview (FI) report form.
- 6.29 The trainee shall understand the role and use of CLETS in determining a person's wanted status.
- 6.30 Given a situation involving one or more persons on foot, who are acting suspiciously, the trainee shall, having sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s) contacted.

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SEARCHING PERSONS

- 6.31 The trainee shall identify and describe the basic degrees of searches of person(s). These shall minimally include:
 - A. Visual/cursory search
 - B. Pat-down search
 - C. Field search (standing, kneeling, prone)
 - D. Strip search
- 6.32 The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:
 - A. Constant alertness
 - B. The maintaining of control and position of advantage
 - C. Thoroughness of the search
 - D. Safeguarding weapons
- 6.33 Given an incident, including probable cause, the trainee shall safely and effectively conduct a pat search of single or multiple suspects.
- 6.34 Given an incident, including probable cause, the trainee shall safely and effectively conduct a standing, kneeling, or prone search of single or multiple suspects.

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- 6.35 The trainee shall discuss the responsibilities of the back-up officer during a search of person(s). The responsibilities include:
 - A. Protecting the searching officer from outside interference and from those being searched
 - B. Providing control of the person(s) being searched
 - C. Providing continuous observation of the person(s) being searched
- 6.36 The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.
- 6.37 Given an incident, the trainee shall safely and effectively serve as a backup officer while another officer conducts a search of single or multiple suspects.

LOW-RISK VEHICLE STOPS

- 6.38 The trainee shall know the potential hazards of traffic stops and will possess the ability to satisfactorily perform a safe and efficient stop with due regard for a positive police-citizen contact.
- 6.39 The trainee shall know how to safely stop and approach vehicles other than automobiles:
 - A. Motorcycles and bicycles
 - B. Campers and vans
 - C. Buses

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- D. Trucks
- 6.40 The trainee shall identify the inherent hazards involved when an officer conducts a traffic stop. These hazards shall minimally relate to the:
 - A. Area in which the stop is made
 - B. Stop itself
 - C. Officer's approach
 - D. Position the officer takes
 - E. Contact with the violator
- 6.41 The trainee shall understand the various types of vehicle stops which minimally include:
 - A. Traffic violations
 - B. Investigative
 - C. Felony or high risk
- 6.42 The trainee shall understand the following elements as those to be considered when selecting the proper location to effect a traffic stop:
 - A. As little traffic hazard as possible
 - B. As few escape routes as possible
 - C. As few persons present as possible

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- D. Desirable lighting conditions
- E. Ability to properly position the patrol car and backup units
- 6.43 The trainee shall understand the advantages of recording the license number and description of the vehicle prior to the stop.
- 6.44 The trainee shall understand the potential hazards 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
- 6.45 The trainee shall describe the various techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:
 - A. Use of emergency lights, equipment
 - B. Use of headlights
 - C. Use of horn

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- D. Proper use of spotlight to include:
 - 1. Not blinding the driver while the vehicle is moving
 - 2. Illuminating the interior of the stopped vehicle
 - 3. Focusing on the rear and side mirrors to blind the occupants of the officer's approach
- 6.46 The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:
 - A. Not so great as to encourage the driver to attempt to escape
 - B. Not so close as to present a hazard due to erratic actions of the driver
 - C. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).
- 6.47 The trainee shall understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.
- 6.48 The trainee shall identify common violator reactions upon being stopped by an officer and shall discuss techniques for acceptably dealing with the identified reaction. These reactions shall minimally include:
 - A. Embarrassment
 - B. Anger

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- C. Fear
- D. Rationalization or excuse for violation
- E. Refusal to sign citation
- 6.49 The trainee shall explain discretion in a car stop situation by citing examples of traffic situations in which an officer feels that a warning would be more beneficial.
- 6.50 The trainee shall explain why an officer should not argue with a violator.
- 6.51 The trainee shall know that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA).
- 6.52 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

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

FELONY/HIGH-RISK VEHICLE STOPS

- 6.54 The trainee shall know how to safely and effectively stop a suspected felony vehicle and remove and place the occupant(s) in a position of disadvantage based on the department approved high risk stop procedure.
- 6.55 The trainee shall identify and discuss the important considerations taken when about to make a felony vehicle stop. These elements shall minimally include:
 - A. Seriousness of the crime(s)
 - B. Availability of backup
 - C. Location at which to make the stop
 - D. Tactics to be used after making the stop
 - E. Number of suspects involved
- 6.56 The trainee shall discuss the proper positioning of the police vehicle and positioning responsibilities for a felony/high-risk vehicle stop based on the department approved high risk stop procedure.

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
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- 6.57 The trainee shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.
- 6.58 The trainee shall discuss verbal commands which should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect:
 - A. Keep hands in sight at all times
 - B. Exit the vehicle (according to agency policy)
 - C. Assume position of disadvantage outside the vehicle
- 6.59 The trainee shall discuss the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:
 - A. Has the radio responsibilities
 - B. Assumes the shotgun responsibilities, if applicable
 - C. Communicates to the occupants
 - D. Searches the occupants and/or the vehicle

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

SEARCHING VEHICLES

- 6.61 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
- 6.62 Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a vehicle.

SEARCHING BUILDINGS/AREAS

- 6.63 The trainee shall identify the principles of a safe and effective search of a building which may contain a suspect. These principles shall minimally include:
 - A. Containment of the building
 - B. Containment of area(s) already searched
 - C. Utilization of a systematic method
 - D. Safe searching techniques
 - E. Appropriate use of canine or specialized assistance

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6.64 Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a building/area.

HANDLING CRIMES IN PROGRESS

- 6.65 The trainee shall know agency policy and factors to consider when responding to a crime in progress. These may include:
 - A. Proceeding directly to scene as quickly and silently as possible
 - B. Proceeding directly to scene utilizing emergency lights and/or siren
 - C. Proceeding to the location most likely to intercept fleeing suspects
 - D. Proceeding to scene and coordinating arrival and/or deployment with other units
 - E. Distance to location
 - F. Availability of assisting units
 - G. Nature of crime
 - H. Traffic and environmental conditions
 - I. Concern for possible lookouts
 - J. Watch for fleeing suspects
 - K. Parking and securing vehicle

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- L. Apprehension of suspect(s)
- M. Broadcasting additional information
- N. Securing the scene
- 6.66 The trainee shall know agency policy and procedures to be followed when responding to a prowler call which may include:
 - A. Coordination of responding units
 - B. Utilization of a quiet and possibly "blacked-out" approach
 - C. Containment of the area
 - D. Parking and securing the vehicle
 - E. Immediate contact of the informant or RP (advantages and disadvantages)
 - F. Controlled search of area or location
 - G. Inspection for telltale signs, footprints, barking of dogs, etc.
 - H. Locate "warm" vehicles

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Demonstrated by FTO (Initials, ID, and Data)	Agency Constructed Knowledge Test		Scenario or Role	Field Performance	Trainee's (Initials, ID,	FTO (Initials, ID,	
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VICTIMS OF VIOLENT CRIME

- 6.67 The trainee shall understand and describe the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:
 - A. Who is eligible for such aid
 - B. The time limitations upon the victim in filing a claim
 - C. Whom to contact
- 6.68 The trainee shall discuss those factors necessary in the proper handling of child abuse, neglect, or sexual exploitation of children, including:
 - A. Initial receipt and evaluation of information/Department of Children Services (DCS) report
 - B. Preliminary investigative procedures
 - C. Reporting laws
 - D. Follow-up investigative procedures
 - E. If unfounded or not criminal, completing a CAD report (Discuss procedures for reporting and filing the CAD report.)

DOMESTIC VIOLENCE

6.69 The trainee shall recognize and be able to effectively deal with domestic violence incidents.

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- 6.70 The trainee shall understand the legal issues and the law enforcement officer's duties in response to a domestic violence situation to minimally include:
 - A. Difference between domestic violence and a domestic dispute
 - B. Impact of domestic violence
 - C. Essential elements of Penal Code Sections 13700 and 13519
 - D Duty to provide maximum protection to the victim from abuse (emergency protective order)
 - E. Provide safety to other persons and property
 - F. Verification and enforcement of court orders (restraining and stay-away orders)
 - G. Responsibility and authority with tenancy issues related to domestic violence
 - H. Determine if a crime has been committed and if arrest is mandatory
 - I. Completion of appropriate documentation and required reports
 - J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office
 - K. The safekeeping of firearms
- 6.71 The trainee shall know the inherent dangers to an officer who enters the home of a family involved in a dispute.

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- 6.72 The trainee shall know the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
- 6.73 The trainee shall explain the differences between criminal and civil law which apply during dispute situations.
- 6.74 The trainee shall understand Private Person Arrest requirements.
- 6.75 The trainee shall understand the law and procedures relating to enforcement of restraining orders

SNIPER ATTACK

- 6.76 The trainee shall know those steps which should be immediately taken when confronted with a sniper situation including:
 - A. Cover
 - B. Calling for assistance
 - C. Isolating and clearing the area
 - D. Determining possible location of assailants
- 6.77 The trainee shall know tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:
 - A. Reversal
 - B. Turning
 - C. Abandonment of target vehicle

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- 6.78 The trainee shall know tactics that should be used when the police vehicle has been hit with a firebomb:
 - A. Acceleration
 - B. Roll-up windows
 - C. Abandon vehicle

IMMEDIATE DEPLOYMENT/RAPID INTERVENTION

- 6.79 The trainee shall understand situations that constitute an immediate deployment and rapid intervention (i.e. active shooter/immediate threat to life).
- 6.80 The trainee shall understand the steps to be taken in an immediate deployment situation including:
 - A. Forming a contact team
 - B. Eliminating the threat
 - C. Forming a rescue team
 - D. Rendering Aid

UNUSUAL OCCURRENCES

- 6.81 The trainee shall know those responsibilities and actions required of an officer at the scene of a disaster, potential disaster, chemical spill, or bomb (including ICS Incident Command System and OES Office of Emergency Services).
- 6.82 The trainee shall understand the agency's policy on aircraft crashes.

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- 6.83 The trainee shall understand the agency's policy on hazardous substances or chemical spills (HAZMAT).
- 6.84 The trainee shall understand the agency's policy and procedures for handling explosives.
- 6.85 The trainee shall identify and discuss the initial responsibilities of the first unit to arrive at a 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
- 6.86 The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include:
 - A. Electrical wires down
 - B. Malfunctioning traffic signals
 - C. Hazards on the roadway
 - D. Damage to fire hydrants

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- 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
- 6.87 The trainee shall explain the tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:
 - A. Immediate cessation of radio transmissions at the scene
 - B. Request for a technician or E.O.D.
 - C. Isolation of the area
 - D. Evacuation of civilian personnel
 - E. Possibility that more than one explosive device exists
- 6.88 Given a disaster, potential disaster, chemical spill, or a bomb scene, the trainee shall react properly and shall handle all necessary responsibilities and actions in a safe and effective manner.

FIRES

6.89 The trainee shall know how to react to fires in which immediate action is required.

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- 6.90 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
- 6.91 The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.
- 6.92 Given an incident involving fire, the trainee shall take all necessary steps to safely and effectively manage the situation.

CROWD CONTROL

- 6.93 The trainee shall know the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.
- 6.94 The trainee shall define and describe basic crowd and riot control formations.
- 6.95 The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

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SICK, INJURED, OR DECEASED PERSONS

- 6.96 The trainee shall know department policies concerning providing aid and transportation to sick or injured persons.
- 6.97 The trainee shall know and understand California law and department procedures concerning death investigations that must be handled by the medical examiner:
 - A. Apparent homicide, suicide, or occurring under suspicious circumstances
 - B. Resulting from the use of dangerous or narcotic drugs
 - C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
 - D. Apparently accidental or following an injury
 - E. By disease, injury, or toxic agent during or arising from employment
 - F. While not under the care of a physician during the period immediately previous to death
 - G. Death related to disease which might constitute a threat to public health
- 6.98 The trainee shall know the legal requirements concerning the removal of a human body from the death scene.

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ANIMAL CONTROL

- 6.99 The trainee shall understand the agency's policy on animal control procedures and be able to effectively deal with situations involving animals.
- 6.100 The trainee shall explain the agency's policy and procedure 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
- 6.101 The trainee shall discuss the agency's policy and procedure when it is determined that a vicious, dangerous, or injured animal must be destroyed. This explanation shall minimally include:
 - A. Whom to notify prior to killing the animal
 - B. Who may shoot the animal

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- C. What report should be completed following the shooting of the animal
- D. How disposal of the dead animal is handled

MISSING PERSONS

- 6.102 The trainee shall understand and explain state law (including statutory reporting requirements) and agency's policies and procedures for handling missing persons (adult, juvenile, and critical) and shall be able to adhere to these policies and procedures when called to a scene regarding a missing person.
- 6.103 The trainee shall know the importance of making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.
- 6.104 Given an incident involving a missing person, the trainee shall properly adhere to the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

LOST, FOUND, AND RECOVERED PROPERTY

- 6.105 The trainee shall know and understand California law and department policies and procedures concerning the disposition of property other than evidence including:
 - A. Property recovered by trainee
 - B. Property found by citizen

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- C. Property (real or personal) of injured, ill, or deceased persons
- D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

HATE CRIMES

- 6.106 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
- 6.107 The trainee shall identify and discuss the possible consequences of hate crimes including:
 - A. Psychological effect on victim
 - B. Denial of basic constitutional rights
 - C. Divisiveness in the community
 - D. Potential escalation of violence

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HATE CRIMES (Continued)

- 6.108 The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.
- 6.109 The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.

GANG AWARENESS

- 6.110 The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.
- 6.111 The trainee shall identify types of gangs that represent law enforcement concerns, including:
 - A. Street gangs
 - B. Motorcycle gangs
 - C. Prison gangs
 - D. Cult/Ritualistic gangs
- 6.112 The trainee shall discuss primary reasons for gang membership, including:

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GANG AWARENESS (Continued)

- A. Peer pressure
- B. Common interest
- C. Protection/Safety
- 6.113 The trainee shall discuss characteristics that are common to most gangs, including:
 - A. Cohesiveness
 - B. Code of silence
 - C. Rivalries
 - D. Revenge
- 6.114 The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including.
 - A. Tattoos
 - B. Attire and accessories
 - C. Use of monikers
 - D. Use of hand signs
- 6.115 The trainee shall identify gang graffiti factors significant to law enforcement, including:

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GANG AWARENESS (Continued)

- A. Identifying individuals and/or a specific gang
- B. Identifying gang boundaries
- C. Indications of pending and/or past gang conflicts
- 6.116 The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including:
 - A. Sale and use of narcotics
 - B. Physical violence
 - C. Auto theft/burglary from vehicles
- 6.117 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

Discussed, Instructed/	Competency Demonstrated by Trainee Via				Training Provided and Competency Demonstrated	
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CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CONTROL/SEARCHING OF PERSONS

- 7.01 The trainee shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.
- 7.02 The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:
 - A. Constant alertness, including keeping hands in view
 - B. Maintaining control and position of advantage
 - C. Standing, kneeling, and prone position searches
 - D. Safeguarding of weapons
- 7.03 The trainee shall know agency policy regarding searching individuals of the opposite sex.

HANDCUFFING

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

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- 7.05 The trainee shall understand various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:
 - A. Control of the suspect(s) and the handcuffs
 - B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
 - C. Reasonable degree of tightness
 - D. Observation of restrained suspects
 - E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
 - F. Safe and controlled removal of handcuffs and other restraint devices
- 7.06 The trainee shall know and understand the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females and all other types of detainees/prisoners.

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LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

- 7.07 The trainee shall know and understand the legal responsibilities for protecting a prisoner.
- 7.08 The trainee shall understand the legal responsibilities for providing the prisoner with shelter, food, and medical care.
- 7.09 The trainee shall understand the requirements for issuing property receipts.
- 7.10 The trainee shall understand the requirements pertaining to temporary custody or confinement of juveniles.
- 7.11 The trainee shall understand local policy and the legal aspects pertaining to the rights and privileges of prisoners.

TRANSPORTATION OF PRISONERS

- 7.12 The trainee shall explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:
 - A. Prisoners restrained with specialty devices (i.e., hobble, expectorant shields, etc.)

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- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. A search of the area in which the prisoner is about to be placed prior to transportation
- G. A search of the area where the prisoner has been following transportation
- H. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- I. Close and constant observation of the prisoner(s)
- 7.13 Given a situation in which prisoner(s) must be transported in the patrol vehicle, the trainee shall safely place the <u>handcuffed</u> (if according to agency policy) prisoner(s) in the vehicle and safely transport the prisoner(s) to the predetermined destination.
- 7.14 Given an incident of prisoner transport, the trainee shall safely and effectively control the suspect(s), and safely remove the handcuffs.

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BOOKING PRISONERS

- 7.15 The trainee shall know how to properly book adult and juvenile prisoners in conformance with agency policy and legal codes.
- 7.16 The trainee shall know what notifications are required when booking juveniles.
- 7.17 The trainee shall be able to properly book prisoners who warrant special considerations.
 - A. Drunk (detox when appropriate)
 - B. Injured or sick
 - C. Females (including pregnant females)
 - D. Elderly
 - E. Mentally ill and/or developmentally disabled
 - F. Juveniles
 - G. Gang members or police informants
 - H. Current or former police officers, judges, etc.
 - I. High-profile prisoners
 - J. Any other prisoner(s) who may need specialized classification/housing needs

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MENTAL ILLNESS CASES

- 7.18 The trainee shall know state law and agency policy regarding mental illness, and shall be able to safely and effectively deal with, control, and, if necessary, take into custody mentally disturbed person(s). Additionally, the trainee shall be able to complete the necessary report forms.
- 7.19 The trainee shall identify and discuss 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
- 7.20 The trainee shall identify considerations to be made when handling and dealing with mentally disturbed persons. These considerations shall minimally include:
 - A. Ignoring verbal abuse
 - B. Avoiding excitement
 - C. Avoiding unnecessary deception
 - D. Requesting backup to minimize resistance

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- E. Requesting ambulance prior to confronting subject, if necessary
- F. Keeping the disturbed person in sight constantly
- G. Continual alertness
- H. Seizing firearms for safekeeping
- 7.21 The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.
- 7.22 Given a situation involving a mentally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely taking the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

PEOPLE WITH DISABILITIES

- 7.23 The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:
 - A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.

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- 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.
- 7.24 The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.
- 7.25 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).

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- 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.
- 2.12.31 The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.
- 2.12.32 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:
 - A. His/her own abilities to physically control the person
 - B. Escape routes
 - C. Use of cover
 - D. Call for backup
 - E. The T.A.C.T. Model

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Tone (Present a calm and firm demeanor/Maintain respect and dignity)Atmosphere (Reduce distractions/Respect personal space)Communication (Establish contact/Develop rapport)Time (Slow down/Reassess)

MANAGEMENT RESOLUTION

HANDLING DISPUTES

- 8.01 The trainee shall be able to handle dispute situations in a safe and efficient manner.
- 8.02 The trainee shall identify an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:
 - A. Remaining impartial
 - B. Preserving the peace
 - C. Determining whether or not a crime has been committed
 - D. Conducting an investigation if a crime has been committed
 - E. Providing safety to individuals and property
 - F. Suggesting solutions to the problem
 - G. Offering names of referral agencies
 - H. Considering arrest as a viable alternative if a crime has been committed

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MANAGEMENT RESOLUTION (Continued)

- 8.03 The trainee shall identify various social service organizations which 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
- 8.04 The trainee shall understand the inherent dangers to an officer who enters the home of a family involved in a dispute.
- 8.05 The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
- 8.06 The trainee shall understand private person arrest procedures.
- 8.07 The trainee shall discuss different techniques to use in given dispute situations. These situations shall minimally include:
 - A. Family disputes
 - B. Neighbor disputes

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TACTICAL COMMUNICATION/MANAGEMENT RESOLUTION (Continued)

- C. Juvenile disputes
- D. Loud parties
- 8.08 Given an incident involving a dispute, the trainee shall handle the dispute in a safe, efficient, reasonable, and discretionary manner.

CIVIL DISPUTES

- 8.09 The trainee shall recognize and be able to effectively deal with civil disputes.
- 8.10 The trainee shall understand the agency's policy on handling landlord-tenant disputes.
- 8.11 The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations which arise from landlord-tenant disputes. These situations shall minimally include:
 - A. Evictions
 - B. Lockouts
 - C. Trespasses
 - D. Confiscation of property
- 8.12 The trainee shall understand the agency's policy on labor-management disputes.

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TACTICAL COMMUNICATION/MANAGEMENT RESOLUTION (Continued)

- 8.13 The trainee shall explain the agency policy and procedure relative to typical policing problems which 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
- 8.14 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 repossessor may go
 - D. When a repossession is complete
- 8.15 The trainee shall explain the role of the small claims court.
- 8.16 Given any situation involving a civil dispute, the trainee shall handle the situation in an appropriate manner consistent with agency policy and state law.

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TACTICAL COMMUNICATION/MANAGEMENT RESOLUTION (Continued)

- 8.17 The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).
- 8.18 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)

- 8.19 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).
- 8.20 The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" is professional language that is goal directed. Examples might include:
 - A. I appreciate that, but I need to see your driver's license.
 - B. I understand that, but I need you to sign the citation.

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TRAFFIC

VEHICLE CODE

- 9.01 The trainee shall understand the basic California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.
- 9.02 The trainee shall define the following terms as used in the California Vehicle Code:
 - A. Crosswalk
 - B. Darkness
 - C. Driver
 - D. Highway
 - E. Intersection
 - F. Limit line
 - G. Motor vehicle
 - H. Roadway
 - I. School bus
 - J. Sidewalk
 - K. Vehicle

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- 9.03 The trainee shall define the elements of Vehicle Code sections giving authority to arrest.
- 9.04 The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:
 - A. Vehicle registration and insurance requirements
 - B. Theft and injury of 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

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- L. Driving under the influence
- M. Other public offenses
- N. Equipment violations
- O. Fleeing/evading an officer
- P. Reckless driving
- Q. Seat belt violations

IMPOUNDING/STORING VEHICLES

- 9.05 The trainee shall understand the agency's policy regarding towing procedures.
- 9.06 The trainee shall possess the knowledge to impound/store vehicles in an authorized manner.
- 9.07 The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.
- 9.08 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:

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- A. Compliance with state law
- B. Compliance with agency policy
- C. Completion of all required reports in a satisfactory manner

VEHICLE COLLISIONS

- 9.09 The trainee shall understand an officer's responsibilities in preventing accidents in the community. These may include:
 - A. Education
 - B. Enforcement
 - C. Proactive engineering recommendations
 - D. Patrol awareness (including assisting stranded motorists)
 - E. Environmental factors that detract from traffic safety
 - F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission
- 9.10 The trainee shall identify and discuss the primary duties of an officer at any traffic accident scene. These duties shall minimally include:
 - A. Determining injuries and need for emergency first aid treatment
 - B. Protecting the scene, including the appropriate use of flares (spilled fuel)

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- C. Ascertaining the need for ambulance service
- D. Considering the need for tow services
- E. Determining the need for further assistance
- 9.11 The trainee shall be familiar with the agency's policy regarding traffic collision investigation and reporting.
- 9.12 The trainee shall define the term vehicle collision.
- 9.13 The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.
- 9.14 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
- 9.15 The trainee shall identify instances when photographs should be taken at an accident scene.

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- 9.16 The trainee shall define the term "primary collision factor".
- 9.17 The trainee shall define the term "area of impact" and shall explain and demonstrate how the area of impact is determined at both intersection and non-intersection accidents.
- 9.18 The trainee shall define the term "coefficient of friction" as it pertains to roadways.
- 9.19 Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy.

DRIVING UNDER THE INFLUENCE CASES

- 9.20 The trainee shall explain the common driving indications of a suspected DUI.
- 9.21 The trainee shall explain and demonstrate the sobriety tests used by the agency.
- 9.22 The trainee shall explain the law and agency policy regarding the chemical tests (blood, breath, and urine), 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.
- 9.23 The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.
- 9.24 The trainee shall identify the report forms to be used for driving under the influence cases.

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9.25 Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

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USE OF FORCE

LEGAL AND ETHICAL ISSUES

- 10.01 The trainee shall know and understand the legal and ethical considerations pertaining to the use of force.
- 10.02 The trainee shall explain the agency's policy regarding the discharge of firearms.
- 10.03 The trainee shall describe situations which justify the use of deadly force and those situations which do not justify such use.
- 10.04 The trainee shall explain the legal ramifications, civil liability, and the procedures to be adhered to in the use of deadly force by a law enforcement officer.
- 10.05 The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

FORCE OPTIONS

- 10.06 Given a set of circumstances where the use of force becomes necessary, the trainee shall exercise that degree of force which would fall within legal and moral limits. These shall include but not be limited to the following:
 - A. Non-verbal/police presence
 - B. Verbal (Tactical communications)
 - C. Physical (Weaponless)
 - D. Less lethal weapons, including:

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USE OF FORCE (Continued)

CHEMICAL AGENTS

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

IMPACT WEAPONS

- 1. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
- 2. The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon "target" areas.
- 3. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.
- 4. The trainee shall explain and demonstrate techniques of using the baton/impact weapon to remove a resisting suspect from a location.
- 5. The trainee shall explain and demonstrate baton/impact weapon techniques to be used in subduing an aggressive suspect.
- 6. Given an incident in which the use of the baton is necessary and justified, the trainee shall use the baton/impact weapon in an authorized manner.

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USE OF FORCE (Continued)

E. Deadly force

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

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

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SEARCH AND SEIZURE

SEARCHES

- 11.01 The trainee shall be able to legally, safely, and effectively conduct a search of single and multiple suspects, vehicles, and buildings.
- 11.02 The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle. 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
- 11.03 The trainee shall identify those items for which an officer may legally search. These items shall minimally include:
 - A. Dangerous weapons
 - B. Fruits of the crime

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SEARCH AND SEIZURE (Continued)

- C. Instruments of the crime
- D. Contraband
- E. Suspects
- 11.04 The trainee shall discuss the limits of searches when conducted with person(s), vehicles, and buildings including:
 - A. Protective sweeps
 - B. Closed containers
 - C. Inventory searches
- 11.05 The trainee shall understand the "exclusionary rule" and its effect upon police action and procedures including:
 - A. Court filings
 - B. Prosecution of suspects

WARRANTS

- 11.06 The trainee shall discuss the laws and procedures for obtaining search or arrest warrants, including:
 - A. Probable cause necessity

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SEARCH AND SEIZURE (Continued)

- B. Allowable exclusions
 - 1. Hot pursuit
 - 2. Emergency situations
- C. Process for obtaining warrants during and after business hours
- 11.07 The trainee shall describe the process for serving search and arrest warrants, including:
 - A. Hours of service for felony arrest warrants
 - B. Hours of service for misdemeanor arrest warrants
 - C. Hours of service for search warrants
 - D. Knock and notice for search warrants and exceptions to
 - E. "Signing off" warrants/return
- 11.08 Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow the agency's procedure for obtaining and serving the appropriate warrant(s).

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SEIZURE CONCEPTS

- 11.09 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

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RADIO COMMUNICATIONS

RADIO COMMUNICATIONS

- 12.01 The trainee shall demonstrate knowledge of agency radio procedures and proper 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
- 12.02 The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.
- 12.03 The trainee shall memorize the phonetic alphabet and agency brevity radio code, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

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- 12.04 The trainee shall be able to demonstrate proficiency in using the police radio:
 - A. To properly designate his or her unit in service
 - B. To make vehicle and name checks
 - C. During situations involving stress
- 12.05 Given a situation in which there is one or more suspects, 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 used
 - F. Direction(s) of flight
- 12.06 The trainee shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:
 - A. Identification of the vehicle in pursuit

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- 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. Necessity for backup and number of units needed
- H. Location of stop
- 12.07 Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This maintenance of control shall minimally include:
 - A. Verbal control so as not to escalate the situation
 - B. Control of possible escape routes
 - C. Control of response of other police units

INFORMATION SYSTEMS/TELECOMMUNICATIONS

- 12.08 The trainee shall be able to identify circumstances where an inquiry into a law enforcement information system would be necessary. These may include:
 - A. To locate information on lost, stolen, or recovered property (including vehicles)

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- 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
- 12.09 The trainee shall be able to identify the law enforcement information systems used by the agency including:
 - A. Automated Property System (APS)
 - B. Stolen Vehicle System (SVS)
 - C. Wanted Persons System (WPS)
 - D. Automated Firearms System (AFS)
 - E. Domestic Violence Restraining Order System (DVROS)
 - F. Missing Unidentified Person System (MUPS)

Discussed, Instructed/	Co	ompetency Tra	Demonstra ainee Via	ted by	Training Pr Competency I	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)	
and Date)	Written	Verbal	Thay Test	100	anu Date)		

- 12.10 Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:
 - A. Wanted persons
 - B. Property, vehicles, and firearms
 - C. Criminal histories
 - D. DMV information
 - E. Miscellaneous information
- 12.11 The trainee shall understand the proper use and agency's policy regarding the use and misuse of Mobile Date Terminals (MDT's) and on-board laptop computers.

Discussed, Instructed/	C		Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID,	Agency Constructed Knowledge Test		Scenario or Role	Field Performance	Trainee's (Initials, ID,	FTO (Initials, ID,
and Date)	Written	Verbal	Play Test	Test	and Date)	and Date)

SELF-INITIATED ACTIVITY

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to include:

- 13.01 Vehicle Stops:
 - A. Investigative
 - B. Traffic enforcement
- 13.02 Pedestrian Stops:
 - A. Suspicious persons
 - B. Consensual contacts
 - C. Traffic enforcement

13.03 Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. Community Oriented Policing

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, and Date)	C		[,] Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
	Written	Verbal	Thay Test	Test	and Date)	and Date)
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SELF-INITIATED ACTIVITY (Continued)

- A. Misdemeanor and felony
- B. Other (i.e., Municipal codes, local ordinances)

13.05 Other activities:

- A. Field Interview (FI) Cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances

Discussed, Instructed/	C		Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role	Field Performance	Trainee's (Initials, ID,	FTO (Initials, ID,
	Written	Verbal	Play Test	Test	and Date)	and Date)
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INVESTIGATIONS/EVIDENCE

INTERVIEWING

- 14.01 The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form.
- 14.02 The trainee shall discuss the ramifications of the Miranda warning and shall describe when, where, and why it should be used.
- 14.03 The trainee shall describe the contents of a good statement. These contents shall minimally include:
 - A. What happened
 - B. When it happened
 - C. Where it happened
 - D. Who it happened to
 - E. How it happened
 - F. Why it happened
 - G. How many are involved

Discussed, Instructed/	C	ompetency Tra	Training Pr Competency	Training Provided and Competency Demonstrated		
Demonstrated by FTO (Initials, ID,	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
and Date)	Written	Verbal	Flay Test	Test	and Date)	
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- 14.04 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:
 - A. Asking direct and brief questions. Let the person being interviewed do the majority of talking.
 - B. Controlling the interview. Avoid rambling by the person being interviewed.
 - C. Avoiding leading questions except when absolutely necessary.
 - D. Putting the person being interviewed at ease.
 - E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.
- 14.05 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily relate the information on the appropriate form.

INVESTIGATIONS

"Cold" Crimes

- 14.06 The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations .
- 14.07 The trainee shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Pr Competency	rovided and Demonstrated
Demonstrated by FTO (Initials, ID, and Date)	Constr Knowle	ncy ructed dge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
	Written	Verbal				
			[Γ		[

- 14.08 The trainee shall understand situations when the skills of an evidence technician or criminalist are required.
- 14.09 The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.

Crimes Against Property

- 14.10 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:
 - A. Identity or description of suspect(s)
 - B. Description of loss
 - C. Direction of flight of suspect(s)
 - D. Possibility of weapons being involved
 - E. Radio broadcast of all known and important information
 - F. Pursuit and/or apprehension of suspects, if possible
- 14.11 Given any in-progress or fresh incident involving a crime against property, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Discussed, Instructed/		ompetency Tra	Training Provided and Competency Demonstrated			
Demonstrated by FTO (Initials, ID, and Date)	Age Const Knowlee Written	ency ructed dge Test Verbal	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
	written	verbal				

Crimes Against Persons

- 14.12 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.
- 14.13 The trainee shall discuss the steps to take at the following scenes:
 - A. Rape scene
 - B. Felonious assault scene
 - C. Robbery scene
 - D. Kidnapping scene
- 14.14 The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:
 - A. Preserving the scene, including the restriction of unauthorized police personnel
 - B. Determining the need for first aid and summoning medical assistance
 - C. Identifying and apprehending suspect(s), if possible
 - D. Making proper notifications
 - E. Locating visible physical evidence
 - F. Locating and interviewing witnesses or possible witnesses as appropriate

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Pr Competency	covided and Demonstrated
Demonstrated by FTO (Initials, ID, and Date)	Knowle	ructed dge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
and Date)	Written	Verbal	They rest	rest		and Date)
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14.15 Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

EVIDENCE COLLECTION AND PRESERVATION

- 14.16 The trainee shall understand 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
 - E. Safekeeping property
 - F. Booking bloody evidence
 - G. Booking bulk items

Discussed, Instructed/	Co	ompetency Tra	Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated		
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)	
and Date)	Written	Verbal			D uto)		
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- 14.17 The trainee shall explain the methods for preserving evidence at a crime scene in fair and inclement weather.
- 14.18 The trainee shall understand the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.
- 14.19 The trainee shall explain the term "chain of custody" or "chain of evidence".
- 14.20 Given a list of evidence, the trainee shall properly complete required property report(s) and any evidence tag(s) needed.
- 14.21 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 in order to ensure the chain of custody.

LINE UPS

- 14.22 The trainee shall know the agency policy and procedure for conducting the following types of "line ups":
 - 1. In custody
 - 2. In the field
 - 3. Photographic

Discussed, Instructed/	C	ompetency Tra	[,] Demonstra ainee Via	ted by	Training Pr Competency	rovided and Demonstrated
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role	Field Performance Test		FTO (Initials, ID,
	Written	Verbal	Play Test	Test	and Date)	and Date)

SOURCES OF INFORMATION

- 14.23 The trainee shall understand the importance of identifying and developing sources of information through networking with persons in the community.
- 14.24 The trainee shall know techniques for identifying and developing "informants" and the:
 - A. Hazards of divulging too much information to informants
 - B. Danger of breaking confidentialities
- 14.25 The trainee shall know the types of public and private records which may be of assistance when collecting investigative information.

SUBPOENAS

- 14.26 The trainee shall understand agency practices and policies concerning the application of the subpoena process.
- 14.27 The trainee shall be able to define the term "subpoena" and describe the authority and immunities associated with the subpoena:
 - A. Who may serve a subpoena
 - B. How a subpoena is served
 - C. What immunities from arrest are granted to a person traveling in answer to a subpoena

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Pr Competency	rovided and Demonstrated
Demonstrated by FTO (Initials, ID, and Date)	Age Constr Knowled Written	ructed	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
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COURTROOM TESTIMONY AND DEMEANOR

- 14.28 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.
- 14.29 The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. These values shall minimally include:
 - A. Refreshing the officer's memory
 - B. Coordination of efforts
- 14.30 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
- 14.31 The trainee shall possess the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID, and Date)	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
	Written	Verbal				

- 14.32 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

Discussed, Instructed/	C		Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID,	Agency Constructed Knowledge Test		Scenario or Role Ploy Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
and Date)	Written	Verbal	Play Test	Test	and Date)	and Date)

COMMUNITY RELATIONS/ PROFESSIONAL DEMEANOR

COMMUNITY RELATIONS AND SERVICE

- 15.01 The trainee shall recognize the agency's responsibilities to community service.
- 15.02 The trainee shall identify roles encompassed in the agency's responsibility to provide community service. Those roles may include:
 - A. Protect life and property
 - B. Order maintenance
 - C. Crime prevention
 - D. Public education
 - E. Delivery of service
 - F. Enforcement of law
 - G. Community partnerships, such as:
 - 1. COPS
 - 2. PAL
 - 3. DARE
 - 4. JAR

Discussed, Instructed/	Co	ompetency Tra	Demonstra ninee Via	ted by	Training Provided and Competency Demonstrated	
Demonstrated by FTO (Initials, ID,	Agency Constructed Knowledge Test			Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
and Date)	Written	Verbal	Play Test	Test	anu Date)	anu Date)

CRIME PREVENTION

- 15.03 The trainee possesses the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.
- 15.04 The trainee shall identify examples of general forms of crime prevention including:
 - A. Advice concerning mechanical devices (alarms, locks, and target hardening)
 - B. Control of conditions (lighting, access, and architecture)
 - C. Public awareness
 - D. Property identification
 - E. Neighborhood watch programs

PROFESSIONAL DEMEANOR AND COMMUNICATION

- 15.05 The trainee shall know those verbal factors which could contribute to a negative response from the public:
 - A. Profanity
 - B. Derogatory language
 - C. Ethnically offensive terminology

Competency Demo Trainee V			ted by	Training Provided and Competency Demonstrated	
Agency Constructed Knowledge Test		Scenario or Role Play Tost	Field Performance	Trainee's (Initials, ID, and Data)	FTO (Initials, ID, and Date)
Written	Verbal	riay rest	Test	and Date)	
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	Constr Knowlee	Constructed Knowledge Test	Constructed Knowledge Test	Constructed Scenario Field Knowledge Test or Role Performance Play Test Test Test	Constructed Knowledge TestScenario or Role Play TestField Performance TestTrainee's (Initials, ID, and Date)

- 15.06 The trainee shall know those non-verbal factors which could contribute to a negative response from the public:
 - A. Officious and disrespectful attitude
 - B. Improper use of body language
 - C. Improper cultural response
- 15.07 The trainee is able to communicate properly with the following types of persons:
 - A. Hostile
 - B. Angry
 - C. Hysterical
 - D. Drunk
 - E. Mentally ill
 - F. Developmentally disabled
 - G. In shock
 - H. Sick or injured
 - I. Depressed
 - J. Very young

Discussed, Instructed/	Competency Demonstrated by Trainee Via				Training Provided and Competency Demonstrat		
Demonstrated by FTO (Initials, ID,	Const	Agency Constructed Knowledge Test		Field Performance	Trainee's (Initials, ID,	FTO (Initials, ID,	
and Date)	Written	Verbal	Play Test	Test	and Date)	and Date)	
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- K. Very old
- L. Recipient of death notification
- M. Racist
- N. Culturally different
- 15.08 The trainee shall understand various methods by which citizens evaluate law enforcement agencies.
- 15.09 The trainee shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.
- 15.10 The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through:
 - A. Community contacts
 - B. Business contacts
 - C. Community involvement
 - D. Positive role modeling

COMMUNITY/PROBLEM-ORIENTED POLICING

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

Discussed, Instructed/	Competency Demonstrated Trainee Via			ted by	y Training Provided and Competency Demonstrat		
Demonstrated by FTO (Initials, ID,	Age Constr Knowled	ructed lge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID and Date)	
and Date)	Written	Verbal	Play Test	Test	and Date)	and Date)	
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- 15.12 The trainee shall explain the crime triangle (offender, victim, and location).
- 15.13 The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.
- 15.14 The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.
- 15.15 The trainee shall explain the agency's problem-solving model (e.g. SARA) and be able to:
 - A. Learn the service needs and demands in their patrol area.
 - B. Devise ways to manage information gleaned from various community sources.
 - C. Learn how to identify crime and disorder problems and distinguish them from incidents.
 - D. Develop plans with citizens to address crime and disorder problems.
 - E. Work with citizens to assess the results of their efforts.

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Pr Competency	rovided and Demonstrated
Demonstrated by FTO (Initials, ID, and Date)	Age Consti Knowlee	ructed	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)
and Date)	Written	Verbal	Thay Test	1051	and Date)	and Date)
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CULTURAL DIVERSITY

- 15.16 The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.
- 15.17 The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.
- 15.18 The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

RACIAL PROFILING

- 15.19 The trainee shall distinguish that effective police work profiles behavior rather than race.
- 15.20 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.

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	trated by Training Provided and Competency Demonstrated			
Demonstrated by FTO (Initials, ID,	Const	ency ructed dge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)	
and Date)	Written	Verbal	Thay Test	Test	and Date)	and Date)	

- 15.21 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.
- 15.22 The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.
- 15.23 The trainee shall be able to summarize and apply the agency's policy regarding racial profiling.

CRIME PREVENTION

- 15.24 The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.
- 15.25 The trainee shall give examples of general forms of crime prevention, including:
 - A. Advice concerning mechanical devices (alarms, locks, and target hardening)
 - B. Control of conditions (lighting, access, and architecture)
 - C. Public awareness
 - D. Property identification
 - E. Neighborhood watch programs

Age Constr Knowled Written	ucted	Scenario			
	Verbal	or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)

LEADERSHIP

- 16.01 The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.
- 16.02 The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

Integrity Credibility Trust Discretion Duty Loyalty Honesty

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

Discussed, Instructed/	C	ompetency Tra	Demonstra ainee Via	ted by	Training Provided and Competency Demonstrated		
Demonstrated by FTO (Initials, ID,	Age Constr Knowlee	ructed	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, and Date)	FTO (Initials, ID, and Date)	
and Date)	Written	Verbal	riay rest	Test	allu Date)	anu Date)	

TEST

POLICE OFFICER FIELD TRAINING MANUAL

Huntington Park Police Department

CRITICAL TASK TESTS

The FTO will familiarize and test the trainee on various elements of patrol as listed under the Critical Tasks section of this manual, during the training phase. The trainee is expected to have a general working knowledge of all subjects and the ability to complete those tasks in all categories, upon the completion of Phase three.

An extension of the third training phase may be necessary if remedial training is noted.

SPELLING TESTS

The FTO shall administer a series of spelling tests during each of the training phases. The trainee is expected to have and use a dictionary to ensure proper spelling in reports. There are certain words which have been found to be commonly misspelled in police reports. These words have been arranged into the spelling tests. The objective of these tests is to ensure that the trainee be able to correctly spell these words without the aid of the dictionary.

The spelling tests will be given orally by the FTO and the trainee is expected to correctly write the words. The completed test will be reviewed and scored by the FTO. Any score below 80% will require remedial training and retesting. Any score below 70% will require a joint meeting of the trainee, the FTO, and the Field Training Supervisor to discuss the matter. The FTO shall provide copies of the words on the two tests on the first day of training so the trainee will have ample time to study.

VEHICLE CODE TEST

The Vehicle Code test will be given during the first phase of training. The completed test will be reviewed and scored by the FTO. The trainee will be retested on a weekly basis until he receives a score of 100%. All tests will be attached to the weekly evaluations.

POLICE OFFICER FIELD TRAINING MANUAL Huntington Park Police Department

RADIO CODE TEST

The Radio Code test will be given on a weekly basis until the trainee is knowledgeable and comfortable with the code. The completed tests will be reviewed and scored by the FTO. A test score of 100% is expected. Completed tests will be attached to the weekly evaluation by the FTO.

CITY STREETS TESTS

A series of City Street tests have been developed to aid the trainee in learning the city streets. These tests will be given between the 3rd and 6th week of training in Phase 1. The completed tests will be reviewed and scored by the FTO. A test score of 100% is expected on each test. Completed tests will be attached to the weekly evaluation by the FTO.

POLICE OFFICER FIELD TRAINING MANUAL

Huntington Park Police Department

SPELLING TEST "A"

1.	accept	17.	again	34.	circle
2.	except	18.	doesn't	35.	friend
3.	February	19.	interview	36.	know
4.	magazine	20.	optimism	37.	accident
5.	although	21.	column	38.	coming
6.	early	22.	government	39.	finally
7.	later	23.	label	40.	minute
8.	across	24.	bandage	41.	easy
9.	committed	25.	every	42.	guard
10.	guessed	26.	length	43.	you're
11.	occupant	27.	advise	44.	employment
12.	could	28.	excuse	45.	half
13.	homicide	29.	likely	46.	library
14.	offense	30.	again	47.	enough
15.	familiar	31.	impression	48.	ideal
16.	instead	32.	loose	49.	omission
		33.	brief	50.	deceased

POLICE OFFICER FIELD TRAINING MANUAL

Huntington Park Police Department

SPELLING TEST "B"

1.	occasion	17.	perform	34.	personnel
2.	repeat	18.	referred	35.	signature
3.	thought	19.	thorough	36.	utility
4.	vehicle	20.	odor	37.	personal
5.	physical	21.	raise	38.	schedule
6.	Tuesday	22.	statement	39.	throat
7.	practice	23.	quite	40.	warrant
8.	recognize	24.	succeed	41.	until
9.	often	25.	scene	42.	truly
10.	progress	26.	Saturday	43.	women
11.	proceed	27.	sent	44.	thieves
12.	scissors	28.	science	45.	trouble
13.	possession	29.	several	46.	volunteer
14.	opposite	30.	practical	47.	receive
15.	surely	31.	since	48.	procedure
16.	subject	32.	specimen	49.	refuse
		33.	recommend	50.	successful

POLICE TRAINEE VEHICLE CODE

Huntington Park Police Department

EXAM #1

TRA	AINEE:		SCORE:
DAT	ГЕ:		TRAINING WEEK:
1.	4000(a)1	CVC	
2.	4454(a)	CVC	
3.	5200	CVC	
4.	14601.1(a)	CVC	
5.	12500(a)	CVC	
6.	12951(a)	CVC	
7.	14601(a)	CVC	
8.	21453(a)	CVC	
9.	21657	CVC	
10.	21658(A)	CVC	
11.	22350	CVC	
12.	22400	CVC	
13.	22450(a)	CVC	
14.	22500	CVC	
15.	22651	CVC	
16.	27315(d)(1)	CVC	
17.	27007	CVC	
18.	21650.1	CVC	
19.	21801(a)	CVC	
20.	21456(b)	CVC	

POLICE TRAINEE RADIO CODE

Huntington Park Police Department

EXAM #2

TRA	SC	ORE:					
DAT	TE: TRAINING WEEK:						
1.	REPEAT						
2.	PREPARE TO COPY						
3.	NO HITS / NEGATIVE						
4.	TOW TRUCK NEEDED						
5.	CONFIDENTIAL INFO / WANTED						
6.	CHECK WANTS / WARRANTS	ECK WANTS / WARRANTS					
7.	DISREGARD / CANCEL	REGARD / CANCEL					
8.	ENROUTE TO STATION WITH PRISONER	OUTE TO STATION WITH PRISONER					
9.	ARRIVED AT STATION / LOCATION						
10.	RELAY MESSAGE						
11.	SIGNAL GOOD						
12.	IN SERVICE						
13.	BUSY / OUT OF SERVICE						
14.	OK / ACKNOWLEDGEMENT						
15.	RETURN TO STATION						
16.	CALL THE STATION						
17.	VEHICLE REGISTRATION CHECK						
18.	LOCATION						
19.	ILLEGAL USE OF THE RADIO						
20.	TOW TRUCK DISPATCHED						

POLICE TRAINEE - CITY STREETS

Huntington Park Police Department

EXAM #3

TRAINEE:	SCORE:
DATE: TR	AINING WEEK:
DIRE	CTIONS:
LIST NAMES OF STREETS FROM WEST TO EAST IN THE MAYWOOD STRIP AREA.	LIST NAMES OF STREETS FROM NORTH TO SOUTH IN THE 2599 AREA.
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12

POLICE TRAINEE - CITY STREETS

Huntington Park Police Department

EXAM #4

DIRECTIONS:	WEEK:
10 wesh, rkow salt lake ave 19. TO MILES AVE. 20. 1. <u>SALT LAKE AVE.</u> 20. 2.	Г NAMES OF STREETS, RTH TO SOUTH, IN THE YWOOD STRIP.
7. 3. 8. 4. 9. 5. 10. 7.	
12. EAS 13. ARE	Γ NAMES OF STREETS, FROM ST TO WEST, IN THE 2599 EA.
15. 2. 16. 3.	

POLICE TRAINEE – CITY STREETS

Huntington Park Police Department

EXAM #5

TRAINEE:	SCORE:			
DATE:	TRAINING WEEK:			
DIRECTIONS:				
LIST NAMES OF STREETS, NOR	TH TO SOUTH, WEST OF MILES AVE.			
1	18			
2	19			
3	_ 20			
4	_ 21			
5	_ 22			
6	_ 23			
7	_			
8	_			
9	_			
10	_			
11	_			
12	_			
13	_			
14	_			
15	_			
16	_			
17	_			

POLICE TRAINEE – CITY STREETS

Huntington Park Police Department

EXAM #6

TRAINEE:	SCORE:
DATE:	TRAINING WEEK:
LIST NAMES OF STREETS, WILMINGTON AVE.	DIRECTIONS: , EAST TO WEST BETWEEN MILES AVE. AND
1. MILES AVE	18
2	
3	LIST NAMES OF STREETS,
4	SOUTU TO NODTU DETWEEN
5	
6	1
7	2
8	
9	4
10	5
11	6
12	7
13	8
14	9
15	
16	11
17	

REPORT LOG

REPORT LOG

DATE:	CLASSIFICATION:	CASE #:

Huntington Park Police Department

STANDARDIZED GUIDELINES

WEEKLY EVALUATION FORM

A Weekly Evaluation Form shall be completed of the trainee by the FTO. The FTO shall discuss the evaluation with the trainee prior to the end of each work week. The trainee shall read and sign the Weekly Evaluation Form. The Weekly Evaluation Form is designed to be used in conjunction with the Standardized Guidelines. Together, the Standardized Guidelines and the Weekly Evaluation Form provides a means of timely feedback to the trainee on his/her progress. They also provide a means of performance trend analysis of the trainee, the FTO, and the program.

The Weekly Evaluation Form is comprised of graded performance objectives falling into six broad areas. These performance objectives are by no means all those required to be a successful police officer; they are merely critical indicators.

The standard used to evaluate the trainee will be that of a competent Officer working as a solo patrol Officer.

Huntington Park Police Department

STANDARDIZED GUIDELINES

USE OF THE WEEKLY EVALUATION FORM

The weekly evaluation is not intended to rehash the daily evaluations. Only information valuable to the trainee's progress to the next weekly phase should be included. The FTO's observations are transformed into evaluations by use of a seven point scale:

- 1 Not acceptable by Standardized Guidelines
- 4 Acceptable by Standardized Guideline
- 7 Superior by Standardized Guidelines

Any time a 1, 2, 3, 6, or 7 is indicated, specific narrative comments on the reverse side of the Daily Evaluation Form are required to justify these ratings.

- **NO** If the trainee is not observed in a certain category on a particular day, the rating "NO" (Not Observed) will be indicated.
- **NRT** In the event the FTO has identified a trend of nonresponsiveness to training in a particular category, "NRT" will be indicated. This should be used in addition to the numerical rating for the day.

Huntington Park Police Department

STANDARDIZED GUIDELINES

APPEARANCE

I. GENERAL APPEARANCE

Not Acceptable: (#1)

Grooming indicates lack of professional pride: Shoes and uniform dirty or in disrepair Unkempt hair Overweight Total lack of personal hygiene

Acceptable: (#4)

Grooming indicates sense of professional pride:

Neat and clean uniform Well groomed hair Weight proportional to height Good personal hygiene

Superior: (#7)

Grooming and personal hygiene indicates personal and professional pride in demeanor and appearance:

Command bearing Clean, tailored uniforms Exemplary personal hygiene

ATTITUDE

II. ATTITUDE TOWARD POLICE WORK

Not Acceptable: (#1)

Shows minimal interest or dedication to police work: Badge heavy "Job, not career" attitude Indifferent Lack of job commitment

Reluctant to comply with supervision

Huntington Park Police Department

STANDARDIZED GUIDELINES

II. ATTITUDE TOWARD POLICE WORK (Continued)

Acceptable: (#4)

Shows active interest and dedication to police work: "Does the job" Participatory Willingly complies with supervision

Superior: (#7)

Shows active interest in and dedication to police work: Enthusiastic Highly Motivated Professional Endorses supervisory policies Endorses departmental policies

III. ACCEPTANCE OF CRITICISM: VERBAL / BEHAVIOR

Not Acceptable: (#1)

Unable to accept criticism in a positive manner:

Argumentative Rationalizes Refuses to make corrections Defensive Hostile Immature

Acceptable: (#4)

Able to accept criticism in a positive manner:

Applies to criticism in future efforts

Mature

Able to question without being argumentative or defensive

Huntington Park Police Department

STANDARDIZED GUIDELINES

III. ACCEPTANCE OF CRITICISM: VERBAL / BEHAVIOR (Continued)

Superior: (#7)

Willing to solicit criticism to assist personal growth:

Accepts responsibility for acts Mature Confident

IV. ATTITUDE TOWARD CITIZENS

Not Acceptable: (#1)

Unable to establish competent, courteous interpersonal contacts

Abrupt Belligerent Overbearing Racist Sexist

Acceptable: (#4)

Generally establishes competent, courteous interpersonal contacts:

Friendly Empathetic Fair Impartial Non-Discriminatory <u>Superior:</u> (**#7**) Objective Professional

Empathetic

At ease in all personal encounters

Huntington Park Police Department

STANDARDIZED GUIDELINES

V. ATTITUDE TOWARD POLICE PERSONNEL

Not Acceptable: (#1)

Belittles and rejects the duties, roles, experience, and responsibilities of other department personnel.

Patronizing Aloof Insubordinate Sarcastic Gossips maliciously

Acceptable: (#4)

Respects and supports the duties, roles, experience, and responsibilities of other department personnel:

Considerate Sincere "Team Player" Comfortable with Chain of Command

Superior: (#7)

Actively assists other department personnel in their duties, roles, responsibilities and authority:

Assumes leadership role Supportive Facilitates supervisory responsibilities Good listener

VI. SELF IMAGE AND CONFIDENCE

Not Acceptable: (#1) Timid Lack of Confidence Overly aggressive Avoids contacts and other persons Overly critical of self and others Withdrawn, unable to communicate Has little or no command presence

Huntington Park Police Department

STANDARDIZED GUIDELINES

VI. SELF IMAGE AND CONFIDENCE (Continued)

Acceptable: (#4) Mature Shows concern for others Reliable Confident Interacts well with others Empathetic Superior: (#7) Self starter Decisive Motivated Extremely reliable Has exceptional command presence

KNOWLEDGE

VII. DEPARTMENT POLICIES AND PROCEDURES

Not Acceptable: (#1)

Fails to follow guidelines set forth in Departmental Policy; after counseling, still neglects to follow them.

<u>Acceptable:</u> (#4) Follows the guidelines of Departmental Policy.

Superior: (#7)

Working knowledge and consistent application of Department Policy.

Huntington Park Police Department

STANDARDIZED GUIDELINES

VIII. ENFORCEMENT CODES

Not Acceptable: (#1)

Demonstrates minimal knowledge of basic sections and their elements; not motivated to learn; little or no improvement.

Acceptable: (#4)

Demonstrates working knowledge of commonly used sections; able to relate elements to observed criminal / traffic activity.

Superior: (#7)

Demonstrates exceptional knowledge of codes and ability to apply them to both usual and unusual violations.

IX. USE OF CHAIN OF COMMAND

Not Acceptable: (#1)

Demonstrates little knowledge of or shows lack of concern for rank structure within the police department.

Acceptable: (#4)

Exhibits some knowledge of the chain of command and tends to agree and use it.

Superior: (#7)

Knows the complete chain of command, how to use it, and advocates its use.

X. USE OF RESOURCES

Not Acceptable: (#1)

Officer cannot locate and/or does not use information resources available through the Investigation and Records Bureau.

Huntington Park Police Department

STANDARDIZED GUIDELINES

X. USE OF RESOURCES (Continued)

Acceptable: (#4)

Officer can locate and use information available through the Investigation and Records Bureau.

Superior: (#7)

Officer utilizes all information resources available on a regular basis and shares this information with other officers.

XI. FIRST AID

Not Acceptable: (#1)

Lack of knowledge of basic First Aid and CPR Does not possess valid First Aid / CPR card Unable to determine if injured victim requires further medical assistance

ACCEPTABLE: (#4)

Knowledge of basic First Aid and CPR Able to recognize visible injuries and how to request medical assistance

Superior: (#7)

Bearer or First Aid / CPR Instructors Card Able to determine type of injuries and regularly applies First Aid prior to medical assistance arriving

XII. BATON

Not Acceptable: (#1)

Does not or forgets to carry baton on calls Does not show familiarity with use of baton Does not know when baton can be used (Escalation of use of force) Overly aggressive with use of baton

Huntington Park Police Department

STANDARDIZED GUIDELINES

XII. BATON (Continued)

Acceptable: (#4)

Shows knowledge in the proper use of baton Knowledge in use of baton in escalation of force

Superior: (#7)

Thorough knowledge in the use of the baton Knowledgeable in Department Policy in the use of the baton

PERFORMANCE

XIII. DRIVING SKILLS: NORMAL

Not Acceptable: (#1)

Indicates poor driving habits and forgets normal vehicle operation and courtesies:

Continually violates Vehicle Code Exhibits attitude of superiority driving Involvement in preventable accidents Inability to exit vehicle safely

Acceptable: (#4)

Indicates proper driving habits and exhibits common road courtesies:

Defensive driving posture Concern for public safety Conforms to Vehicle Code regulations Ability to properly exit vehicles

Superior: (#7)

Exhibits exceptional driving habits and vehicle control:

Lawful, courteous, defensive driving Is an example to other motorists Ability to quickly and safely exit vehicles

Huntington Park Police Department

STANDARDIZED GUIDELINES

XIV. REPORT WRITING: ACCURACY / ORGANIZATION / FORMS

Not Acceptable: (#1)

General inability to accurately organize a concise, understandable report:

Omission or misstatement of facts

Elements of crime missing

Confusing or misleading narrative

Does not have necessary forms, nor familiar with them and their intended use

Acceptable: (#4)

General ability to write reports accurately in a well organized fashion:

Complete statement of facts Specific crime elements delineated Good organization Reasonable time used in completing reports Does have forms and knowledge reference their use

Superior: (#7)

Exceptional ability to write reports accurately in a well-organized fashion. Complete statement of facts Specific crime elements delineated Special attention to appropriate detail Good / proper organization Timely completion of reports Has all forms and complete knowledge reference their use

XV. REPORT WRITING: SPELLING / GRAMMAR / NEATNESS

Not Acceptable: (#1)

General inability to use proper grammar and spelling; turning in incorrect reports:

Huntington Park Police Department

STANDARDIZED GUIDELINES

XV. REPORT WRITING: SPELLING / GRAMMAR / NEATNESS (Continued)

Consistent grammatical errors Continual spelling errors Illegible reports

Acceptable: (#4)

General ability to write neat reports with proper use of grammar and few spelling errors:

Correct grammar Minimal spelling errors Legible reports

Superior: (#7)

Exceptional ability to have neat, clean reports, proper grammar, and no spelling errors.

XVI. USE OF MAP

Not Acceptable: (#1)

Unaware of officers location while on patrol; inability to use map; unable to relate present location to destination.

Acceptable: (#4)

Demonstrates reasonable knowledge of area structure; able to use map; knows their location most of the time.

Superior: (#7)

Ability to get to destination by quickest route; always aware of location.

Huntington Park Police Department

STANDARDIZED GUIDELINES

XVII. STRESS CONTROL: VERBAL / BEHAVIOR

Not Acceptable: (#1)

Outwardly emotional and unable to maintain order:

Loses temper Visibly nervous and agitated Cannot control situations Unable to function on routine matters Unable to show emotional stability

Acceptable: (#4)

Exhibits a controlled attitude and able to maintain order:

Control of temper Visibly calm Able to control situation Displays emotional stability

Superior: (#7)

Composed and professional demeanor and able to maintain order:

Excellent self control Able to resolve or defuse situations Able to coordinate actions with fellow officers

XVIII. OFFICER SAFETY: SELF / COVERING

Not Acceptable: (#1)

Does not demonstrate an understanding of, or consistently utilize, principles of officer safety:

Fails to utilize safety training

Cannot identify hazards

Exposes partner or self to danger

Creates hazardous conditions

Huntington Park Police Department

STANDARDIZED GUIDELINES

XVIII. OFFICER SAFETY: SELF / COVERING (Continued)

Acceptable: (#4)

Maintain a good defensive posture and consistently applies principles of officer safety:

Occasional minor error in safety principles Recognition of potential hazards

Adequately covers partner and self

Superior: (#7)

Always maintains a superior defensive posture for him/herself and others:

Safety training reflected in all situations

Awareness of and responsive to potential hazards / escalations Vigilant

Excellent cover for self and other officers

XIX. RADIO: TRANSMISSIONS / RECEPTIONS / COMPREHENSION / ARTICULATION

Not Acceptable: (#1)

Repeatedly misses the call sign; unaware of radio traffic to other units; does not know radio / disposition codes.

Acceptable: (#4)

Comprehends most radio transmissions; generally aware of other unit transmissions; proper use of radio / disposition codes.

Superior: (#7)

Always comprehends radio transmissions; always aware of and reacts quickly to other unit activity; always uses proper codes for radio requests and gives proper disposition codes.

Huntington Park Police Department

STANDARDIZED GUIDELINES

XX. SELF INITIATED FIELD ACTIVITY

Not Acceptable: (#1)

Does not see or avoids activity; will not follow-up on situations or rationalize suspicious circumstances:

Shy, withdrawn, passive, uninquisitive

Acceptable: (#4)

Generally recognizes and identifies suspected criminal activity; initiates the contact:

Observant, inquisitive

Sup erior: (#7)

Recognizes and identifies suspected criminal activity; initiates the contact; utilizes auxiliary crime information tools in developing reasonable cause for subsequent arrests / contacts.

XXI. ECONOMY OF TIME

Not Acceptable: (#1)

Unable to effectively manage time:

Frequent tardiness Inefficient Excessive and inappropriate use of overtime Poor work organization Leaves work unfinished

Acceptable: (#4) Reports for duty on time Efficient Appropriate use of overtime Generally well organized Completes assigned tasks

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXI. ECONOMY OF TIME (Continued)

Superior: (#7) Always on time Efficient A planner Well organized Conscientious use of overtime Completes assigned tasks and seeks other or new assignments

XXII. COMMON SENSE AND GOOD JUDGEMENT

Not Acceptable: (#1)

This officer exhibits poor common sense: Acts without thought Indecisive Naive

Acceptable: (#4)

This officer demonstrates the ability to use good judgement:

Able to reason out a problem Relate to what has been taught Good perception Ability to make own decisions

Superior: (#7)

This officer demonstrates an exceptionally high level of good judgement:

Excellent perception Foresees problems Arrives at advanced solutions

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXIII. INVESTIGATIVE SKILLS

Not Acceptable: (#1)

This officer exhibits inadequate skills to handle a criminal investigation:

Does not preserve crime scene Destroys physical evidence Does not relate evidence to crime Does not locate all crime scenes Conducts improper searches Does not follow through on relevant leads

Acceptable: (#4)

This officer demonstrates an ability to adequately handle a criminal investigation:

Identifies crime scene and evidence related to same Knows and applies laws of search and seizure

Superior: (#7)

This officer demonstrates an exceptional ability to handle and coordinates even major criminal investigations.

Immediately recognizes relevant evidence Follows through on leads as far as practical Conducts thorough searches after determining legality of same

XXIV. INTERVIEW / INTERROGATION SKILL

Not Acceptable (#1)

This officer exhibits inadequate skills to interview or interrogate during an investigation.

Does not know the difference between interview and interrogation Does not locate all persons to be interviewed / interrogated

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXIV. INTERVIEW / INTERROGATION SKILL (Continued)

Does not get all relevant information Does not utilize Miranda warnings when applicable Does not separate persons to be questioned Accepts statements without attempting to verify

Acceptable: (#4)

This officer demonstrates the ability to adequately conduct interviews / interrogations during investigations:

Recognizes those who must be interviewed / interrogated Courteously and efficiently conducts same within legal guidelines

Superior: (#7)

This officer demonstrates the ability to conduct interviews / interrogations even in adverse circumstances:

Utilizes techniques to put people at ease while interviewing / interrogating Recognizes proper approaches to interrogate suspects

XXV. BACK-UP OFFICER ROLE

Not Acceptable: (#1)

Does not voluntarily respond to back-up fellow officers Slow to respond to back up other officers Does not use good officer safety techniques to protect other officers

<u>Acceptable:</u> (#4) Voluntarily responds to back-up fellow officers Uses good officer safety techniques

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXV. BACK-UP OFFICER ROLE (Continued)

Superior: (#7)

Routinely responds to back-up fellow officers Quick to respond Utilizes good back-up officer safety techniques

XXVI. VEHICLE STOPS: LOW / HIGH RISK

Not Acceptable: (#1)

Poor unit positioning at traffic stop Failure to call out traffic stop (Location / Plate) Lack of command on felony stops Unable to activate lights and siren effectively

Acceptable: (#4)

Unit positioning reflects officer safety methods Regularly calls our traffic stops Able to control situation and issue cite Able to control felony stop until back-up arrives Familiar and comfortable with unit controls

Superior: (#7)

Always positions unit for best officer safety position
Always calls out traffic stops
Able to control traffic stop and issue citations
Able to control and direct felony traffic stop
Knowledgeable and selective with types of unit controls in various siren conditions

XXVII. EVIDENCE COLLECTION & PRESERVATION

Not Acceptable: (#1)

Does not recognize evidence relating to crime Unable to successfully lift latent prints Unable to collect evidence without destroying it Fails to enter all property into the Property Control System Unable to maintain control of evidence

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXVII. EVIDENCE COLLECTION & PRESERVATION (Continued)

Acceptable: (#4)

Able to recognize and collect evidence related to crime Able to recognize and lift latent prints Able to maintain good evidence control Enters all property into the Property Control System

Superior: (#7)

Seeks out and recognizes evidence related to crime Regularly recognizes and lifts latent prints from crime scene Controls and directs evidence collection at the crime scene Maintains control of all property collected and enters all property into the Property Control System

XXVIII. PEDESTRIAN STOPS

Not Acceptable: (#1) Avoids pedestrian stops Fails to show command presence on pedestrian stops Does not file F.I. cards Does not use good officer safety techniques

Acceptable: (#4)

Usually makes pedestrian stops on suspicious persons Usually files F.I. cards on subjects stopped Able to control the situation Uses good officer safety techniques

Superior: (#7)

Seeks out and makes pedestrian stops on suspicious persons Always files F.I. cards on suspicious persons Able to control the situation with multiple subjects Always uses good officer safety techniques

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXIX. IMPOUNDING VEHICLES

Not Acceptable: (#1)

Unable to correctly file a CHP-180 Fails to make a vehicle inventory, and list property on the CHP-180 Failure to acknowledge vehicle damage on CHP-180

Acceptable: (#4)

Able to correctly file a CHP-180 Able to correctly inventory a vehicle and list property on the CHP-180 Recognizes and acknowledges vehicle damage on the CHP- 180

Superior: (#7)

Always correctly files a CHP-180 Always inventories the vehicle, and lists property on the CHP-180 Always inspects and indicates vehicle condition on CHP-180

XXX. WARRANTS

Not Acceptable: (#1)

Fails to check persons stopped for warrants Does not know how to pull a warrant from the system Does not recognize the limitations on a warrant Does not know the different types of warrants

Acceptable: (#4)

Usually checks persons stopped for warrants Able to pull a warrant from the system

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXX. WARRANTS (Continued)

Superior: (#7)

Always checks persons stopped for warrants Familiar with the warrant system Actively seeks out warrant suspects

XXXI. HANDLING DISPUTES

Not Acceptable: (#1)

Unable to display command presence at the scene of a dispute Unable to calm the scene and settle problem Unable to gather information to determine if there is a crime involved Unknowledgeable in options for parties in dispute

Acceptable: (#4)

Able to control the scene Able to determine if crime occurred or if advisal only is needed Able to provide options for parties involved

Superior: (#7)

Able to control the scene with command presence Able to display nonbiased attitude

Recognizes arrest or advisal situations and acts upon it without escalating situation

Provides flyers or information on options for various counseling services

XXXII. TRANSPORTING OF PRISONERS

Not Acceptable: (#1)

Fails to properly secure prisoners in unit Fails to advise of starting / ending mileage when transporting female prisoners

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXXII. TRANSPORTING OF PRISONERS (Continued)

Acceptable: (#4)

Properly secures and controls prisoners in unit Advises of starting / ending mileage when transporting female prisoners

Superior: (#7)

Secures, controls, and prot ects prisoners in the unit Always advises of starting / ending mileage when transporting female prisoners

XXXIII. MENTAL ILLNESS CASES

Not Acceptable: (#1)

Unable to determine if subject is a danger to himself Does not know procedure and Crisis Center locations for Mental Illness cases

<u>Acceptable:</u> (#4) Able to recognize and handle most Mental Illness cases

Superior: (#7)

Able to recognize and handle all Mental Illness Cases

XXXIV. VEHICLE COLLISIONS

Not Acceptable: (#1)

Unable to properly file a traffic accident report Unable to determine primary collision factor Unable to control accident scene Unsure of procedure for requesting Paramedics and Tow Failure to seek unbiased witnesses at scene

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXXIV. VEHICLE COLLISIONS (Continued)

Acceptable: (#4)

Able to properly file the proper traffic accident report Able to determine primary and secondary collision factors Utilizes command and control of the scene Gathers information from witnesses at the scene

Superior: (#7)

Able to correctly file a traffic accident report and to determine which type of report is required

Able to control and direct other officers at the scene

Able to determine violations and cite parties at fault due to specific Traffic Accident Investigation training

XXXV. DRIVING UNDER INFLUENCE CASES

Not Acceptable: (#1)

Failure to recognize DUI vehicles Unsure as to various Field Sobriety Testing procedures Unable to properly write a DUI arrest report Not trained in the current breath analysis machine -Unable to recognize "Under the Influence" symptoms

Acceptable: (#4)

Recognizes and makes traffic stops on DUI vehicles Able to demonstrate and grade Field Sobriety Tests Able to properly write a DUI arrest report Trained in the current breath analysis machine Able to recognize "Under the Influence" symptoms

Superior: (#7)

Actively seeks out DUI violators Able to recognize differences in types of "Under the Influence" cases Able to demonstrate FST's and write a proper DUI report

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXXVI. ANIMAL CONTROL

Not Acceptable: (#1) Unsure what to do with an injured animal Does not know procedure in handling animal cases

Acceptable: (#4)

Knows procedure in handling animal cases

Superior: (#7)

Knows and follows Departmental Policy in handling animal cases

XXXVII. MISSING PERSONS

Not Acceptable: (#1)

Does not know procedure in taking a Missing Persons report Fails to take Missing Persons report when asked

Acceptable: (#4)

Knows departmental procedures in filing Missing Persons Reports

Superior: (#7)

Knows and follows departmental procedures in filing Missing Persons reports

Gathers as much information as possible on missing person

XXXVIII. COURT ROOM DEMEANOR

Not Acceptable: (#1) Fails to report to Court on time Fails to review report prior to court Does not have evidence required for case Nervous, unsure, and hesitant during testimony Embellishing testimony Not providing a professional appearance in court

Huntington Park Police Department

STANDARDIZED GUIDELINES

XXXVIII. COURTROOM DEMEANOR (Continued)

Acceptable: (#7)

Appears for court on time with required evidence for case Has reviewed arrest report prior to trial Confident and professional on the stand Provides the facts in the case Provides testimony in an unbiased manner

Superior: (#7)

Always appears for court on time Testifies in a calm, clear, professional manner Is knowledgeable in the case from prior review of report Unbiased testimony

XXXIX. CROWD CONTROL

Not Acceptable (#1) Lacks any command presence Permits the crowd to control situation Uses excessive force in attempt to control crowds

Acceptable: (#4)

Able to assist in controlling crowd Works well with other officers in crowd control Uses sufficient force

Superior: (#7)

Able to control and guide crowd Able to pick out main agitators in crowd and arrest them Uses sufficient force in controlling crowd Able to direct other officers

Huntington Park Police Department

STANDARDIZED GUIDELINES

JOB READY

XL. EQUIPMENT: PERSONAL / DEPARTMENT

Not Acceptable: (#1)

Does not have the necessary equipment; not ready to enter the field:

Lacks necessary equipment Improper maintenance of weapons Improperly maintained equipment

Acceptable: (#4)

Has necessary equipment and is ready to enter the field:

All necessary equipment Properly maintained weapons Properly maintained equipment

Superior: (#7)

Totally equipped / prepared to handle all routine and non-routine field encounters:

Carries additional equipment and supplies which enhance job performance Exceptional maintenance of weapons Exceptional maintenance of equipment

XLI. INFORMED: CRIME / TRAFFIC / AREA PROBLEMS

Not Acceptable: (#1)

Officer's patrol strategies and citizen contacts do not reflect any informational preparation or forethought:

Does not use crime information data

Unaware of problem areas

No contacts with other details

Huntington Park Police Department

STANDARDIZED GUIDELINES

XLI. INFORMED: CRIME / TRAFFIC / AREA PROBLEMS (Continued)

Acceptable: (#4)

Officer's patrol strategies and citizen contacts reflect routine preparation: Reads crime information data Is aware of area problems Makes contact with Detectives and Traffic

Superior: (#7)

Officer's patrol strategies and citizen contacts reflect superior preparation: Keeps updated on all crime / traffic data Takes action concerning area and community events, meetings, and problems Utilizes all information sources Makes regular contacts with Detectives / Traffic

XLII. CONDITION

Not Acceptable: (#1)

Physical condition inhibits officer's ability to perform the police function:

Weight disproportionate to height Slow recovery from physical stress / exertion Unreasonable fatigue during shift Lack of concern over physical condition Unwilling to exercise

Acceptable: (#4)

Physical condition allows officer to properly perform the police function:

Weight proportionate to height

Reasonable recovery from physical stress / exertion

Adequate stamina throughout shift

Some self-initiated exercise / conditioning

Huntington Park Police Department

STANDARDIZED GUIDELINES

XLII. CONDITION (Continued)

Superior: (#7)

Physical condition enhances officer's ability to perform the police function: Weight proportionate to height Rapid recovery from physical stress / exertion Excellent stamina Regular self-initiated conditioning / exercise Good muscle tone

XLIII. COORDINATION

Not Acceptable: (#1)

Officer doesn't possess the necessary coordinative skills for police work:

Clumsy while performing routine tasks Difficulty performing several associated actions Lack of manual dexterity Unable to safely drive / write Unable to safely drive / use radio and/or computer

Acceptable: (#4)

Officer possesses the necessary coordinative skills for police work:

Able to perform several associated actions Manually dexterous Can safely drive while using the radio, the computer, or writing

Superior: (#7)

Officer exhibits excellent coordinative skills:

Exceptional ability to perform several associated actions

Exceptional manual dexterity

Exceptional ability to drive safely while using the radio, the computer, or writing

Huntington Park Police Department

WEEK 1 EVALUATION

OFFI	ICER:	FTO:									
DAT	E: SHIFT:	DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Tr ings must be supported by explanation under CO	C	ion]								
1.	GENERAL APPEARANCE I		1	2	3	4	5	6	7	NO	NRT
2.	CONDITION XLII										NRT
3.	COORDINATION XLIII		1	2	3	4	5	6	7	NO	NRT
4.	EQUIPMENT XL		1	2	3	4	5	6	7	NO	NRT
5.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
6.	SELF IMAGE & CONFIDENCE VI		1	2	3	4	5	6	7	NO	NRT
7.	DEPARTMENT POLICIES & PROCEDURE	S VII	1	2	3	4	5	6	7	NO	NRT
8.	USE OF CHAIN OF COMMAND IX		1	2	3	4	5	6	7	NO	NRT
9.	USE OF MAP XVI		1	2	3	4	5	6	7	NO	NRT
10.	OFFICER SAFETY XVIII		1	2	3	4	5	6	7	NO	NRT
11.	COMMON SENSE & GOOD JUDGEMENT	XXII	1	2	3	4	5	6	7	NO	NRT
12.	BACK-UP OFFICER ROLE XXV		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 2 EVALUATION

OFF	ICER: F	ETO:									
DAT	'E: SHIFT: I	DAY:				PH	AS	E:			
	TING SCALE:1.Unacceptable4.Acceptable7.SuperiorNO.Not ObservedNRT.Not Responding to Traiings must be supported by explanation under CON	0	n]								
1.	ATTITUDE TOWARD POLICE WORK II		1	2	3	4	5	6	7	NO	NRT
2.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
3.	ATTITUDE TOWARD CITIZENS IV		1	2	3	4	5	6	7	NO	NRT
4.	ATTITUDE TOWARD POLICE PERSONNEL	V	1	2	3	4	5	6	7	NO	NRT
5.	SELF IMAGE AND CONFIDENCE VI		1	2	3	4	5	6	7	NO	NRT
6.	DEPARTMENT POLICIES & PROCEDURES	VII	1	2	3	4	5	6	7	NO	NRT
7.	ENFORCEMENT CODES VIII		1	2	3	4	5	6	7	NO	NRT
8.	USE OF RESOURCES X		1	2	3	4	5	6	7	NO	NRT
9.	USE OF MAP XVI		1	2	3	4	5	6	7	NO	NRT
10.	TRANSPORTING OF PRISONERS XXXII		1	2	3	4	5	6	7	NO	NRT
11.	BACK-UP OFFICER ROLE XXV		1	2	3	4	5	6	7	NO	NRT
12.	IMPOUNDING VEHICLES XXIV		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 3 EVALUATION

OFFI	OFFICER: FTO:										
DAT	E: SHIFT: I	DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Trai	U	on]								
1.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	SELF IMAGE & CONFIDENCE VI		1	2	3	4	5	6	7	NO	NRT
3.	DEPARTMENT POLICIES & PROCEDURES	VII	1	2	3	4	5	6	7	NO	NRT
4.	ENFORCEMENT CODES VIII		1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
7.	USE OF MAP XVI		1	2	3	4	5	6	7	NO	NRT
8.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
9.	BACK-UP OFFICER ROLE XXV		1	2	3	4	5	6	7	NO	NRT
10.	VEHICLE STOPS XXVI		1	2	3	4	5	6	7	NO	NRT
11.	EVIDENCE COLLECTION & PRESERVATIO	N XXVII	1	2	3	4	5	6	7	NO	NRT
12.	INFORMED XLI		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 4 EVALUATION

OFFI	CER:	FTO:									
DAT	E: SHIFT:	DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to	C									
[Rati	ings must be supported by explanation under	COMMENTS section	on J								
1.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD CITIZENS IV		1	2	3	4	5	6	7	NO	NRT
3.	ATTITUDE TOWARD POLICE PERSON	INEL V	1	2	3	4	5	6	7	NO	NRT
4.	SELF IMAGE AND CONFIDENCE V	I	1	2	3	4	5	6	7	NO	NRT
5.	DRIVING SKILLS XIII		1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
7.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
8.	STRESS CONTROL XVII		1	2	3	4	5	6	7	NO	NRT
9.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
10.	COMMON SENSE & GOOD JUDGEME	NT XXII	1	2	3	4	5	6	7	NO	NRT
11.	INVESTIGATIVE SKILLS XXIII		1	2	3	4	5	6	7	NO	NRT
12.	INTERVIEW / INTERROGATION SKIL	LS XXIV	1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 5 EVALUATION

OFFICER: FTO:			:								
DATE:	SHIFT:	DAY	:			PH	AS	E:			
	4. Acceptable 7. Superior NO. Not Observe RT. Not Respond	ed ding to Training]							
1. ACCEPTANCE	OF CRITICISM	III		1 2	3	4	5	6	7	NO	NRT
2. SELF IMAGE &	CONFIDENCE	VI		1 2	3	4	5	6	7	NO	NRT
3. USE OF CHAIN	OF COMMAND	IX		1 2	3	4	5	6	7	NO	NRT
4. DRIVING SKIL	LS XIII			1 2	3	4	5	6	7	NO	NRT
5. REPORT WRIT	ING XIV			12	3	4	5	6	7	NO	NRT
6. REPORT WRIT	ING XV			12	3	4	5	6	7	NO	NRT
7. USE OF MAP	XVI			12	3	4	5	6	7	NO	NRT
8. RADIO XIX				12	3	4	5	6	7	NO	NRT
9. VEHICLE STOP	PS XXVI			12	3	4	5	6	7	NO	NRT
10. EVIDENCE CO	LLECTION & PRE	SERVATION	XXVII	12	3	4	5	6	7	NO	NRT
11. PEDESTRIAN S	STOPS XXVII			12	3	4	5	6	7	NO	NRT
12. HANDLING DIS											NRT
				1 <i>2</i>	5	-	5	0	,	110	11111

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 6 EVALUATION

OFFI	ICER:	FTC):									
DAT	'E: SHIFT:	DAY	Y:				PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to T ings must be supported by explanation under C		0	.]								
1.	GENERAL APPEARANCE I			1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD POLICE WORK	II		1	2	3	4	5	6	7	NO	NRT
3.	ACCEPTANCE OF CRITICISM III			1	2	3	4	5	6	7	NO	NRT
4.	SELF IMAGE & CONFIDENCE VI			1	2	3	4	5	6	7	NO	NRT
5.	DEPARTMENT POLICIES & PROCEDUR	ES '	VII	1	2	3	4	5	6	7	NO	NRT
6.	ENFORCEMENT CODES VIII			1	2	3	4	5	6	7	NO	NRT
7.	DRIVING SKILLS XIII			1	2	3	4	5	6	7	NO	NRT
8.	REPORT WRITING XIV			1	2	3	4	5	6	7	NO	NRT
9.	REPORT WRITING XV			1	2	3	4	5	6	7	NO	NRT
10.	STRESS CONTROL XVII			1	2	3	4	5	6	7	NO	NRT
11.	OFFICER SAFETY XVIII											NRT
12.	RADIO XIX			1								NRT
14.	CONT	'INUF	E D 1	I	4	5	Ŧ	5	U	,	110	11111

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 6 EVALUATION

OFFI	ICER:	FTO:									
DAT	'E: SHIFT:	DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Tr ings must be supported by explanation under CC		11								
			-								
13.	SELF INITIATED FIELD ACTIVITY XX		1	2	3	4	5	6	7	NO	NRT
14.	COMMON SENSE & GOOD JUDGEMENT	XXII	1	2	3	4	5	6	7	NO	NRT
15.	INVESTIGATIVE SKILLS XXIII		1	2	3	4	5	6	7	NO	NRT
16.	BACK-UP OFFICER ROLE XXV		1	2	3	4	5	6	7	NO	NRT
17.	VEHICLE STOPS XXVI		1	2	3	4	5	6	7	NO	NRT
18.	PEDESTRIAN STOPS XXVIII		1	2	3	4	5	6	7	NO	NRT
19.	IMPOUNDING VEHICLES XXIX		1	2	3	4	5	6	7	NO	NRT
20.	WARRANTS XXX		1	2	3	4	5	6	7	NO	NRT
21.	HANDLING DISPUTES XXXI		1	2	3	4	5	6	7	NO	NRT
22.	TRANSPORTING OF PRISONERS XXXI	I	1	2	3	4	5	6	7	NO	NRT
23.	DRIVING UNDER INFLUENCE CASES	XXXV	1	2	3	4	5	6	7	NO	NRT
24.	COORDINATION XLIII		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 7 EVALUATION

OFFI	ICER: FTO:									
DAT	`E: SHIFT: DAY:			_	PH	AS	E:			
	Indext State Inacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training ings must be supported by explanation under COMMENT	°S coation 1								
	ings must be supported by explanation under Colvinitient	5 section]								
1.	ATTITUDE TOWARD CITIZENS IV	1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD POLICE PERSONNEL V	1	2	3	4	5	6	7	NO	NRT
3.	USE OF CHAIN OF COMMAND IX	1	2	3	4	5	6	7	NO	NRT
4.	USE OF RESOURCES X	1	2	3	4	5	6	7	NO	NRT
5.	BATON XII	1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
7.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
8.	VEHICLE COLLISIONS XXXIV	1	2	3	4	5	6	7	NO	NRT
9.	MISSING PERSONS XXXVII	1	2	3	4	5	6	7	NO	NRT
10.	INFORMED XLI	1	2	3	4	5	6	7	NO	NRT
11.	OFFICER SAFETY XVIII	1	2	3	4	5	6	7	NO	NRT
12.	CONDITION XLII	1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 8 EVALUATION

OFF	ICER:	FTO:									
DAT	'E: SHIFT:	DAY:				PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Tra ings must be supported by explanation under CO	-	n]								
1.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	SELF IMAGE & CONFIDENCE VI		1	2	3	4	5	6	7	NO	NRT
3.	DEPARTMENT POLICIES & PROCEDURES	S VII	1	2	3	4	5	6	7	NO	NRT
4.	ENFORCEMENT CODES VIII		1	2	3	4	5	6	7	NO	NRT
5.	DRIVING SKILLS XIII		1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
7.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
8.	STRESS CONTROL XVII		1	2	3	4	5	6	7	NO	NRT
9.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
10.	INTERVIEW / INTERROGATION SKILLS	XXIV	1	2	3	4	5	6	7	NO	NRT
11.	VEHICLE STOPS XXVI		1								NRT
12.	MENTAL ILLNESS CASES XXXIII		1								NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 9 EVALUATION

OFF	ICER: FTO:									
DAT	E: SHIFT: DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training ings must be supported by explanation under COMMENTS secti	on]								
1.	GENERAL APPEARANCE I	1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD POLICE WORK II	1	2	3	4	5	6	7	NO	NRT
3.	ACCEPTANCE OF CRITICISM III	1	2	3	4	5	6	7	NO	NRT
4.	ATTITUDE TOWARD CITIZENS IV	1	2	3	4	5	6	7	NO	NRT
5.	ATTITUDE TOWARD POLICE PERSONNEL V	1	2	3	4	5	6	7	NO	NRT
6.	FIRST AID XI	1	2	3	4	5	6	7	NO	NRT
7.	USE OF MAP XVI	1	2	3	4	5	6	7	NO	NRT
8.	SELF INITIATED FIELD ACTIVITY XX	1	2	3	4	5	6	7	NO	NRT
9.	ECONOMY OF TIME XXI	1	2	3	4	5	6	7	NO	NRT
10.	COMMON SENSE & GOOD JUDGEMENT XXII	1	2	3	4	5	6	7	NO	NRT
11.	INVESTIGATIVE SKILLS XXIII	1	2	3	4	5	6	7	NO	NRT
12.	BACK-UP OFFICER ROLE XXV	1	2	3	4	5	6	7	NO	NRT
	[CONTINUED]									

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 9 EVALUATION

OFF	DFFICER: FTO:										
DAT	'E: SHIFT: DA	Y:			_	PH	AS	E:			
	TING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training ings must be supported by explanation under COMM	0	ı]								
13.	EVIDENCE COLLECTION & PERSERVATION	XXVII	1	2	3	4	5	6	7	NO	NRT
14.	IMPOUNDING VEHICLES XXIX		1	2	3	4	5	6	7	NO	NRT
15.	WARRANTS XXX		1	2	3	4	5	6	7	NO	NRT
16.	HANDLING DISPUTES XXXI		1	2	3	4	5	6	7	NO	NRT
17.	TRANSPORTING OF PRISONERS XXXII		1	2	3	4	5	6	7	NO	NRT
18.	VEHICLE COLLISIONS XXXIV		1	2	3	4	5	6	7	NO	NRT
19.	DRIVING UNDER INFLUENCE CASES XXX	V	1	2	3	4	5	6	7	NO	NRT
20.	ANIMAL CONTROL XXXVI		1	2	3	4	5	6	7	NO	NRT
21.	COURT ROOM DEMEANOR XXXVIII		1	2	3	4	5	6	7	NO	NRT
22.	CROWD CONTROL XXXIX		1	2	3	4	5	6	7	NO	NRT
23.	CONDITION XLII		1	2	3	4	5	6	7	NO	NRT
24.	COORDINATION XLIII		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 10 EVALUATION

OFF	ICER: FTO:									
DAT	TE: SHIFT: DAY:				PH	AS	E:			
	TING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training tings must be supported by explanation under COMMENTS	S section 1								
[Itu		section]								
1.	SELF IMAGE & CONFIDENCE VI	1	2	3	4	5	6	7	NO	NRT
2.	ENFORCEMENT CODES VII	1	2	3	4	5	6	7	NO	NRT
3.	DRIVING SKILLS XIII	1	2	3	4	5	6	7	NO	NRT
4.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
6.	STRESS CONTROL XVII	1	2	3	4	5	6	7	NO	NRT
7.	OFFICER SAFETY XVIII	1	2	3	4	5	6	7	NO	NRT
8.	INTERVIEW & INTERROGATION XXIV	1	2	3	4	5	6	7	NO	NRT
9.	VEHICLE STOPS XXVI	1	2	3	4	5	6	7	NO	NRT
10.	PEDESTRIAN STOPS XXVII	1	2	3	4	5	6	7	NO	NRT
11.		_ 1	2	3	4	5	6	7	NO	NRT
12.		_ 1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 11 EVALUATION

OFF	ICER:	FTO:								
DAT	'E: SHIFT:	DAY:			PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Tr ings must be supported by explanation under CO	-								
1.	ENFORCEMENT CODES VIII	1	2	3	4	5	6	7	NO	NRT
2.	USE OF CHAIN OF COMMAND IX	1	2	3	4	5	6	7	NO	NRT
3.	USE OF RESOURCES X	1	2	3	4	5	6	7	NO	NRT
4.	FIRST AID XI	1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
7.	OFFICER SAFETY XVIII	1	2	3	4	5	6	7	NO	NRT
8.	RADIO XIX	1	2	3	4	5	6	7	NO	NRT
9.	INVESTIGATIVE SKILLS XXIII	1	2	3	4	5	6	7	NO	NRT
10.	VEHICLE STOPS XXVI	1	2	3	4	5	6	7	NO	NRT
11.	PEDESTRIAN STOPS XXVIII	1	2	3	4	5	6	7	NO	NRT
12.	HANDLING DISPUTES	1	2	3	4	5	6	7	NO	NRT
	[CONTI	NUED]								

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 11 EVALUATION

OFFICER:	FTO:									
DATE: SHIFT:	DAY:			_	PH	AS	E:			
RATING SCALE:1.Unacceptable4.Acceptable7.SuperiorNO.Not ObservedNRT.Not Respondi[Ratings must be supported by explanation of the support of the s	ng to Training	ection]								
13. DRIVING UNDER INFLUENCE CA	SES XXXV	1	2	3	4	5	6	7	NO	NRT
14. COURT ROOM DEMEANOR XX	XXVIII	1	2	3	4	5	6	7	NO	NRT
15. EQUIPMENT XL		1	2	3	4	5	6	7	NO	NRT
16		1	2	3	4	5	6	7	NO	NRT
17		1	2	3	4	5	6	7	NO	NRT
18		1	2	3	4	5	6	7	NO	NRT
19		1	2	3	4	5	6	7	NO	NRT
20		1	2	3	4	5	6	7	NO	NRT
21		1	2	3	4	5	6	7	NO	NRT
22		1	2	3	4	5	6	7	NO	NRT
23		1	2	3	4	5	6	7	NO	NRT
24		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 12 EVALUATION

OFF	ICER:		FTO:									
DAT	E: SH	IIFT:	DAY:			_]	PH	AS	E:			
	4. 4 7. 5 NO. 1	Unacceptable Acceptable Superior Not Observed Not Responding		S section]								
1.	ACCEPTANCE OF CR	ITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	SELF IMAGE AND CC	NFIDENCE	VI	1	2	3	4	5	6	7	NO	NRT
3.	DRIVING SKILLS	KIII		1	2	3	4	5	6	7	NO	NRT
4.	REPORT WRITING	XIV		1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING	XV		1	2	3	4	5	6	7	NO	NRT
6.	STRESS CONTROL	XVII		1	2	3	4	5	6	7	NO	NRT
7.	OFFICER SAFETY	XVIII		1	2	3	4	5	6	7	NO	NRT
8.	RADIO XIX			1	2	3	4	5	6	7	NO	NRT
9.	SELF INITIATED FIEI	LD ACTIVITY	XX	1	2	3	4	5	6	7	NO	NRT
10.	ECONOMY OF TIME	XXI		1	2	3	4	5	6	7	NO	NRT
11.				1	2	3	4	5	6	7	NO	NRT
12.				1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 13 EVALUATION

OFFI	ICER:	FTO:									
DAT	E: SHIFT:	DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to T										
[Rat	ings must be supported by explanation under C	OMMENT	S section]								
1.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
3.	COMMON SENSE & GOOD JUDGEMENT	XXII	1	2	3	4	5	6	7	NO	NRT
4.	OFFICER SAFETY XVIII		1	2	3	4	5	6	7	NO	NRT
5.	INVESTIGATIVE SKILLS XXIII		1	2	3	4	5	6	7	NO	NRT
6.	INTERVIEW / INTERROGATION SKILLS	XXIV	1	2	3	4	5	6	7	NO	NRT
7.	HANDLING DISPUTES XXXI		1	2	3	4	5	6	7	NO	NRT
8.	TRANSPORTING OF PRISONERS XXX	XII	1	2	3	4	5	6	7	NO	NRT
9.	MISSING PERSONS XXXVII		1	2	3	4	5	6	7	NO	NRT
10.			_ 1	2	3	4	5	6	7	NO	NRT
11.			_ 1	2	3	4	5	6	7	NO	NRT
12.			_ 1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 14 EVALUATION

OFF	ICER:	FTO:									
DAT	E: SHIFT:	DAY:				PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to T ings must be supported by explanation under C		S section]								
1.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	SELF IMAGE & CONFIDENCE VI		1	2	3	4	5	6	7	NO	NRT
3.	ENFORCEMENT CODES VIII		1	2	3	4	5	6	7	NO	NRT
4.	DRIVING SKILLS XIII		1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
7.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
8.			. 1	2	3	4	5	6	7	NO	NRT
9.			. 1	2	3	4	5	6	7	NO	NRT
10.			. 1	2	3	4	5	6	7	NO	NRT
11.			. 1	2	3	4	5	6	7	NO	NRT
12.			. 1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 15 EVALUATION

OFFI	CER: FTO:									
DAT	E: SHIFT: DAY:				PH	AS	E:			
RAT	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training									
[Rat	ngs must be supported by explanation under COMMENTS	section]								
1.	GENERAL APPEARANCE I	1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD POLICE WORK II	1	2	3	4	5	6	7	NO	NRT
3.	ATTITUDE TOWARD CITIZENS IV	1	2	3	4	5	6	7	NO	NRT
4.	ATTITUDE TOWARD POLICE PERSONNEL V	1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
7.	ECONOMY OF TIME XXI	1	2	3	4	5	6	7	NO	NRT
8.		1	2	3	4	5	6	7	NO	NRT
9.		1	2	3	4	5	6	7	NO	NRT
10.		1	2	3	4	5	6	7	NO	NRT
11.		1	2	3	4	5	6	7	NO	NRT
12.		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 16 EVALUATION

OFF	ICER: FTO:									
DAT	TE: SHIFT: DAY:				PH	AS	E:			
	TING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training tings must be supported by explanation under COMMENTS	section 1								
[Itu		section]								
1.	SELF IMAGE & CONFIDENCE VI	1	2	3	4	5	6	7	NO	NRT
2.	DRIVING SKILLS XIII	1	2	3	4	5	6	7	NO	NRT
3.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
4.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
5.	OFFICER SAFETY XVIII	1	2	3	4	5	6	7	NO	NRT
6.	SELF INITIATED ACTIVITY XX	1	2	3	4	5	6	7	NO	NRT
7.	VEHICLE STOPS XXVI	1	2	3	4	5	6	7	NO	NRT
8.	PEDESTRIAN STOPS XXVIII	1	2	3	4	5	6	7	NO	NRT
9.	HANDLING DISPUTES XXXI	1	2	3	4	5	6	7	NO	NRT
10.	COURT ROOM DEMEANOR XXXVIII	1	2	3	4	5	6	7	NO	NRT
11.		1	2	3	4	5	6	7	NO	NRT
12.		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 17 EVALUATION

OFFICER: FTO:											
DAT	E: SHIFT:	DAY:				PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Tra ings must be supported by explanation under CO		ion]								
1.	ACCEPTANCE OF CRITICISM III		1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
3.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
4.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
5.	SELF INITIATED ACTIVITY XX		1	2	3	4	5	6	7	NO	NRT
6.	ECONOMY OF TIME XXI		1	2	3	4	5	6	7	NO	NRT
7.	BACK-UP OFFICER ROLE XXV		1	2	3	4	5	6	7	NO	NRT
8.	EVIDENCE COLLECTION & PRESERVATION	ON XXVII	1	2	3	4	5	6	7	NO	NRT
9.	WARRANTS XXX		1	2	3	4	5	6	7	NO	NRT
10.			1	2	3	4	5	6	7	NO	NRT
11.			1	2	3	4	5	6	7	NO	NRT
12.			1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 18 EVALUATION

OFFICER:	FTO:									
DATE: SHIFT:	DAY:			_	PH	AS	E:			
RATING SCALE:1.Unacceptable4.Acceptable7.SuperiorNO.Not ObservedNRT.Not Responding[Ratings must be supported by explanation und	e	ection]								
1. REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
2. REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
3. OFFICER SAFETY XVIII		1	2	3	4	5	6	7	NO	NRT
4. RADIO XIX		1	2	3	4	5	6	7	NO	NRT
5. INVESTIGATIVE SKILLS XXIII		1	2	3	4	5	6	7	NO	NRT
6. INTERVIEW / INTERROGATION SKI	LLS XXIV	1	2	3	4	5	6	7	NO	NRT
7		1	2	3	4	5	6	7	NO	NRT
8		1	2	3	4	5	6	7	NO	NRT
9		1	2	3	4	5	6	7	NO	NRT
10		1	2	3	4	5	6	7	NO	NRT
11		1	2	3	4	5	6	7	NO	NRT
12		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 19 EVALUATION [EXTENSION]

OFFI	CER: FTO:									
DAT	E: SHIFT: DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training									
[Rat	ings must be supported by explanation under COMMENTS section	n]								
1.	ACCEPTANCE OF CRITICISM III	1	2	3	4	5	6	7	NO	NRT
2.	ATTITUDE TOWARD POLICE PERSONNEL V	1	2	3	4	5	6	7	NO	NRT
3.	SELF IMAGE & CONFIDENCE VI	1	2	3	4	5	6	7	NO	NRT
4.	DRIVING SKILLLS XIII	1	2	3	4	5	6	7	NO	NRT
5.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
6.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
7.	SELF INITIATED FIELD ACTIVITY XX	1	2	3	4	5	6	7	NO	NRT
8.	BACK-UP OFFICER ROLE XXV	1	2	3	4	5	6	7	NO	NRT
9.	HANDLING DISPUTES XXXI	1	2	3	4	5	6	7	NO	NRT
10.	COURT ROOM DEMEANOR XXXVIII	1	2	3	4	5	6	7	NO	NRT
11.		1	2	3	4	5	6	7	NO	NRT
12.		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK 20 EVALUATION [EXTENSION]

OFF	ICER: FTO:									
DAT	E: SHIFT: DAY:			_	PH	AS	E:			
	ING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to Training ings must be supported by explanation under COMMENTS s	section]								
1.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
3.	RADIO XIX	1	2	3	4	5	6	7	NO	NRT
4.	DRIVING UNDER INFLUENCE CASES XXXV	1	2	3	4	5	6	7	NO	NRT
5.	EQUIPMENT XL	1	2	3	4	5	6	7	NO	NRT
6.		1	2	3	4	5	6	7	NO	NRT
7.		1	2	3	4	5	6	7	NO	NRT
8.		1	2	3	4	5	6	7	NO	NRT
9.		1	2	3	4	5	6	7	NO	NRT
10.		1	2	3	4	5	6	7	NO	NRT
11.		1	2	3	4	5	6	7	NO	NRT
12.		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

WEEK ____ EVALUATION [E X T E N S I O N]

OFF	CER:		FTO:									
DAT	E: \$	SHIFT:	DAY:				PH	AS	E:			
	ING SCALE: 1. 4. 7. NO. NRT.	Unacceptable Acceptable Superior Not Observed Not Responding to T	0									
	ings must be supported	by explanation under C		s section j								
1.	REPORT WRITING	XIV		1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING	XV		1	2	3	4	5	6	7	NO	NRT
3.				. 1	2	3	4	5	6	7	NO	NRT
4.				. 1	2	3	4	5	6	7	NO	NRT
5.				. 1	2	3	4	5	6	7	NO	NRT
6.				. 1	2	3	4	5	6	7	NO	NRT
7.				. 1	2	3	4	5	6	7	NO	NRT
8.				. 1	2	3	4	5	6	7	NO	NRT
9.				. 1	2	3	4	5	6	7	NO	NRT
10.				. 1	2	3	4	5	6	7	NO	NRT
11.				. 1	2	3	4	5	6	7	NO	NRT
12.				. 1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

TRAFFIC EVALUATION (WEEK 1)

OFF	ICER:	FTO:									
DAT	`E: SHIFT:	DAY:			_	PH	AS	E:			
RAT	TING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to T	raining									
[Rat	ings must be supported by explanation under C	COMMENTS	section]								
1.	REPORT WRITING XIV		1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING XV		1	2	3	4	5	6	7	NO	NRT
3.	VEHICLE COLLISIONS XXXIV		1	2	3	4	5	6	7	NO	NRT
4.	RADIO XIX		1	2	3	4	5	6	7	NO	NRT
5.	ENFORCEMENT CODES VIII		1	2	3	4	5	6	7	NO	NRT
6.	OFFICER SAFETY XVIII		1	2	3	4	5	6	7	NO	NRT
7.	SELF INTITIATED ACTIVITY $\mathbf{X}\mathbf{X}$		1	2	3	4	5	6	7	NO	NRT
8.	VEHICLE STOPS XXVI		1	2	3	4	5	6	7	NO	NRT
9.	IMPOUNDING VEHICLES XXIX		1	2	3	4	5	6	7	NO	NRT
10.			1	2	3	4	5	6	7	NO	NRT
11.			1	2	3	4	5	6	7	NO	NRT
12.			1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

Huntington Park Police Department

TRAFFIC EVALUATION (WEEK 2)

OFF	ICER:	FTO:								
DAT	`E: SHIFT:	DAY:			PH	AS	E:			
	TING SCALE: 1. Unacceptable 4. Acceptable 7. Superior NO. Not Observed NRT. Not Responding to T	8								
[Rat	ings must be supported by explanation under C	OMMENTS section]								
1.	REPORT WRITING XIV	1	2	3	4	5	6	7	NO	NRT
2.	REPORT WRITING XV	1	2	3	4	5	6	7	NO	NRT
3.	VEHICLE COLLISIONS XXXIV	1	2	3	4	5	6	7	NO	NRT
4.	RADIO XIX	1	2	3	4	5	6	7	NO	NRT
5.	ENFORCEMENT CODES VIII	1	2	3	4	5	6	7	NO	NRT
6.	OFFICER SAFETY XVIII	1	2	3	4	5	6	7	NO	NRT
7.	SELF INTITIATED ACTIVITY $\mathbf{X}\mathbf{X}$	1	2	3	4	5	6	7	NO	NRT
8.	VEHICLE STOPS XXVI	1	2	3	4	5	6	7	NO	NRT
9.	IMPOUNDING VEHICLES XXIX	1	2	3	4	5	6	7	NO	NRT
10.	DUI XXXV	1	2	3	4	5	6	7	NO	NRT
11.	FIRST AID XI	1	2	3	4	5	6	7	NO	NRT
12.		1	2	3	4	5	6	7	NO	NRT

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

The critique of the F.T.O. and the F.T.O. program by the trainee is an important part of the training program. The critique allows the Field Training Supervisor to receive feedback on the Field Training Officers and ensure that the training standard is being followed. It allows the Supervisor to get feedback from Trainee's on how to improve the program.

It is important that the Trainee provide a fair and accurate critique. The critique is for the supervisor's use only and will not be a part of the Trainee's training file. The critique will not be accessed by any Field Training Officers.

TRAINEE'S CRITIQUE OF THE F.T.O.

TR	AINEE						_					
FT	FTO:							_ PHASE:				
Rat	ting Scale:	4 –	- Acc - Sup	eptabl erior	e		be su unde	ipporte	E 1, 2, 6, or 7 must ed by an explanation COMMENT section on e)			
1.	DEMONS PROCED		ES KI	NOWI	LEDGI	EOF	DEPA	RTME	ENT POLICY AND			
		1	2	3	4	5	6	7	NO			
2.	EXPLAIN CLEAR A						ND A	NSWE	ERS QUESTIONS IN A			
		1	2	3	4	5	6	7	NO			
3.	OFFERS	CONS	ΓRUC	TIVE	CRIT	ICISM	1					
		1	2	3	4	5	6	7	NO			
4.	LISTENS	ATTE	NTIV	ELY								
		1	2	3	4	5	6	7	NO			
5.	NOTES P	ROBL	EM A	REAS	AND	TAK	ES TIN	ИЕ ТС	HELP CORRECT THEM			
		1	2	3	4	5	6	7	NO			
6.	IS WILLI	NG TC) BE I	IELPF	FUL							
		1	2	3	4	5	6	7	NO			
7.	DEMONS	STRAT	ES A	BILIT	Y TO I	MAK	E GOC	DD DE	CISIONS			
		1	2	3	4	5	6	7	NO			
8. RE	DEMON STRAINT	ГАСТІ	CS Al		SES TH	HESE		OPRI/	E OF PHYSICAL ATELY NO			
9.	DEMONS SKILLS A					H KN	OWLE	EDGE	OF INVESTIGATIVE			
		1	2	3	4	5	6	7	NO			

TRAINEE'S CRITIQUE OF THE F.T.O. PROGRAM

1. WHAT DID YOU LIKE ABOUT YOUR FTO DURING THIS PHASE?

2. WHAT DID YOU DISLIKE ABOUT YOUR FTO DURING THIS PHASE?

3. WHAT DID YOU LIKE ABOUT THE FTO PROGRAM DURING THIS PHASE?

- 4. WHAT DID YOU DISLIKE ABOUT THE FTO PROGRAM DURING THIS PHASE?
- 5. WHAT IMPROVEMENTS WOULD YOU RECOMMEND IN THE PROGRAM?

COMMENTS: (For ratings of 1 or 7 on FTO Critique)

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

DAILY EVALUATIONS

DAILY OBSERVATION REPORT NO.____ POLICE OFFICER FIELD TRAINING PROGRAM Huntington Park Police Department <u>DAILY EVALUATION</u>

OFFICER: DATE: SHIFT:			FTO:									
DATE: SHIFT: ASSIGNMENT:			PHASE:									
RATING SC	CALE:	1. 4. 7. NO. NRT.	Unacceptable Acceptable Superior Not Observed Not Responding	to Training	5							
CRITICAL	PERFO	ORMAN	NCE TASKS									
1.		g Skills:		1	2	3	4	5	6	7	NO	NRT
2.		g Skills:		1		3	4	5	6	7	NO	NRT
3.		ation/Use	of Map	1	2	3	4	5	6	7	NO	NRT
4.		r Safety		1	2		4	5	6	7	NO	NRT
5.		Procedure		1	2 2 2 2	3	4	5	6	7	NO	NRT
6.			ence/Control: stress	1	2	3 3	4 4	5 5	6	7	NO	NRT
7.	Comm	and Prese	ence/Control: normal	1	2	3	4	5	6	7	NO	NRT
OTHER PE	RFOR	MANCI	E TASKS:									
8.		gative Sk		1	2	3	4	5	6	7	NO	NRT
9.	Intervi	ew/Interro	ogation Techniques	1	2	3	4	5	6	7	NO	NRT
10.			accuracy	1	2 2 2	3	4	5	6	7	NO	NRT
11.			organization	1		3	4	5	6	7	NO	NRT
12.			use of time	1		3	4	5	6	7	NO	NRT
13.			grammar	1		3	4	5	6	7	NO	NRT
14.			eld Activity	1	2	3	4	5	6	7	NO	NRT
15.	Proble	m Solving	g/Decisions	1	2	3	4	5	6	7	NO	NRT
JOB KNOV												
16.		tmental Po	olicies	1	2	3	4	5	6	7	NO	NRT
17.	Penal			1	2	3	4	5	6	7	NO	NRT
18.		e Code		1	2 2 2		4	5	6	7	NO	NRT
19.			ent Codes	1	2	3	4	5	6	7	NO	NRT
20.	Radio	Codes		1	2	3	4	5	6	7	NO	NRT
ATTITUDE	/RELA	TIONS	HIP									
21.	Accept	tance of C	Criticism	1	2	3	4	5	6	7	NO	NRT
22.			ls Other Officers	1	2	3	4	5	6	7	NO	NRT
23.			ls Citizens	1	2	3	4	5	6		NO	NRT
24.	Appea	rance		1	2	3	4	5	6	7	NO	NRT
TEST RESI	ULTS											

25.	 Score:
26.	 Score:
27.	 Score:

DAILY OBSERVATION REPORT

DOR # _____

THE MOST SATISFACTORY AREA OF PERFORMANCE OF THE DAY WAS IN CATEGORY NUMBER: ______A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

THE LEAST SATISFACTORY AREA OF PERFORMANCE OF THE DAY WAS IN CATEGORY NUMBER: _____ A SPECIFIC INCIDENT WHICH JUSTIFIES THE RATING IS:

DOCUMENTATION OF PERFORMANCE AND COMMENTS:

CATEGORY

WRITE ANY FURTHER COMMENTS ON NARRATIVE CONTINUATION FORM

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

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

DAILY OBSERVATION REPORT NARRATIVE CONTINUATION FORM

	DOR #	
Page	of	

TRAINEE'S SIGNATURE (Name, Badge #, and Date) FTO'S SIGNATURE (Name, Badge #, and Date)

FT SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

FIELD TRAINING PROGRAM END OF PHASE REPORT (EPR)

Trainee	FTO
Date Phase Began:	Date Phase Ended:
Significant Strengths:	
1	
2	
3	
Significant Weaknesses:	
1	
2	
3.	
Additional Training/Remedial Efforts:	
Optional Comments:	
This trainee is in the week of traini week in terms of performance.	ng. In my judgement, this trainee is actually in the
This trainee (is / is not) performing at solo	patrol officer level.

TRAINEE'S SIGNATURE (Name, Badge #, and Date)

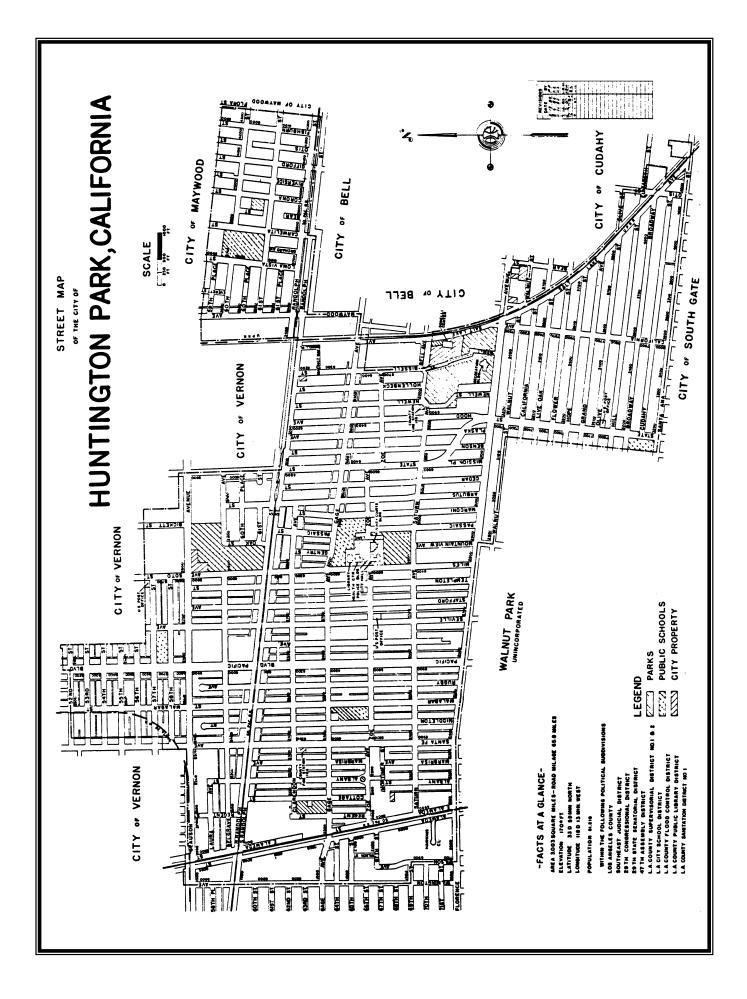
FTO'S SIGNATURE (Name, Badge #, and Date)

FTO SUPERVISOR'S SIGNATURE (Name, Badge #, and Date)

HUNTINGTON PARK POLICE DEPARTMENT FIELD TRAINING PROGRAM COMPLETION RECORD

FIELD TRAINING PROGRAM **COMPLETION RECORD**

Trainee Name	Badge #	Date of Completion
Name of Field Training Officer	Field Assignment	Field Training Dates (inclusive) FROM TO
I have been instructed in all items	recorded in this Field Traini	ing Record.
Signature of 7	Frainee	Date
I certify that Officer outlined in the Field Training Man performed in all of the functional a completed in a satisfactory manner a solo patrol officer.	ual and that the Officer und reas or categories. I also ce	ertify that all tests have been
Primary Field Training	Officer Signature	Date
Field Training Administrator	/Supervisor Signature	Date
I attest that the above named traine Program.	e has satisfactorily complet	ted the prescribed Field Training
Agency H	ead	Date



DIRECTIONS TO LOCAL JAILS/HOSPITALS

Huntington Park Police Department

TWIN TOWERS COUNTY JAIL

N/BOUND ON ALAMEDA FROM SLAUSON APPROX. FOUR MILES VEER RIGHT ON N. MAIN STREET APPROX. ONE BLOCK RIGHT ON VIGNESS RIGHT INTO FACILITY LOCK ALL WEAPONS PRIOR TO ENTERING FACILITY GATE

LOS ANGELES COUNTY MEDICAL CENTER (13TH FLOOR)

N/BOUND SOTO APPROX. SIX MILES CROSS OVER #10 FWY TURN LEFT ON MORENGO TURN RIGHT ON HOSPITAL ST. FOLLOW AROUND TO REAR ENTRANCE (GUARD HOUSE ON LEFT) ENTER DRIVEWAY AND GO UP RAMP TO SECOND LEVEL PARK AGAINST NORTH WALL OF PARKING LOT SECURE WEAPONS ON 13TH FLOOR UPON EXITING ELEVATOR

LOS PADRINOS JUVENILE HALL

E/BOUND FLORENCE TO SALT LAKE (E/SIDE) TURN RIGHT ON SALT LAKE TURN RIGHT ON ATLANTIC TURN LEFT ON FIRESTONE APPROX. THREE MILES TURN RIGHT ON OLD RIVER SCHOOL ROAD APPROX. TWO MILES (AT END OF GOLF COURSE) TURN RIGHT ON QUILL TAKE QUILL TO END TURN RIGHT FOLLOW ROAD TO PARKING GATE.

DIRECTIONS TO LOCAL JAILS/HOSPITALS (Continued)

Huntington Park Police Department

KENYON JUVENILE COURT

W/BOUND FLORENCE TO CENTRAL TURN LEFT (S/BOUND) ON CENTRAL COURT IS ON RIGHT SIDE JUST PAST 76TH ST.

SAINT FRANCIS MEDICAL CENTER

EAST ON FLORENCE TURN RIGHT ON CALIFORNIA APPROX. FOUR MILES TURN LEFT ON MARTIN LUTHER KING BLVD. TAKE "MLK" APPROX. ONE MILE (HOSPITAL ON RIGHT) ENTER OFF OF "MLK" POLICE VEHICLE PARKING ON LEFT AGAINST PARKING STRUCTURE

MARTIN LUTHER KING HOSPITAL AGUSTUS HAWKINS MENTAL HEALTH FACILITY

SOUTH ON ALAMEDA FROM FLORENCE APPROX. FOUR MILES TURN RIGHT ON IMPERIAL APPROX. ONE MILE TURN LEFT ON WILMINGTON APPROX 1/2 MILE TURN RIGHT ON 120TH TURN LEFT AT "EMERGENCY ENTRANCE" SIGN GO UP RAMP TO BUILDING / PARK ALONG BUILDING

COLLEGE MENTAL HEALTH HOSPITAL

GO EAST ON FLORENCE TO THE 710 FREEWAY TAKE THE 710 SOUTH TO THE 105 FREEWAY TAKE THE 105 EAST TO THE 605 FREEWAY TAKE THE 605 SOUTH TO ALONDRA (EXIT ALONDRA) EAST (LEFT) ALONDRA TO STUDEBAKER SOUTH (RIGHT) ON STUDEBAKER TO COLLEGE PLACE WEST (RIGHT) ON COLLEGE PLACE

COMMUNICATIONS PROCEDURES

DEPARTMENT CALL LETTERS

The Department call letters are KNGV8518.

PHONETIC ALPHABET

The following phonetic alphabet shall be used whenever applicable:

A – Adam	J – John	S – Sam
B – Boy	K – King	T – Tom
C – Charles	L – Lincoln	U – Union
D – David	M – Mary	V – Victor
E – Edward	N – Nora	W – William
F – Frank	O – Ocean	X – X-Ray
G – George	P – Paul	Y – Young
H – Henry	Q – Queen	Z – Zebra
I – Ida	R – Robert	

RADIO CODES

The following are radio codes commonly used by the Huntington Park Police Department and should be utilized when appropriate:

- Code 1: Acknowledge receipt of message.
- Code 2: Immediate response with all due caution. Do not use red lights or siren. A code two call does not authorize the violation of any traffic law.
- Code 3: Emergency response. Use of red lights and siren.
- Code 4: No further assistance needed.
- Code 5: Stake-out in progress. Keep area clear of visible police presence.
- Code 6: Out for investigation.
- Code 7: Meal period.

TEN CODES

The following radio "ten codes" are commonly used by the Huntington Park Police Department and should be utilized when appropriate:

- 10-1 Unable to copy transmission10-2 Able to copy transmission10-4 Message acknowledged
- 10-6 Busy
- 10-7 Arrived at scene (Also 10-97)
- 10-8 Cleared the call/in service
- 10-9Repeat last transmission
- 10-10 Coffee break, available for call
- 10-15 Enroute to the station with a prisoner
- 10-19 Return to station
- 10-20 Location
- 10-21 Telephone the station
- 10-22 Disregard last information/take no further action
- 10-23 Stand-by
- 10-28 Request registration information
- 10-29 Request stolen vehicle information
- 10-30 Unauthorized radio transmission
- 10-35 Stand by for confidential information
- 10-35 F Stand by for felony information on your subject
- 10-35 V Felony information on your vehicle
- 10-36 Correct time
- 10-37 Parked suspicious vehicle
- 10-38 Traffic stop
- 10-42 Your residence
- 10-45 Dead animal
- 10-51 Request a tow truck
- 10-51 A Tow truck dispatched
- 10-63 Prepare to copy
- 10-68 Ready to copy
- 10-74 Negative (no hits)
- 10-76 Enroute
- 10-78 Request non-emergent assistance
- 10-86 Parking problem
- 10-87 Meet the unit
- 10-95 A Abandoned vehicle
- 10-97 Station detail or arrived at scene
- 10-100 Potty break
- 9-9-8 Officer involved shooting code 3 assistance
- 9-9-9 Immediate emergency assistance requested

CODE SECTIONS

The following code sections are commonly used in radio broadcasts and should be used when appropriate

PENAL (PC)

4000(a)	Unregistered vehicle
2800.1	Failure to yield
10851	Joy riding
10852	Auto tampering
20001	Felony hit and run (injury)
20002	Misdemeanor hit and run
22350	Speeding

VEHICLE (CONTINUED)

22500	Illegal parking
22500(e)	Blocking driveway
23103	Reckless driving
23109	Exhibition of speed
23110	Throw object at moving vehicle
23152	Misdemeanor driving under the influence
23153	Felony driving under the influence

HEALTH AND SAFETY (H&S)

11550	Under the influence of drugs
11350	Possession of controlled substance
11351	Possession of controlled substance for sale
11357	Possession of marijuana
11360	Sales of marijuana

WELFARE AND INSTITUTIONS (WIC)

300	Child neglect, protective custody
5150	Danger to himself or others due to mental disability.

BUSINESS AND PROFESSION (B & P)

25662 Minor in possession of alcohol

COMMON ABBREVIATIONS

The following abbreviations are commonly used in radio broadcasts and should be used when appropriate:

- ADW Assault with deadly weapon P/O Pad order (Proken)
- B/O Bad order (Broken)
- CCW Carry concealed weapon
- CDL California driver's license
- CPD City property damage
- CVC California vehicle code

ABBREVIATIONS (CONTINUED)

DB	Dead body
DB	Detective bureau
Deuce	Drunk driver
DMV	Department of motor vehicles
DOA	Dead on arrival
ETA	Estimated time of arrival
FTA	Failure to appear
GOA	Gone on arrival
GTA	Grand theft auto
HBD	Had been drinking
J	Juvenile (Juvie)
L/O	Legal Owner
NCIC	National crime information center
NFD	No further description
NRD	No report desired
R/P	Reporting party
R/O	Registered Owner
T/C	Traffic collision
UTL	Unable to locate
VIN	Vehicle identification number
WIT	Witness

STREET NUMBERS

The following street addresses are those which are included within the boundaries of Huntington Park. Calls for police service to these addresses should be dispatched in a timely manner. Calls received for other jurisdictions should be referred to the proper jurisdiction, if known.

Alameda	5801-7198	Miles	5913-7136
Albany	6120-7108	Mission	7003-7120
Arbutus	6000-7135	Mortimer	2108-2320
Bear	6010-6168	Mountain View	6911-7125
Belgrave	1981-2962	Newell	6202-7144
Benedict Way	3333-3370	Oak	6000-6150
Benson	6200-7132	Olive	3201-4100

STREET NUMBERS (CONTINUED)

Bickett	5715-5820	Orchard	6115-6170
Bissell St.	6204-6900	Otis	5914-6170
Bissell Pl.	6240	Otis	8017
DISSEIL PI.			
Dreadress	6512-6600	Pacific Dorte DI	5200-7146
Broadway	3201-4126	Park Pl.	2600 blk.
California Av.	7302-8021	Passaic	6201-7134
California St.	3201-3608	Plaska	6200-7139
Carmelita	5916-6191	Randolph	1920-4329
Cedar	6210-7131	Randolph Pl.	3519-3755 -
Clarendon	2055-3013	_	(Odd only)
Corona	5914-6176	Regent	6301-6541
Cottage	6112-6540	Rita	6002-7135
Cudahy	3234-4133	Riverside	5915-6167
Elizabeth	4236-4246	Rugby	5931-7131
Everett	5917-5977	Salt Lake	6925-8060
Fishburn	5915-6177	Santa Ana	3211-4303
Flora	5957-5977 (Odd only) (Odd only)		
Florence	1951-2855 (Odd o	only)	
Florence	2902-3642 (Odd a	and even)	
Flower	3201-3722	Santa Fe	5728-7125
Ford Ln	6500 blk.	Saturn	2071-3317
Gage	1914-3477	Seville	5703-7144
Gentry	6300-6365	Slauson	1960-3080
Gifford	5917-6176	Soto	5604-5803
Grand	3200-3912	Stafford	5915-7148
Hawkins Cr.	2000-2199	State	5900-8020
Hill	3202-4072	Templeton	5900-7124
Hollenbeck	6200-6852	Walnut	2901-3165
Hood	6200-7130		(Odd only)
Норе	3202-3812	Walnut	3200-3450
Laura	2007-2146		(Odd and even)
Live Oak	3200-3626	Walnut	3600
Malabar	5200-7122		(Odd only)
Marbrisa	6101-7111	Wilmington	5920-6898
Marconi	6300-7131		(Even only)
Maywood	5916-6329	Wilson	6525-6720
Middleton	5900-7126	Zoe	2064-3499
	5700-7120		2007-J7/J

STREET NUMBERS (CONTINUED)

52nd St.	2416-2600	60th St.	2913-2969
53rd St.	2415-2643	60th St.	3512-4329
54th St.	2418-2640	60th Pl.	2901-3085
55th St.	2417-2639	60th Pl.	3520-3647
56th St.	2412-2638	61st St.	2913-2969
57th St.	2412-2804	61st St.	3514-4330
58th St.	2423-2808	61st Pl.	3505-3648
59th Pl.	3519-3658	64th St.	1900-1957
		65th St.	1915-2001
		67th St.	2000-2020