Field Training Manual
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Peer Support Program

Mission Statement

The Peer Support Program is a program that offers assistance and appropriate support resources to employees when personal or professional problems negatively affect their work performance, family unit or self. This assistance is confidential, providing it does not violate any law or department regulation.
Peer Support

Unit 1 - Design and purpose of Peer Support

This program is designed to:

* Provide emotional support during and after times of personal or professional crisis to employees who express a need for assistance.

* Promote trust, allow appropriate anonymity, and preserve confidentiality for persons using Peer Support Advisors within the guidelines of the program.

* Develop Advisors who can identify personal conflicts and provide guidance or referral to professional\alternate resources as required.

* Maintain an effective peer support training and response program.

* Support those who have had family tragedies. * Check on status of illnesses and IOD's and provide support where desired and needed.

PURPOSE

The San Luis Obispo Police Department’s most valuable resource is its employees. The San Luis Obispo Police Department has recognized the value of providing a way for their employees and their family members to deal with personal and/or professional problems. A successful approach
to this problem has been to provide a program which offers a non-professional (peer) support program in addition to the current professional Employee Assistance Program (EAP). The peer support program is composed of a group of peers who have been nominated by their peers and have volunteered to make themselves available to any member of the department. This program will provide a way for the San Luis Obispo Police Department employees to talk out personal and/or professional problems confidentially with someone who understands and cares.
PART I – Administrative Section

Field Training Manual
Welcome from the Chief of Police

Congratulations on being hired as a police officer with the San Luis Obispo Police Department. You will now have the opportunity to demonstrate the skills that you have acquired in the academy or during prior experience with another law enforcement agency. The next phase of your training is the Field Training Program. Our Field Training Program is designed to provide training and to orient new officers to our Department. For the next 14 weeks, you will work with Field Training Officers whom the Department places exceptional trust and confidence. These dedicated individuals are responsible for insuring that you receive the additional training that is needed so that you will be able to function as a competent solo officer in San Luis Obispo. While their primary purpose is training, they will also be evaluating your ability to perform as the learning process continues. The Field Training Officers will help you develop and expand your talents. A large part of your success will be contingent on your commitment, dedication, work ethic, and positive attitude. You will need to continue studying and preparing yourself. This community expects and demands a high level of professionalism from its police department.

Be prepared to work hard, learn, and have fun. You have joined a great organization that is full of dedicated law enforcement professionals. Good luck in your police career.

Deanna Cantrell
Chief of Police
The San Luis Obispo Police Department has established strict performance expectations and strives to maintain the highest standards of professionalism. It shall be the fundamental goal of this department to maintain highly trained police officers. A successful training program serves to strengthen our Department’s competence, thereby promoting the public's confidence.

The Field Training Program has been developed and implemented to meet this objective. This program is a function of both the Administrative Bureau and Patrol Divisions.

This Field Training Manual is an integral feature of the Program. It provides a sound structure and basic foundation for the learning process that each trainee will undergo. The Administrative Sergeant, in conjunction with the Administrative Bureau Captain, will determine the parameters of training. The standards of proficiency set by the Field Training Program are meant to ensure that each officer completing the training will have received the necessary instruction and guidance under field conditions to meet the standards of the Department.

The Administration of the San Luis Obispo Police Department is committed to the success of the Field Training Program, and fully supports it, which is consistent with the Professional Values Statement of this organization.
Professional Values

We, the members of the San Luis Obispo Police Department, are committed to the highest standards of professional integrity. Our decisions and actions are guided by these principles:

Service

We are committed to providing quality, courteous service to all members of our diverse community. We will respond to the needs of our citizens with sensitivity, treating each person with respect and fairness.

We will work with the community toward our common goal of preserving the quality of life in San Luis Obispo.

We are dedicated to maintaining a well-trained and highly effective organization, pursuing our work with a sense of enjoyment, pride, and ambition.

Accountability

We will evaluate our actions and act responsibly, both individually and collectively. In so doing, we will ensure that our behavior enhances our credibility with those we serve.

We will lead by example, and demand of each other the highest standards of professional ethics.

Teamwork

We are dedicated to working together in a spirit of shared responsibility and cooperative effort, while recognizing individual accomplishments for their contribution to the team.

Progressiveness

We are dedicated to personal and organizational growth through education, training, and evaluation.

We will pride ourselves in displaying the professionalism that is the result of our commitment to shared values, and a clear sense of direction and perspective.

We will challenge the future with creative leadership, and with a spirit of optimism and innovation.

“Service, Pride, Integrity”
The Law Enforcement Code of Ethics

As a Law Enforcement Officer, my fundamental duty is to serve all persons; 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 persons 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 ever secret unless revelation is necessary in the performance of my duty.

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

The primary objective of the Field Training Program is to produce a police officer who can work in a solo capacity in a safe, skillful, and professional manner. The Program is considered an integral part of the total trainee selection process. Trainees must have successfully completed the basic police academy prior to entry into the Program. Successful completion of the Field Training Program and the full probationary period concludes the Department’s selection process.

The Field Training Program is designed to insure that each trainee attains a high level of skill and professional behavior. The first fourteen weeks of the Program focus on the refinement of basic skills learned in the academy or at a previous law enforcement agency. Lateral police officers who possess a Basic certificate and have at least one year solo patrol experience may complete the Program in less time.

The San Luis Obispo Police Department's Field Training Program has been designed and implemented to facilitate the achievement of the following objectives:

1. To produce highly trained and positively motivated police officers capable of meeting or exceeding standards of performance required by the San Luis Obispo Police Department.

2. To provide standardized training to all newly hired police officers and to provide remedial training in those areas where deficiencies are identified.

3. To build on a trainee’s foundation of knowledge from the basic police academy, or from their past experience with another law enforcement agency.

4. To supplement the Department's screening process by providing on-the-job observation and evaluation of each trainee’s performance.
Training Philosophy

The Field Training Officers are entrusted with the responsibility of developing the people we hire as police officers - The future leaders of the San Luis Obispo Police Department.

The Field Training Officer’s responsibility is two-fold. First, we must embrace a training philosophy that ensures that every trainee is given the maximum opportunity to show that they can do the job. To accomplish this we must create a positive environment in which learning is maximized. Our approach must be fair, firm, friendly, and above all, professional. The example we set must be beyond reproach. We must evaluate in an objective, straightforward manner, which emphasizes the positive as well as the negative aspects of performance. At no time will we demean or ridicule a trainee. We realize that even the least capable trainee must be treated with respect and compassion.

Secondly, we have a responsibility to the citizens of the City of San Luis Obispo. This requires that we train competent police officers. To achieve this goal, dedication and patience are required. We will measure success of trainees by observing and evaluating their progress to the point at which they are able to work as solo officers.
Field Training Program Organization Chart

Administrative Bureau Commander

Administrative Sergeant/Patrol Sergeant

FTO  FTO  FTO  FTO
Duties and Responsibilities of Field Training Program Personnel

The duties and responsibilities of each rank within the Field Training Program are outlined on the next several pages.

Administrative Captain

The Administrative Captain functions as the Field Training Program Administrator. The Captain’s primary function is to maintain policy direction for the Program to ensure the Program is current with respect to legal issues and POST requirements. The Captain is also responsible for supervising the work of the Administrative Sergeant.

The Administrative Captain must be informed of the trainee’s progress and any significant deficiencies as they occur. The Captain may attend FTO meetings and will be involved in decisions to extend, remediate, terminate or take other significant action with regard to a trainee. The Captain will also advise the Chief of Police on the Program status on a periodic basis.

Administrative Sergeant

The Administrative Sergeant functions as the Field Training Program Coordinator and is a member of the Field Training Staff. The Administrative Sergeant has command responsibility for the Field Training Program. The Administrative Sergeant shall attend the Field Training Administrator’s Course within one year of appointment to the assignment.

The Administrative Sergeant is responsible for maintaining, overseeing and updating the entire Program operation. The Administrative Sergeant must be aware of new training innovations that may apply to the Program, as well as the identification of issues that hinder the Program's performance.

The Administrative Sergeant is responsible to assist in the selection and training of new Field Training Officers. The Administrative Sergeant is responsible for periodic refresher training and in-service training.

A primary responsibility of the Administrative Sergeant is to set the tone and philosophy of the Program. If the Administrative Sergeant displays an image of confidence, enthusiasm, and concern for the personnel involved in training, the Program itself will take on similar characteristics.

The Administrative Sergeant will review all Daily Performance Evaluations and any other information relative to the trainee’s progress.
The Administrative Sergeant will schedule and moderate FTO meetings. The Administrative Sergeant is responsible for ensuring that the information presented at these meetings is applicable to the training / evaluation function.

The Administrative Sergeant will also see that the Field Training Officers (FTO’s) are evaluated on a regular basis. The annual or bi-monthly evaluations will be completed by either the Administrative Sergeant or a Patrol Sergeant. The FTO will also be evaluated by trainees who have gone through the Program. The FTO’s should be advised of information from these evaluations on a regular basis. The Administrative Sergeant will provide input for inclusion in the annual performance evaluation of the FTO’s.

While it is the primary function of the FTO to train and evaluate trainees, the Administrative Sergeant must see that the training is relevant to the job and standardized among FTO’s. The Administrative Sergeant will monitor remedial attempts and give guidance to FTO’s when applicable.

The Administrative Sergeant is responsible to the Administrative Captain for the supervision of the training. Finally, the Administrative Sergeant is responsible for keeping the Administrative Captain apprised of trainee performance and Program efficiency.

**Patrol Sergeants**

The Patrol Sergeants will be responsible for the collection, review, and approval of all Daily Performance Evaluations received from the FTO’s. The Patrol Sergeants will ensure that these evaluations are consistent with Program expectations. They will also ensure that they are submitted in a timely manner.

The Patrol Sergeants will be responsible for the dissemination of Field Training Program materials as prepared by the Administrative Sergeant. They will routinely inspect the FTO’s and trainees to ensure that their appearance, conduct, and adherence to procedures meet Program expectations.

The Patrol Sergeants will assist the FTO’s with the development and implementation of remedial training strategies. They are also responsible for being familiar with the trainee’s performance. Should the need arise for termination, extension, etc.; the Patrol Sergeants must forward their written observations and recommendations to the Administrative Sergeant.

The Patrol Sergeants are the immediate supervisors of the FTO’s and trainees. They play a vital role in the Field Training Program. Finally, the Patrol Sergeants must act as role models. They do this by maintaining a good personal appearance, following and supporting Department policy and procedure, and demonstrating a positive attitude toward the Field Training Officer, the trainee, and the Department.
Field Training Officers

The job of a Field Training Officer (FTO) is one of the most critical jobs in the Department. The future of the Department, and its ultimate success or failure, depends in large part on the quality of its FTO's. It is crucial that FTO's maintain a high level of professional integrity, demonstrate leadership skills, and a positive attitude on a daily basis. The position of an FTO is multi-faceted, which requires each training officer to excel in several different roles. Some of them include:

**Supervisor:**

The FTO often acts as a supervisor. The trainee will make mistakes and these mistakes are to be addressed and corrected during the training process. There are times when the trainee will do something that is viewed as minor in nature, but the FTO must take action and counsel the trainee. Depending on the severity and timeliness of the incident, it is essential that the FTO take immediate action so that the mistake becomes a learning experience. The FTO is responsible for inspection of the trainee’s uniform and equipment as well as approval of all paperwork. Discrepancies will normally be brought to the FTO’s attention by a supervisor so that he or she can bring about correction.

**Teacher:**

The teacher role may, and in most cases does, occur in the field under actual conditions. There may be other times when teaching occurs informally or during casual conversation. It is important for an FTO to create a positive learning environment and seek various opportunities to stimulate thought and conversation. Teaching may also occur in a classroom setting using lesson plans and audio-visual aids.

**Evaluator:**

The FTO is also an evaluator. The FTO must determine if learning is occurring or whether remedial training is necessary. Evaluation skills are of prime importance to the Program. In order to train, the FTO must be able to evaluate. Evaluation is accomplished by the use of Daily Performance Evaluations (DPE's), Remedial Training Plans, evaluation sessions, and verbal feedback.

**Problem Solver:**

The FTO will be placed into situations where he/she must become a problem solver for the trainee. The FTO should develop skills that allow the FTO to help the trainee solve his/her own problems. Many of the trainee’s problems can be
solved by allowing them to “talk it out” and by gently guiding them through their “crisis.” Empathy is an important attribute of an FTO.

Dissemination of Information:

The FTO must ensure the trainee is obtaining the necessary Department information, i.e., briefing material, e-mail, voicemail, etc. FTO’s are also responsible for making trainees record this information and having it available upon request. The FTO’s should encourage trainees to participate in Briefing.

Role Model:

The FTO must be a positive role model. This is done by maintaining the highest level of integrity, a professional demeanor and appearance, adhering to rules and regulations, and having a positive attitude toward the trainee, the Field Training Program, and the Department.

Making Recommendations:

The FTO is responsible for recommending extension, termination, or release to solo assignment. These decisions will be made at a higher level, but is up to the FTO to bring the matter into focus. If an FTO believes a trainee should be terminated, extended, or remediated, proper documentation is required.

It would be impossible to list every conceivable FTO role in this manual. FTO’s must be flexible and adapt to change as the situation demands. If the FTO does not embrace these responsibilities, then the trainee and the Department will suffer. An FTO who does not maintain the standards set forth in this section can disrupt the entire training process. This is why it is important to emphasize the positive attitude necessary to be a professional and competent FTO.
FTO Requirements and Selection Process
Lexipol Policy 455.2

Introduction

Field Training Officers (FTO’s) must have the combined skills of experienced officers and patient teachers. It is incumbent upon the Department’s management to choose their training officers carefully. Many factors are taken into consideration, including integrity, leadership, experience, temperament, teaching skills, and communication skills.

Requirements

The minimum qualifications for becoming a Field Training Officer in the San Luis Obispo Police Department are as follows:

1. Must possess POST Basic certificate.

2. In accordance with the agreement between the San Luis Obispo Police Officer’s Association (SLOPOA) and the City performance evaluations of "meets standards" or better for the year proceeding by the person requesting a special assignment position.

3. Effective on the date the special assignment is scheduled to begin, either 24 months as a police officer with the SLOPD or 12 months as a police officer with SLOPD and 24 months of recognized law enforcement experience with another agency as a full-time sworn officer. FTO applicants shall have at least 12 months of patrol experience, per POST requirements.

4. Limited staffing considerations and the nature of special assignments require that members be present and that sick leave absences be kept to a minimum.

5. Demonstrated ability to work independently is required by the very nature of the special assignment. Evidence of this trait will be assessed by a review of the officer’s productivity and performance standards contained in evaluations prepared by supervisors during the previous three-year period.

5. Demonstrated ability to effectively relate to the public in critical interpersonal relationships is a desired quality for police officers interested in special assignments.
Selection Process

Personnel who are interested in the position of FTO should prepare a memorandum which requests consideration, describes their experience, and offers any suggestions concerning modifications to the FTO program.

The memorandum shall serve as an application and shall be directed to the Administrative Captain through the Administrative Sergeant. All applications shall be reviewed and selections shall be made in accordance with the selection guidelines detailed in Lexipol Policy 1027. (Special Assignment Selection)

The selected officers are required to successfully complete a POST-certified Field Training Officer Course prior to training new officers.

Administrative Information

Field Training Officers (FTO's) are expected to perform their duties as training officers and at the same time perform the job of police officer. The Department recognizes this added responsibility.

FTO's will be assigned to the program for 3 years. If an officer remains as an FTO for more than 3 years they are required to complete 24 hours of update training. This update training can be satisfied by completing a POST-certified Field Training Officer Update Course or by completing 24 hours of department-specific training in the same Field Training topics contained in the Field Training Officer Update Course.

Every re-assigned FTO, after a 3 year or longer break in service as an FTO, must successfully complete a POST-certified Field Training Officer Update Course prior to training new officers and then complete the same 24 hours of update training, described above, while they remain in the FTO assignment.

FTO's may be removed from the Field Training Program at the discretion of the Chief of Police or the Administrative Captain if it is deemed to be in the best interest of the Department.
Training

A Field Training Officer (FTO) must be committed to the philosophy of teaching. They must realize that training is a top priority. The FTO should be willing to bear the responsibility for the progress of the trainee, or lack thereof, until the FTO is sure that factors outside their control are not the cause of the trainee’s substandard performance.

Field Training Officers will keep the Program philosophy in mind at all times. This states that Field Training Program personnel will make every effort to train and direct each trainee in ways that maximize the opportunities for success. They must remember to ensure that each trainee receives the maximum opportunity to show that they can do the job. The Administrative Sergeant, Patrol Sergeants and FTO’s will always attempt to maintain a positive training atmosphere for the trainee in which learning and performance opportunities are maximized.

Field Training Officers must conduct themselves in a professional manner at all times. They must teach Department policy and procedures. FTO’s should set an example by virtue of their leadership and excellence in all aspects of job performance. They should remember that the trainee will be a product of what they are taught and of the behavior that is demonstrated to them. FTO’s must always “walk their talk”.

FTO’s should strive to be above standard in all areas of their performance.

Solo Beat Officer Concept

Field Training Officers will evaluate trainees based on the standard of competence for a solo officer. They will keep in mind the proper ratio between training and evaluation. Evaluation will be given in an honest, objective, straightforward manner that stresses positive as well as negative performance.

Daily Performance Evaluations

When completing the Daily Performance Evaluations (DPE), Field Training Officers shall refer to the Standardized Evaluation Guidelines from this Field Training Manual to ensure consistency of evaluations in the Program. At no time should another officer who has not attended a POST-certified Field Training Officer Course evaluate a trainee.

Orientation Phase

Generally, the first two weeks of the Field Training Program comprise the Orientation Phase. The FTO demonstrates how the job is done to the trainee. This is an exposure
period for the trainee, where their primary purpose is to observe. There is no evaluation done by the FTO. As appropriate, the FTO may choose to have the trainee help them with the completion of basic forms, but the trainee will not take any reports. FTO’s should use the Orientation Phase as an opportunity to sign off any applicable sections in this Field Training Manual. Lateral trainees can be exempt from this phase.

Trainees as Solo Officers While in the Field Training Program

While in the Field Training Program, a trainee will not be allowed to function as a solo officer until all functional areas of this Field Training Manual have been completed. The Administrative Sergeant must approve any exception to this policy.

Use of Non-FTO’s for Field Training

Officers that are not currently POST-certified FTO’s will not be utilized to train an entry level trainee in the field, unless a situation occurs in which there is no alternative.

Evaluation-Only Phase (Final Phase)

During the Final Phase (the last week of the Field Training Program), the FTO will work in plainclothes as they evaluate the trainee.

FTO Meetings

The Field Training Staff will meet on dates and times designated by the Administrative Sergeant. Group discussions will be held about each trainee being evaluated by those FTO’s who have observed their performance. The Field Training Staff will discuss the trainee’s progress through the Program. They will also address areas where weaknesses have been identified and discuss methods to help overcome them. It is the responsibility of all FTO’s to participate in these meetings and to assist with identifying training options or alternatives to assist the trainees and enable them to perform at the solo beat officer standard.

All Field Training Officers are expected to attend scheduled FTO meetings. FTO’s will not discuss a trainee’s progress with other Department personnel, other than those who have a need and right to know.

Patrol Sergeants involved in evaluations will ensure that positive as well as negative aspects of a trainee's performance are discussed. They will also ensure that the comments are based on direct observation and not on speculation.

Court Attendance
While the trainee is in the Field Training Program, both the trainee and the FTO will sign all reports. The FTO that was with the trainee at the time of the investigation is required to attend court with the trainee whenever the trainee goes to court. The FTO will utilize the court appearance to train and evaluate the trainee. Attendance and performance in court should be documented on the next Daily Performance Evaluation (DPE).

Field Training

FTO’s will not set up training scenarios without the approval of the Administrative Sergeant or Patrol Supervisors. Trainees will always be told when a training scenario is a mock situation.

Loaded weapons will never be used in a training scenario. “Red guns” should be used and all other firearms secured.

FTO / Trainee Relationship

The relationship between the FTO and the trainee shall be that of a teacher-student and supervisor-subordinate relationship. As part of this relationship, the following is expected:

The hallmark of the relationship will be one of mutual respect. Trainees will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTO’s will try not to show their anger or frustration while they are working with the trainee. Remember: praise in public, correct in private.

FTO’s shall ensure that trainees follow all timekeeping and payroll procedures as related to timecards and overtime slips.

While it is the responsibility of the Administrative Sergeant and Patrol Supervisors to identify problems connected with an FTO’s performance, a very important responsibility rests with each FTO to help keep the Program professional and on course. If an individual FTO identifies serious problems with a fellow FTO, then they must bring it to the immediate attention of the Administrative Sergeant or Patrol Supervisor.
PART II - Introduction

Field Training Manual
Overview of the Field Training Program

The most important step in becoming a solo police officer is the field training given to trainees by their Field Training Officer (FTO). The tried-and-true method of explaining, demonstrating, and performing is still the best way to learn.

As a new trainee, you will work with several Field Training Officers during different phases. Each will provide individual methods for handling situations. However, we take pride in providing you the opportunity to work with the best police officers in the law enforcement profession. This Field Training Manual provides a program covering the basic areas of knowledge. It also provides the individual Field Training Officer with information on the level of progression each trainee has attained. This eliminates duplication and allows more sophisticated training in areas already covered.

Trainees will be issued a copy of the Field Training Manual prior to their assignment to field duties. It should be read throughout, and re-read often, so that you and your Field Training Officer will be able to work together in your training. It should be brought to work with you every day and be accessible to your FTO for training purposes. You will be required to submit an evaluation for each of the FTO's that provided training to you. At the end of the Field Training Program you will be required to submit your Field Training Manual to the Administrative Sergeant. This manual will become part of your training file.
Field Training Rules for the Trainee

Your Field Training Officer’s directions are to be accepted and followed at all times. You will always be under the direct and immediate supervision of a qualified FTO while performing general law enforcement uniformed patrol duties. If you are temporarily assigned to a non-enforcement, specialized function for the purpose of specialized training or orientation you will not be required to be in the immediate presence of a qualified FTO while performing the specialized function.

If you believe that a specific instruction or order is improper, or an evaluation is not fair, you shall first discuss the issue directly with your Field Training Officer (FTO). If you are unable to resolve the issue, you shall ask for a meeting with the Administrative Sergeant or, in his/her absence, the on-duty sergeant. The Administrative Sergeant or on-duty sergeant’s decision is final. If at a later time you still have a concern or problem, you can ask the Administrative Sergeant or on-duty sergeant to arrange a meeting with the Administrative Captain.

You will complete all assignments in a timely manner and shall follow all policies and procedures as outlined in the Department’s Policy Manual.

While off duty, you shall not respond to police calls or conduct police investigations.

You must be receptive to criticism given by your FTO’s. You may verbalize an explanation for your action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable.
Evaluation Program Overview

The Field Training Program is designed to provide the trainee with an environment in which to apply the training received in the police academy, and/or experience from another law enforcement agency, to the practical needs of the solo beat officer. The Field Training Officer assists the trainee with this transition. It is the police officer working on the street who has the widest range of alternatives in handling the functions they are called upon to perform. Because of the discretion and power inherent in the police role, the officer has been considered by many as the most important decision maker in society today. It is the goal of the Field Training Program to ensure that the trainee is able to meet this standard and perform as a solo beat officer.

The trainee will complete a comprehensive list of tasks to assure the FTO that they have mastered the basic police skills. The trainee will be rated daily on how well these skills are utilized in job performance.

At the end of each working day, the FTO will complete a Daily Performance Evaluation (DPE). The DPE is an evaluation of the trainee's daily performance. The DPE will be discussed with the trainee by the FTO at the end of each working day. The FTO should make every effort to complete that day's DPE prior to the end of the shift. On rare occasions, and if possible with the prior approval of a Patrol Sergeant, DPE's may be completed the next day. The DPE will then be reviewed by the Patrol Sergeant and then the Administrative Sergeant.

If the trainee’s performance levels are consistently "unacceptable" in any given area, the trainee may be assigned to remedial training. This may involve the trainee entering into a Remedial Training Plan with the Department and/or additional training phases. All remedial training will be documented in DPE's. If the trainee continues an unacceptable level of performance within the Program, training time may be extended or employment may be terminated.

Final evaluations are to be typed. They are to thoroughly address each of the categories of performance listed on the DPE. They are to contain a recommendation referencing the trainee’s ability to assume a solo patrol assignment, the necessity to continue with field training, or a recommendation to terminate employment. The anticipated recommendation should already have been discussed with the Administrative Sergeant so that if extended training or termination of employment is suggested, he/she can evaluate, discuss, and obtain authorization for such action.

The final evaluation, which is to be reviewed by the Administrative Sergeant, is to be directed to the Chief of Police through the Administrative Captain.
The Daily Performance Evaluation (DPE)

The completion of a Daily Performance Evaluation (DPE) for each day the trainee spends in the Program is the responsibility of the Field Training Officer (FTO).

The report is the permanent record of the trainee’s performance and knowledge, corrections needed, and the efforts of the FTO to bring about change. It is the principal document used to determine the trainee’s status in the Program.

This section of the Field Training Manual discusses how to complete each component of a DPE, starting with the face sheet and ending with the supplemental narrative. There is also information on how to assign numerical ratings for the trainee’s performance.
The Use of Standardized Guidelines

Standardized guidelines are standards of job performance and descriptions of how well a trainee must perform in order to successfully complete the field-training program. These guidelines are to be used during each day of training and evaluation, thus the trainee should study them periodically.

Standardized guidelines are used to help:

- Validate the Field Training Program by providing an equitable evaluation process.
- Establish reliability.
- Eliminate evaluations based upon personal bias.
- Promote consistency in the evaluation process by avoiding evaluations, which reflect leniency, central tendencies, the "halo effect," related traits, and/or overweighing.

The standardized guidelines, when applied to the evaluation process, require a numerical rating system.

1 Indicates that the trainee's performance is unacceptable.

2 Indicates that the trainee's performance is below average and in need of improvement.

3 Indicates that the trainee's performance is average.

4 Indicates that the trainee's performance is above average.

5 Indicates that the trainee's performance is outstanding.

NO (Not Observed) indicates that there was no opportunity to observe the trainee’s performance.

NRT (Not Responding to Training) indicate that the trainee's performance in a particular category is not only unacceptable but that the trainee is not improving. The trainee is not responding to training.

Any rating of 1, 5 and/or NRT requires justification in the form of a narrative.
Before and during review of the daily performance evaluation with the trainee, the FTO should:

- Review the completed DPE for thoroughness and accuracy.
- Review the DPE with the trainee in private.
- Determine what needs to be accomplished, and discuss the issues with the trainee.
- Always stress an interest in the trainee's development.
- Cover the trainee's strengths as well as weaknesses.
- Offer suggestions for improvement.
- Be open to the trainee's opinions and/or suggestions.
Standardized Guidelines

The task of evaluating and rating the trainee's performance is to be based, in part, on the following numerical ratings and their corresponding definitions. They are designed to promote standardization and continuity.

Appearance and Attitude

1. General Appearance
   
   (1) **Unacceptable** - Dirty uniform, brass, and/or firearm. Dirty shoes and/or leather gear. Poor grooming, including long and/or unkempt hair. Poor physical condition, including being overweight.
   
   (3) **Acceptable** - Neat, clean uniform including brass, shoes, and leather gear. Clean firearm. Well groomed and in good physical condition.
   
   (5) **Outstanding** - Neat, clean, and well tailored uniform. Very clean firearm. Exceptionally shined brass, shoes, and leather gear. Excellent grooming, physical conditioning, and poise.

2. Acceptance of Feedback
   
   (1) **Unacceptable** - Argumentative. Consistently rationalizes negative performance. Refuses to make corrections. Does not view criticism as constructive.
   
   (3) **Acceptable** - Accepts criticism in a positive manner and applies it in an effort to improve.
   
   (5) **Outstanding** - Always receptive to criticism and often solicits it in order to make improvements.

3. Attitude toward Police Work
   
   (1) **Unacceptable** - No dedication to maintain or improve work skills. Abuses authority (i.e. badge heavy).
   
   (3) **Acceptable** - Expresses an active interest in the job.
   
   (5) **Outstanding** - Maintains and displays high ethical standards while dealing with peers and the public. Uses off-duty time to study and enhance job knowledge and skills.
Job Knowledge

1. Penal Code
   (1) **Unacceptable** - Does not display a working knowledge of the elements of basic penal code sections.
   (3) **Acceptable** - Displays and applies knowledge of commonly used penal code sections and is eager to improve.
   (5) **Outstanding** - Displays and applies knowledge of a large number of penal code sections. Displays inquisitiveness and resourcefulness by researching the penal code.

2. Vehicle Code
   (1) **Unacceptable** - Does not display a working knowledge of basic vehicle code sections.
   (3) **Acceptable** - Displays and applies knowledge of commonly used vehicle code sections and is eager to improve.
   (5) **Outstanding** - Displays and applies knowledge of a large number of vehicle code sections. Displays inquisitiveness and resourcefulness by researching the vehicle code.

3. Department Policy and Procedure
   (1) **Unacceptable** - Has no knowledge of policies and procedures and does not make an effort to learn.
   (3) **Acceptable** - Familiar with commonly used policies and procedures. Eager to learn.
   (5) **Outstanding** - Exceptional working knowledge of policies and procedures. Resourceful. Studies policies and procedures both on and off duty.

Performance

1. Officer Safety in General
   (1) **Unacceptable** - Frequently fails to exercise the rules of officer safety
      Poor common sense
      • Allows easy access to firearm and/or baton during contacts.
      • Fails to keep gun hand free during contacts.
Field Training Manual
Introduction

- Stands directly in front of violator's car door.
- Stands directly in front of a doorway when knocking.
- Fails to control a suspect's movements.
- Fails to maintain peripheral eyesight on violator while issuing a citation.
- Failing to notify dispatcher when leaving the unit.
- Failing to watch for hazardous traffic during a traffic stop.
- Failing to maintain good physical conditioning.
- Failing to provide cover for other officers during enforcement situations.
- Failing to search back seat area of the unit prior to going in service.
- Failing to maintain a ready position during contacts.
- Over-illuminating or failing to use illumination when necessary.
- Failing to use safety equipment properly.
- Failing to recognize potential hazards.
- Failing to utilize contact/cover method during suspect contacts.
- Failing to properly search a prisoner.

(3) **Acceptable** - Understands and usually applies all rules of officer safety.

(5) **Outstanding** - Excellent knowledge and application of the rules of officer safety. Vigilant but not overconfident or paranoid. Good communication skills which tend to diffuse volatile situations.

### 2. Officer Safety with Arrestees

(1) **Unacceptable** - failing to handcuff potential arrestees when circumstances warrant such action. Failing to pat down/search prior to transportation. Failing to maintain control of arrestee.

(3) **Acceptable** - Demonstrates sound officer safety tactics when dealing with arrestees.

(5) **Outstanding** - Not only demonstrates sound officer safety tactics but is always alert to surroundings and changing conditions, making adjustments as necessary.

### 3. Control of Conflict: Voice

(1) **Unacceptable** - Gives confusing or vague commands. Indecisive. Poor bearing and/or voice inflection.

(3) **Acceptable** - Generally speaks calmly, clearly, and authoritatively when necessary.

(5) **Outstanding** - Consistently gives calm, clear, accurate directions. Has very good communication skills, which tend to diffuse volatile situations.

### 4. Control of Conflict: Physical
(1) **Unacceptable** - Tends to misjudge situations thus using too little or too much force. Physically weak and/or cowardly. Does not use proper restraints.

(3) **Acceptable** - Maintains proper control of people without using excess force. Good physical condition.

(5) **Outstanding** - Excellent judgment, knowledge, and ability when using force. Exceptional physical condition.

5. **Problem Solving and Judgment**

(1) **Unacceptable** - Acts impulsively or is indecisive. Poor common sense. Consistently relies on others to make decisions.

(3) **Acceptable** – Is decisive. Uses sound judgment and reasoning when confronting problems.

(5) **Outstanding** - Excellent perception in foreseeing problems and is prepared to apply solutions. Makes sound decisions under stressful situations.

6. **Field Performance in Routine Events**

(1) **Unacceptable** - Persistently confused and/or disoriented.

(3) **Acceptable** – Generally assesses situations accurately and takes proper action.

(5) **Outstanding** - requires no assistance and always takes an acceptable course of action.

7. **Field Performance in Stressful Events**

(1) **Unacceptable** - In stressful situations, trainee becomes emotional and/or panic-stricken. Loses composure and/or temper.

(3) **Acceptable** – In stressful situations, trainee exhibits calm and controlled behavior. Tends to stabilize volatile situations between people.

(5) **Outstanding** - Trainee exhibits exceptional ability to stabilize situations. Maintains control of all volatile situations and uses good judgment in resolving them.

8. **Self-Initiated Activity**
(1) **Unacceptable** - Does not see, avoids seeing, and/or avoids taking action on obvious criminal activity, suspicious activity, and/or traffic violations.

(3) **Acceptable** – Recognizes and takes action on criminal activity, suspicious activity, and traffic violations. Develops cases through follow-up investigation.

(5) **Outstanding** - is very attentive and recognizes even minor violations and unusual activity. Applies sound knowledge of probable cause to observations. Enjoys staying busy.


(1) **Unacceptable** - is not able to organize thoughts into written form. Poor chronology. Does not fill in all relevant information on report forms.

(3) **Acceptable** – Organizes events chronologically and applies necessary elements when preparing reports.

(5) **Outstanding** - always completes detailed and chronological accounts of events. Reports are easy to read and understand.


(1) **Unacceptable** - Very poor sentence structure. Illegible. Very poor spelling.

(3) **Acceptable** – Sentence structure, spelling, and grammar are good. Neat work product.

(5) **Outstanding** - Excellent sentence structure. Very neat and thorough. Very few errors in spelling and grammar. Chronological accounts of events. Reports are easy to read and understand.

11. **Report Writing: Time Expended**

(1) **Unacceptable** - requires too much time to complete very basic reports. Daydreams or conducts unnecessary business when assigned to prepare report.

(3) **Acceptable** – Completes reports without unnecessary delay.

(5) **Outstanding** - Has sound understanding of events and good organization skills, which allow reports to be completed thoroughly and promptly.

12. **Police Radio: 10 Codes, 11 Codes, and Free Text**
13. Police Radio: Listening and Comprehending

(1) Unacceptable - Does not understand and/or has not memorized the basic 10 and 11 codes. Is not concise when using free text.

(3) Acceptable – Has good working knowledge of both the 10 and 11 codes. Uses free text properly.

(5) Outstanding - Excellent understanding and use of 10 code, 11 codes, and free text.


(1) Unacceptable - Repeatedly misses his or her call sign. Does not pay attention to other important radio traffic. Frequently asks dispatcher to repeat transmissions and/or does not understand radio traffic.

(3) Acceptable – Trainee understands radio transmissions and is usually alert to other important radio traffic.

(5) Outstanding - Always attentive to radio traffic and understands all transmissions.

15. Driving Skills - Routine Operation

(1) Unacceptable - often violates sections of the vehicle code. Lacks good driving skills and/or causes accidents.

(3) Acceptable – Maintains good control of vehicle and remains alert. Judicious use of speed. Exercises defensive driving techniques.

(5) Outstanding - Sets a good example by judicious operation of vehicle and by being courteous. Maintains good control of vehicle even when using the radio. Pulls aside and stops (when appropriate) to write information received from dispatcher.

16. Driving Skills - Emergency or Stressful Situations
(1) **Unacceptable** - Unnecessary and/or unapproved use of code three. Overuses emergency equipment. Excessive speed and/or poor control of vehicle when excited.

(3) **Acceptable** – Maintains good control of vehicle and evaluates traffic conditions properly.

(5) **Outstanding** - Excellent driving skills combined with good judgment. Well oriented while operating code three.

17. **Orientation and Response Time**

(1) **Unacceptable** - Consistently unfamiliar with his/her whereabouts. Does not know how to get to common landmarks. Easily confused. Poor use of and/or constantly refers to map

(3) **Acceptable** – Reasonable knowledge of whereabouts including landmarks and how to reach them. Is learning and remembering shortcuts.

(5) **Outstanding** - Excellent familiarity with city streets and landmarks. Uses map properly. Familiar with most shortcuts and uses them to advantage.

**Interpersonal Relationships**

1. **With Citizens**

(1) **Unacceptable** - Abrupt, belligerent, and/or overbearing. Treats minorities discourteously. Introverted and/or uncommunicative

(3) **Acceptable** – Generally courteous, friendly, and empathetic. Good communicative skills.

(5) **Outstanding** - Always courteous, friendly, and empathetic. Establishes good rapport and is always objective. Excellent communication skills; one-on-one or in groups.

2. **With Other Employees**

(1) **Unacceptable** - Argumentative and/or belligerent. Insubordinate, uncommunicative, and/or discourteous.

(3) **Acceptable** – Generally courteous, friendly, and helpful. Readily accepts constructive criticism whether it is from supervisor or peers.
(5) **Outstanding** - Always courteous, friendly, and helpful. Readily accepts constructive criticism. Perceived as a team player with potential leadership qualities.

A recruited police officer who has patrol experience is commonly referred to as a "lateral" and is estimated to receive between eight and ten weeks of training before assuming a solo patrol assignment. A greater degree of experience, however, may allow for a shorter training period.
## Daily Performance Evaluation

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<thead>
<tr>
<th>TRAINEE</th>
<th>FTO</th>
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<tr>
<td>DATE</td>
<td>WEEK #</td>
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EVALUATION INSTRUCTIONS: Rate performance based on standardized guidelines. Specific comments are required for all ratings of 1, 5 and/or NRT.

1. Unacceptable (requires narrative)
2. Progressing Satisfactorily
3. Average
4. Above average
5. Outstanding (requires narrative)

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<th>ATITUDE AND APPEARANCE</th>
<th>1</th>
<th>2</th>
<th>3</th>
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### Field Training Manual

**Introduction**

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<td>Radio: 10 &amp; 11 code, free text</td>
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COMMENTS

Most acceptable performance today

Least acceptable performance today

Other Comments:

REVIEWED BY: ____________________________

TRAINEE: _______________________________

FTO: __________________________________

SUPERVISOR: ___________________________
Field Training Officer Meetings

The regular meeting of the Field Training Staff is important to the maintenance of the Program's integrity and objectivity. Without them, certain goals relevant to Program success will be difficult, if not impossible, to achieve.

The meetings are chaired by the Administrative Sergeant. A businesslike tone must be set and the participants must agree to an open and objective exchange of information.

A variety of things can be accomplished at each session. They are:

1. A time for Field Training Officers (FTO's) to report on the strengths and weaknesses of their trainees. Additionally, FTO's are required to provide examples of performance that has led them to these conclusions. FTO's are required to describe what they have done to remediate unsatisfactory performance.

2. Training for the FTO's takes place in one or two ways at the sessions. First, formal training may be presented (i.e., a film, lecture, demonstration, etc.). Second, FTO's can learn from other FTO's about techniques that they can use to remediate observed deficiencies.

3. An examination of each trainee's Field Training Manual is conducted to see if it is up to date and to determine the reason if it is not.

4. Feedback is provided to each of the attendees. The opportunity for positive reinforcement is present, and the Administrative Sergeant uses the session as a time to evaluate each FTO's relationship with their trainee.

5. The meeting usually closes with a review of each trainee's progress and recommendations about their status in the program.
Recommending Extended Training or Termination

If it is determined at the end of the field-training program that a trainee is not prepared to assume a solo patrol assignment, but is in need of additional training, such recommendation should be made. This recommendation shall be made in the final evaluation and shall include an estimation of the additional time needed in training as well as the specific areas in which improvement is necessary.

This recommendation should have already been discussed with the administrative sergeant so he/she has had an opportunity to evaluate, discuss, and obtain authorization for such action.

If, during or at the end of the field-training program, it is believed that the trainee's performance is such that employment should be terminated, it will be necessary to gather all relevant documents concerning the trainee's performance. A memorandum summarizing the trainee's performance, the final evaluation including the recommendation and all other relevant documents shall be directed to the administrative captain through the administrative sergeant. The memorandum should reflect the FTO's opinions concerning the trainee's performance and not be improperly influenced by other people's opinions. The memorandum, as well as the evaluations, should reflect positive aspects of performance as well as the deficiencies, which serve as the basis for the recommendation to terminate employment.

An Introduction to Remedial Training

Every Field Training Officer (FTO) knows of their obligation to train and evaluate, but many overlook the follow-up aspect of that role: to correct observed deficiencies in the areas of knowledge, skills and attitudes. It is not sufficient to point out what is wrong and to report on it. What is required is that the FTO then do something to help the trainee improve. This is called “remediation.”

Remediation is defined as a correction or review of previously taught information or procedures. "Previously taught," for our purposes, does not include any training that the employee received in an academy or basic training setting. Another way of expressing this is that we will give the trainee "one free pass" while in the Field Training Program. The first time that a skill or subject is explained or demonstrated by the FTO, it shall count as the very first training experience.

What behavior requires remediation?

Simply put, anything recognized as a performance deficiency requires remediation. But, unfortunately, some performance deficiencies have, as their root cause, something that the FTO cannot correct. Some examples are immaturity, absence of a positive self-image, lack of common sense or life experience, worldliness, and fear. These are
attitudinally based and are occasionally so deeply ingrained in the trainee's behavioral package that the desired change cannot take place. It is wrong, however, to automatically assume that a failure to perform well is linked to one of the above reasons. It is most likely that inexperience and an absence of sufficient practice has led to the problem. The FTO's role is to help the trainee overcome the difficulty and to give them an opportunity to learn and perform.

Who remediates?

Initially, it is the FTO's responsibility to provide the correction or review that is remediation. It is typical and common that most problems can be resolved by the FTO, but occasionally this may not be the case. The Field Training Program staff must be prepared to sometimes invoke creative and even "heroic" efforts to bring about the change desired. The use of outside resources is one of the more effective methods that are frequently overlooked. Consultation with the Department's psychologist may be of value in determining the best approach to remediation.

When does one begin remediation?

Remediation begins when the problem is observed or as soon after that as practical. Remediation may be in the form of a simple comment (e.g. "This word is spelled..." or "Remember to keep your gun hand clear…"). These types of remedial efforts or remedial comments often take place simultaneously to the viewed mistake. Other remediations may take place at a time and place away from the actual event.

Again, the important things to remember are that (1) an error must be corrected, and (2) that correction should come as soon as we can do it without interfering with our service responsibility.

What are the steps to remediation?

1. Being as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.
2. Reflect on, and attempt to determine, what has been tried and found to be effective with similar performance problems.
3. Develop a plan. It should reflect what the trainee is expected to accomplish, under what conditions, within what time frame, and using what resources.
4. Implement the plan and evaluate its success. If the goal was not achieved, return to step one.
Some final thoughts...

Most remedial efforts take place in an "ongoing" way as the trainee and Field Training Officer interact. Most are relatively simple in approach. The problems that do not seem to go away are the ones which call for the formal approach noted above and may actually require an extended stay in the Field Training Program. Consider using a formal Remedial Training Plan when developing your strategy and be sure to document the plan and the results.

Above all, take credit for your remediation efforts. Documentation of remediation may turn out to be the critical factor in the event of a recommendation for extension or termination.
Remedial Training Strategies

For any identified deficiency, the number of remedial training strategies is countless, and is limited only by imagination and feasibility. Strategies should not be dangerous, demeaning, harassing, or expose the Department to liability. Factors presented in the introduction to this chapter must be carefully weighed before undertaking a Remedial Training Plan.

The following suggestions and strategies, some of which are non-traditional, may be applicable for (1) assisting the trainee gain proficiency with items in the Field Training Manual or (2) designing Remedial Training Plans. Remember that the first step is always to accurately diagnose the problem.

Role Plays and Simulations

This is a superb tool for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a role play. (Concern: live weapons involved)
2. No "live" weapons should be involved. "Red guns" should be used, and all "live" weapons secured away from the training area.
3. Choice of location so as not to involve unknowing, concerned citizens.
4. Selecting role players who understand the win-win philosophy. (If the trainee does it right, they win!)

Role Reversals

Similar to role plays, here the Field Training Officer (FTO) reverses roles with the trainee. The trainee watches the FTO perform a task in the same incorrect manner that the trainee has done. The trainee is then required to critique the FTO and offer suggestions for improvement.

Commentary Driving

This technique involves the senses of touch, sight, and hearing in the learning process. The trainee is advised to maintain a running commentary on what is observed while operating the vehicle or riding as a passenger. This technique can be useful in teaching a variety of skills.
When driving skills are being taught, the trainee’s recitations should focus on street and traffic conditions, traffic control devices, and defensive driving information.

When self-initiated field activity is being taught, the trainee should direct their attention to people and things which would be of police interest. The intent of this training is to move the trainee from "looking" as a civilian to "seeing" as a police officer does.

When orientation skills are being taught, the trainee provides a commentary of the (1) direction of travel, (2) location by intersection and (3) identification of landmarks.

**Commentary Thinking**

This technique is especially useful for those new officers who routinely know what to do, but become muddled or disjointed once subjected to stressful situations.

Commentary thinking is simply thinking out loud. The trainee is instructed to talk out their thoughts. For example, if they are en route to a particularly stressful call, then they must tell the Field Training Officer (FTO) what the call is, how they will get there and, once there, what their actions will be. In this way, they must order their thoughts and present them to the FTO in a clear and logical manner.

An important benefit of this exercise is not only the "putting in order" of their thoughts and actions, but to slow their thought process and prevent "overload." We have all been in situations where our minds raced so fast that our actions have not been able to keep up. An example might be when you try to write down an interesting idea. Your thoughts flow much faster than you can write. This is what happens to some trainees when confronted with a situation with which they are uncomfortable. By having them "talk out" their thoughts, their thinking will revert to a slower, more understandable pace. This process will also have a calming effect and reduce stress.

**Flash Cards**

When a trainee makes flash cards, it may enhance the learning process because more than one "learning sense" comes into play. Flash cards are particularly effective with such subjects as radio codes, orientation skills, vehicle or criminal statutes and elements, report form selection, and spelling.

**Spelling Quizzes**

The Field Training Officer (FTO) keeps track of words which are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, they may wish to practice writing the words a number of times.
Self Evaluations

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a Daily Performance Evaluation (DPE) at the end. The DPE should be labeled "Self Evaluation." The FTO should complete the regular DPE. Both parties should then review and compare the two DPE's at the end of the shift. This technique should be employed infrequently (no more than once every two to three weeks) or it will lose its effectiveness.
Non-Traditional Remedial Training Strategies by Subject

Seven common trainee problem areas are listed below, along with a number of remedial training strategies designed to help correct each one. It is critical to remember with any remedial training to document your efforts and the trainee's performance.

Report Writing

a. Use report writing exercises.

b. Pull some good and bad reports as examples. Be sure to remove the author's name.

c. Interview detectives, instructors, attorneys and judges as to what they think make a good report.

d. Have the trainee enroll in a writing class, or obtain and read library books on the subject.

e. Develop checklist to include elements of crimes for the more common calls.

f. Suggest that the trainee purchase a spelling computer.

g. Have the trainee view professionally-produced videos.

h. Have the trainee spend time working with a tutor.

Orientation Skills

a. Give the trainee copies of a map which contains the streets but no names. Have the trainee fill in the names.

b. Verbal and written quizzes on the hundred blocks, landmarks and other important locations.

c. Throughout shift ask the trainee, "Where are we now?"

d. Give the trainee addresses, transparencies and a marker. Have them trace the route to the location.

e. Have the trainee study maps of the City.

Directing Traffic
a. FTO draws diagrams for the trainee to place themselves, traffic flow, ideal locations for fire and medical response, etc.

b. Shut down an intersection and let the trainee practice. Start with quiet intersections and build to busier ones.

c. Have the trainee speak with other FTO’s, traffic officers, etc.

d. Have the trainee speak with fire and medical responders for their perspective.

e. Request special assignments for these types of calls.

Traffic Stops

a. Role play, in a parking lot, using other FTO’s and vehicles.

b. Videos – film the trainee in action so they watch themselves.

c. Have the trainee speak or ride with a traffic officer.

d. FTO draws diagrams for the trainee to place themselves, vehicle positions, ideal locations for stop, etc.

e. Use miniature cars for placement.

f. Develop a checklist: first written, then mental.

g. Verbal and written quizzing on traffic codes and elements.

h. Have the trainee practice completing citations and warnings on copied blank forms.

DUI Investigations

a. Role reversal with the FTO making actual stops and the trainee doing the DUI evaluation.

b. Role play in a parking lot using other FTO’s and vehicles.

c. Videos – film the trainee in action so they watch themselves.

d. Show videos from previous DUI arrests.

e. Interview DUI officers, instructors and attorneys.
f. Review old DUI reports. Be sure to delete the author’s name.

g. Review the DUI chapter of the California Peace Officers Legal Sourcebook.

h. Have the trainee ride with a traffic officer.

i. Develop a checklist for procedures and forms.

Courtroom Demeanor

a. Interview detectives, instructors, attorneys and judges as to what they think make a good witness.

b. Take the trainee through various courtrooms.

c. Have the trainee observe a trial.

d. Conduct a mock trial.

e. Have the trainee perform a courtroom role play, using one of their citations or reports.

Investigative Procedures

a. Interview investigators, instructors and attorneys as to what they think make a good investigation.

b. Verbal and written quizzing on crime elements.

c. Have the trainee spend some time with a CSI officer.

d. Tour a crime laboratory.

e. Follow one of the trainee’s cases through with the assigned investigator.

f. Create a mock crime scene.

High Risk Stops

a. Practice visualization techniques, and develop a checklist for verbal commands.

b. Role plays with the trainee as officer and a suspect, daylight and darkness.
c. FTO draws diagrams for the trainee to place themselves, vehicle positions, ideal locations for stop, etc.

**Domestic Disputes**

a. Use models (dolls, play house, etc.) for placement.

b. Role plays using other FTO’s, etc.

c. Interviews with victim advocate groups, etc.

d. Attend an Order of Protection hearing.

e. Request special assignments for these types of calls.

**Radio Procedure and Codes**

a. Role plays

- What is going on with other officers?
- Sample sentences/codes.
- Describe a scenario and ask the trainee how to say it on the radio.

b. Obtain a tape recorder that you and the trainee use as a radio in role plays, and allow them to listen to themselves.

c. Have the trainee speak in codes rather than English.

d. Assign the trainee to a shift in Communications to work with a dispatcher. Have them log the codes and then decipher to English, turning in the final product.

e. Have the trainee listen to a scanner.

f. Have the trainee read all license plates phonetically.

  - Listen to old Communications tapes.

  - Have the trainee practice running names.

**Accident Investigation**

a. Have the trainee ride with a traffic officer

b. Develop a checklist for steps to completion.
c. Review past reports and diagrams.

d. Create a scenario and have the trainee draw a diagram.

e. Request special assignments for these types of calls.

f. Using crayon attached to the corners of a block, show tire skids, etc.

g. Visit driving track skid pan.

h. Observe an autopsy for occupant injuries, etc.

i. Visit a junkyard for damage estimates, etc.

j. Identify items of evidentiary value and the proper collection and preservation techniques.

k. Explain the value of photographs.

**Rapport with Citizens**

a. Increase exposure to public.

b. Role plays.

c. Videotape the trainee’s contacts. Have them review and critique themselves.

d. Assign the trainee to work with one of the Department’s volunteers.

**Total Confusion**

a. Have the trainee complete a self-evaluation.

b. Develop a flow chart of basic tasks.

c. Have the trainee speak with and/or observe Field Training Officers, and supervisors.

d. Flash cards.

e. Read past case reports.

f. Role plays scenarios.
g. Organize the car the way the trainee is comfortable.

h. Have the trainee list their perceptions of the job.
PART III – Training Guide

Field Training Manual
Introduction

This Field Training Guide should be used to instruct recruited police officers in the various situations and duties they will likely encounter during their careers with the San Luis Obispo Police Department. It is believed that the training topics herein, if learned and applied, will build a sound foundation for the officer's law enforcement career.

A recruited police officer is expected to care for his/her Field Training Guide and to present it to the FTO and/or supervisor upon request. The FTO will use the guide, and immediate supervisors should make periodic checks to ensure that training is progressing properly and systematically.

The Field Training topics are scheduled over a 14-week period. In the case of training a "lateral," training phases can be combined to facilitate a shorter training period.

To assure systematic training, FTO’s shall write their initials on each page containing the topics they have provided instruction on and have demonstrated. The trainee will then write their initials after they have demonstrated acceptable performance on the topic.

The Field Training Guide was designed to allow for an orderly yet flexible presentation of training. The topics are arranged strategically and should normally be accomplished by the end of their corresponding phase number. If circumstances warrant that a topic or topics be addressed earlier or out of sequence, then the training should be accomplished in such a manner.

In addition to the instruction received from the FTO, the trainee is encouraged to do other studying to enhance job knowledge. Suggested areas of study are listed as references in the training guide. They include Operations Directives, the Rules and Regulations Manual, the Rotational Watch Training Manual, the Safety Manual, the Legal Sourcebook, the Evidence Manual, the Report Writing Manual, the Collision Report Manual, and the video library.

In addition to the Daily Performance Evaluations you will receive from your FTO, you will also receive quarterly evaluations by a supervisor throughout your probationary period.
Estimated Training Periods and Evaluation Schedule

For a police officer without patrol experience (entry):

Week 1-3  Phase 1  Orientation and Initial Training, no evaluations
Weeks 4-9  Phase 2  Training continued and Daily Performance evaluations
Weeks 10-15  Phase 3  Training continued and Daily Performance Evaluations
Week 16-17  Phase 4  FTO in plain-clothes and Final evaluation and recommendation.

*Trainee’s typed critique of the Training Program and the FTO’s is due at the conclusion of the Training Program.

FTO’s will complete and End of Phase report at the end of each phase except phase 4. The report shall detail the trainee’s significant strengths and weaknesses, as well as list specific training provided during the phase. The report will also list recommendations for training needed by the trainee during the next phase.

For lateral police officer with at least one year prior solo patrol experience:

Week 1  Phase 1  Orientation/initial training and Daily Performance Evaluation is optional
Weeks 2-8  Phase 2  Training continued and Daily Performance Evaluation
Weeks 8-10  Phase 3  The training program for a lateral is expected to be completed between eight and ten weeks. During the final week of this phase, the FTO is to accompany the trainee in plain clothes for a minimum of 24 hours. DPE’s are optional during the final week. The final evaluation and recommendation are due at the conclusion of this week.

*Trainee’s typed critique of the Training Program and the FTO’s is due at the conclusion of the Training Program.

FTO’s will complete and End of Phase report at the end of each phase except phase 4. The report shall detail the trainee’s significant strengths and weaknesses, as well as list specific training provided during the phase. The report will also list recommendations for training needed by the trainee during the next phase.
Phase 1
Codes: Penal and Vehicle

Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   a. 836 PC:
   b. 837 PC:
   c. 834 PC:
   d. 834a PC:
   e. 835 PC:
   f. 835a PC:
   g. 840 PC:
   h. 844 PC:
   i. 847 PC:
   j. 849 PC:
   k. 142 PC:
   l. 150 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
   a. 40300.5 VC:
   b. 40302 VC:
   c. 40303 VC:
   d. 40305 VC:

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Performance Objectives: The trainee will have a working knowledge of the Department’s chain of command and structure, and be able to identify each Division’s organizational functions.

1. The trainee will know that the chain of command provides for a logical flow of policy, orders, reports and information. The direction (up or down) is determined by the nature of the command.

2. The trainee will know that the chain of command, flowing upward from the line personnel proceeds through one’s immediate supervisor to that person’s immediate supervisor and so on, to the Chief of Police. The precise chain may depend on an individual’s assignment or unit.

3. The trainee will also understand the chain of command will be followed whenever possible, unless the nature of the information reasonably dictates otherwise.

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Firearms Policy
Lexipol 311

Performance Objectives: The trainee will know how to safely handle firearms and know and understand firearm regulations per Department policy.

1. The trainee will demonstrate the safe handling of all firearms. The trainee will need to qualify with his/her handgun and off-duty weapons with an Assistant Rangemaster as soon as possible during the Orientation week.

   a. Shotgun
      1) Loading and unloading
      2) Check for obstructions
      3) Check the action, safety, firing pin and ammunition
      4) Report equipment malfunctions
      5) Securing the shotgun at the Department or in the field
      6) Identifying the proper situations in which to use the shotgun

   b. AR-15
      1) Remove and inspect the magazine
      2) Ensure the weapon is unloaded (visually and feeling)
      3) Check the action and cycling of the weapon
      4) Reload the weapon (insert the magazine, **DO NOT** charge the weapon
      5) Securing the AR-15 at the Department and in the field
      6) Identifying the proper situations in which to use the AR-15

   c. Operating storage mechanisms for weapons in vehicles and in the department armory

2. The trainee will be required to attend the Department scheduled firearm ranges while in the FTO Program. Any absence needs to be excused by the Administrative Sergeant. The trainee will also demonstrate the proper cleaning procedures and maintenance of weapons.

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Use of Force
Lexipol 300

Performance Objectives: The trainee will know and understand the Department’s use of force policy.

1. The trainee shall know the Department’s use of force policy (Ops Directive F-13) and be able to explain the legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

2. The trainee shall demonstrate to a Department Defensive Tactics Instructor that he/she is proficient in the use of arrest and control techniques within the first week of the Field Training Program.

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

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

5. Given a set of circumstances where the use of force becomes necessary, the trainee shall exercise that degree of force that is reasonable given the totality of the circumstances known at the time (Graham vs. Conner (1989) US Court 109 SC, 1865; California PC Sections 835, 835(a), and 843).
   a. Reputation and appearance
   b. Communication skills
   c. Empty hands – control holds
   d. Empty hands – strikes, kicks, leg sweeps, and carotid restraint
   e. Chemical and mechanical
   f. Impact weapons
   g. Firearms

6. The trainee shall discuss the regulations governing the use of chemical and mechanical agents, including the follow-up procedures for persons who have had it applied to them.

7. The trainee shall know the Department’s policy as to what responsibility the officer has after a use of force application:
   a. Provide medical aid to all injured persons
   b. As soon as practical, prior to the end of shift, notify the Field Supervisor if force option #4 or higher is employed
   c. Document the use of force in a report
d. Know that the Field Supervisor has the responsibility of completing a use of force report
e. Know that the Administration maintains use of force statistics and all use of force reports

8. Impact weapons

   a. The trainee shall know when and how to effectively use the collapsible and/or straight baton in an authorized manner
   b. The trainee shall identify the vital body points and bone edges recognized as baton / impact weapon “target” areas
   c. The trainee shall identify those body points that are potentially lethal when struck by a baton / impact weapon
   d. The trainee shall explain and demonstrate baton / impact weapon techniques to be used in subduing an aggressive suspect
   e. Given an incident in which the use of a baton is necessary and justified, the trainee shall use the baton / impact weapon in an authorized manner

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Officer Safety

**Performance Objectives:** The trainee shall know and understand the mental, physical, and tactical considerations for officer safety.

1. The trainee will identify the tenets of fundamental officer safety.

2. The trainee will identify patrol techniques that minimize the possibility of an officer entering into an ambush “set-up.” Check premise files prior to contact if possible.

3. The trainee will identify the following tactics which can be used by the driver of a vehicle that comes under sniper attack:

4. The trainee will identify the following psychological phenomena which affect an officer’s ability to successfully counter a life-threatening attack, including:

5. The trainee will identify safety / tactical considerations when dealing with violent suspects:
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Map Usage and City Orientation

**Performance Objectives:** The trainee will demonstrate proficiency in the use of the City map.

1. The trainee will be familiar with the Neighborhood Officer Program.

2. The trainee will explain the block numbering system within San Luis Obispo.

3. The trainee will explain the house and business numbering system.

4. The trainee will be able to effectively use the map in locating and responding to various locations within the City.

5. The trainee will know the names and locations of important types of roads within each zone, such as:
   - Major arteries
   - “Through” and “dead end” streets
   - Freeway entrances and exits
   - Fire trails and other special access roads
   - One-way streets
   - Streets that change names, i.e. Higuera vs. South Higuera

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☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Radio Procedures

**Performance Objectives:** The trainee will know and understand the Department’s policies on radio procedures.

1. The trainee will demonstrate the mechanical operation of the patrol vehicle’s radio equipment and the portable radios:
   a. Power switch
   b. Proper hand / mouth microphone positions
   c. Squelch and volume controls
   d. Channel selection and circumstances where different frequencies would be utilized

2. The trainee will demonstrate proficiency in the proper procedures and techniques of radio communications. This will minimally include:
   a. The ABC’s of radio demeanor (accuracy, brevity, clarity / courtesy)
   b. Waiting until the air is clear before pressing the transmit button
   c. Pressing the transmit button firmly and speaking calmly and clearly into the microphone to ensure even modulation
   d. Recognizing emergency traffic and saving routine and non-emergency transmissions until the termination of the emergency. Know the meaning of Code 33.
   e. Knowing the different radio designations
   f. Know the difference between Code 2 and Code 3 and 11-99
   g. Ensure message acknowledgment
   h. Commonly used radio codes

3. The trainee will memorize the Department’s phonetic alphabet and agency radio codes, including commonly used Penal Code section numbers and codes for dispatching emergency vehicles.
   a. The trainee will assume general communications responsibility and will demonstrate the ability to properly use the radio

4. The trainee will properly designate themselves in and out of service over the police radio. They will be responsible for knowing what is occurring on their beat. They shall know the locations and assignments of other officers.
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Preparation for Patrol

**Performance Objectives:** The trainee will be familiar with the procedures on how to prepare for their assigned shift.

1. The trainee will know what resources are available to them prior to working their assigned shift (e.g. Daily Activity Logs, information boards in Briefing, and “BOL” [Be On the Lookout] information).

2. The trainee will know what equipment they are required to bring when reporting for duty (e.g. uniform, safety equipment, writing implements, report forms, clip board, etc.).

3. The trainee will take notes on important information during Briefing.

4. The trainee will know they are required to check their voicemail at a minimum of every work shift.

5. The trainee will know how to access their City e-mail account, and will regularly sign in to check for important information.

6. Trainee will check out a patrol box after briefing and complete the appropriate documentation for the box.

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- Verbal / Written Test
- Training Scenario
- Field Performance
Vehicle Inspection
Lexipol 705

Performance Objectives: The trainee will know and understand how to conduct a vehicle inspection.

1. The trainee will be familiar with the patrol unit and equipment checkout:
   a. Inspect vehicle for damage and repair, prior to start of shift
   b. Check regular & emergency lights, horn and siren
   c. Check interior of unit (underneath the front and rear seats, and the trunk), prior to the start of shift, and immediately after transporting a prisoner
   d. Check flares and cones
   e. Fire extinguisher
   f. Gasoline
   g. Vehicle cleanliness
   h. Check radio
   i. Documenting / notification of defects
   j. Shotgun / AR-15
   k. First aid kit
   l. Blanket
   m. Evidence bags and packaging materials
   n. Hand cleaning gel
   o. Plastic gloves
   p. Roll-a-tape
   q. Mask and CPR breathing device
   r. Dashboard gauges

2. The trainee will know the Department’s policy on repair and servicing of patrol vehicles and know that all damage to City vehicles should be immediately reported to the on-duty supervisor. Any damage to a City vehicle will be documented. Trainee will know proper way to deadline a unit.

3. The trainee will know how to secure the unit at the end of the shift.
   a. Inspection for damage and/or wear
   b. Fueling at the Corp Yard
   c. Use of gate access code
   d. Turn radio, video, MDC, and radar off
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- [ ] Verbal / Written Test
- [ ] Training Scenario
- [ ] Field Performance
Personal Appearance / Uniforms
Lexipol 1044

Performance Objectives: The trainee will know and understand the Department's policy on uniforms and equipment damage.

1. The trainee will know the Department's policy on safety equipment and the procedure to carry non-issued equipment.

2. The trainee will know the Department's policy on grooming standards.

3. The trainee will possess the proper uniform, which will be inspected regularly. The trainee will also know the appropriate attire for attending court.

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Special Assignments
Lexipol 1027

Performance Objectives: The trainee will understand the functions of other divisions of the police department.

In no particular order and as time/staffing allows, the trainee should:

1. be assigned to the Property Clerk/Evidence Technician for 1 hour
2. be assigned to SET for 1 day
3. be assigned to the Investigations Division for 1 day
4. be assigned to the Traffic Division for 2 days
5. be assigned to the Communications Division for 4 hours
6. be assigned to the Records Division for 4 hours
7. be assigned to the Administrative Analyst for 30 minutes
8. be assigned to the Neighborhood Outreach Manager for 30 minutes
9. should attend a training at the SLO County District Attorney’s Office for 6 hours

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Leadership

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

1. The trainee shall describe through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:
   a. Integrity
   b. Credibility
   c. Trust
   d. Discretion
   e. Duty
   f. Loyalty
   g. Honesty

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

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☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Phase 2
Codes: Penal, Vehicle, Business & Professions, and Municipal

**Performance Objectives:** The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   
   a. 148 PC:
   b. 148.1 PC:
   c. 148.5 PC:
   d. 148.9 PC:
   e. 211 PC:
   f. 273.5 PC:
   g. 273.6 PC:
   h. 459 PC:
   i. 484a PC:
   j. 484e PC:
   k. 484f(a):
   l. 484f(b):
   m. 487 PC:
   n. 488 PC:
   o. 496(a) PC:
   p. 666 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:

   a. 21200.5 VC:
   b. 23152(a) VC:
   c. 23152(b) VC:
   d. 23153 VC:
   e. 2800 VC:
   f. 2800.1 VC:
   g. 10851 VC:
   h. 14601.1 VC:
   i. 31 VC:

3. The trainee will know the elements and crime classifications (if applicable) of the following Business & Professions Code sections:

   a. 25658 BP:
   b. 25662 BP:
4. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:

a. 9.04.010 SLMC:
b. 9.12.050 SLMC:
c. 9.12.050 SLMC:

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Codes: Penal, Vehicle, and Municipal

**Performance Objectives:** The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   a. 203 PC:
   b. 220 PC:
   c. 240 PC:
   d. 242 PC:
   e. 245 PC:
   f. 246 PC:
   g. 246.3 PC:
   h. 187 PC:
   i. 182 PC:
   j. 415 PC:
   k. 422 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
   a. 4462.5 VC:
   b. 5200 VC:
   c. 10852 VC:
   d. 12500a VC:
   e. 12500b VC:
   f. 12951(a) VC:
   g. 16028(a) VC:
   h. 20001 VC:
   i. 20002(a) VC:
   j. 21453(a) VC:
   k. 22350 VC:

3. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:
   a. 9.20.030 SLMC:
   b. 9.20.050 SLMC:
   c. 8.16.030 SLMC:
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Performance Objectives: The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   a. 261 PC:
   b. 261.5 PC:
   c. 272 PC:
   d. 1203.2 PC:
   e. 314 PC:
   f. 537(e) PC:
   g. 647(b) PC:
   h. 647(f) PC:
   i. 653(k) PC:
   j. 653(m) PC:
   k. 594(a) 1,2,3 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
   a. 14603 VC:
   b. 14606a VC:
   c. 14607 VC:
   d. 13353 VC:
   e. 13202.5 VC:
   f. 21806 VC:
   g. 21201a VC:
   h. 22107 VC:
   i. 22450 VC:
   j. 21954 VC:
   k. 21955 VC:
   l. 21957 VC:
   m. 22105 VC:
   n. 24250 VC:
   o. 21658(a) VC:
   p. 21804(a) VC:
   q. 21950(a) VC:
   r. 22348(a) VC:
3. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:

   a. 5.16.070 SLMC:
   b. 5.48.020 SLMC:
   c. 06.20.010 – 060 SLMC:
   d. 10.68.060-120 SLMC:
   e. 10.72.010 SLMC:
   f. 10.72.100 SLMC:

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Information Systems
Lexipol 813
(Criminal History, CLETS Access)

Performance Objectives: The trainee will know about the various law enforcement computer systems that are available for query, what information is available from them and the laws and Department policies that regulate access of information from these computer systems.

1. The trainee will know the purpose of the following computer systems and how to access them:
   a. CLETS (California Law Enforcement Telecommunications System)
   b. Department of Motor Vehicles System (DMV)
   c. Automated Property System (APS)
   d. Stolen Vehicle System (SVS)
   e. Wanted Persons System (WPS)
   f. National Crime Information Center (NCIC)
   g. Supervised Release File (SRF)
   h. Automated Firearms System (AFS)
   i. Domestic Violence Restraining Order System (DVROS)
   j. Missing / Unidentified Persons System (MUPS)
   k. Automated Warrant System (AWS)
   l. Criminal Justice Information Control (CJIC)
   m. Picturelink Database System
   n. Mobile Data Computer terminals (MDC)
   o. Police reports system
   p. LIVESCAN fingerprinting / pre-booking system
   q. Summit

2. 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)
   b. To establish probable cause for a search or an arrest
   c. To verify the validity of a driver’s license, vehicle registration, or occupational license
   d. To determine if a person is wanted
   e. To determine the status of a person on parole or probation
   f. To report or locate a missing person

3. The trainee shall know and understand the following regarding access and use of the various law enforcement computer systems:
a. 502 PC
b. That all MDC transmissions are public information and are also subject to administrative audit and review.
c. Must complete CLETS Less Than Full Access training before accessing the system

4. The trainee will understand the department’s telephone system, including:
   a. Extension directory
   b. Official vs. personal calls
   c. Recorded line
   d. Voicemail
   e. Transferring calls

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DUI Enforcement

**Performance Objectives:** The trainee will have an understanding of Vehicle Code violations involving alcohol and drugs, and be familiar with the steps to conduct a driving under the influence investigation.

1. The trainee will effectively conduct a driving under the influence (DUI) investigation by following the DUI investigation sheet.

2. The trainee will properly obtain all information and evidence necessary for the completion of a thorough DUI investigation.

3. The trainee will understand the Department’s citation and release policy regarding DUI’s. (Requires Supervisor approval)

4. The trainee will understand that in addition to completing a Juvenile Contact Report (JCR) for juveniles arrested for DUI, the officer shall also issue the juvenile a Notice to Appear for the appropriate DUI section.

5. The trainee will understand that generally all vehicles are towed. Vehicles are to be searched and inventoried prior to towing.

6. The trainee shall understand the provisions of 13353 VC, and know how to document a refusal.

7. The trainee shall be certified and will know how to use the Intoxilyzer machine.

8. The trainee will be able to operate the Portable Alcohol Sensor (PAS) machine and know the proper information for testifying in court.

9. The trainee will know what to do with evidence obtained from a DUI arrest.

10. The trainee will demonstrate the ability to complete a DUI arrest report and all the related forms.

11. The trainee will also be proficient in completing a Bicycle DUI arrest, an Admin Per Se Investigation, and a DUI arrest resulting from a traffic accident.
### Field Training Manual

## Training Guide

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Robbery Investigations

**Performance Objectives:** The trainee will know and understand the tactical considerations while responding to robbery-in-progress calls.

1. The trainee will understand the tactical considerations while responding to robbery-in-progress calls.
   
   a. Determination of response method
   b. Plan for deployment, make assignments
   c. Containment of the scene (perimeter) Call from Communications to business
   d. Apprehension of suspect(s)
   e. Broadcasts of suspect(s) description, vehicle description, and direction of travel
   f. Preservation and collection of evidence

2. The trainee will have a working knowledge of the responding officer's task in a robbery investigation.
   
   a. The trainee will effectively conduct a robbery investigation including locating and separating witnesses.
   b. The trainee will properly obtain all information necessary for the completion of a thorough investigation of a reported robbery.
   c. Trainee will be familiar with the procedure during a hostage incident.
   d. Contact supervisor for investigator callout.

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Acceptable Performance Demonstrated (By Trainee)

- ☐ Verbal / Written Test
- ☐ Training Scenario
- ☐ Field Performance
Domestic Violence Investigations
Lexipol 319

Performance Objectives: The trainee will understand the definition of domestic violence and the Department’s policy and procedures regarding investigation of such incidents.

1. The trainee will identify the difference between domestic violence and a domestic dispute. The trainee will understand the importance of using good officer safety tactics when responding to a domestic incident.

2. The trainee will identify the extent, nature, and impact of domestic violence including:
   a. Frequency of occurrence / escalating nature and lethality
   b. Impact on victim, children, and battery suspects
   c. Cycle of violence
   d. Dynamics of the victim and battery suspect
   e. Learned behavior
   f. Family structure and culture
   g. Effectiveness and impact of law enforcement intervention
   h. Special interviewing skills

3. The trainee will know and understand their authority in taking enforcement action pursuant to 273.5 PC related to domestic violence incidents including:
   a. Felonies
   b. Misdemeanors
   c. Private person’s arrest
   d. Cite and release
   e. Seizure of firearms (12028.5 PC)
   f. Verifying and enforcing restraining orders
   g. Emergency Protective Orders (EPO’s)
   h. Gathering evidence

4. The trainee will identify their responsibility and authority with tenancy issues related to domestic violence and domestic abuse.

5. The trainee will understand his/her responsibilities in investigating an incident of domestic violence:
   a. Writing a crime and/or arrest report that includes the elements of 273.5 PC and documenting the presence of children, drug / alcohol use by the involved parties, and previous contacts with the suspect
   b. Legal requirements upon the Department based on mandatory reporting laws
c. Provide the victim with a case number and referral information for victims of domestic violence and violent crimes  
d. That additional photos of the victim’s injuries should be taken approximately 48 hours after the incident  
e. Domestic Violence documentation form  

6. The trainee will identify their responsibility to provide assistance to victims of domestic violence including:  

a. Medical attention  
b. Transportation to alternate shelter  
c. Standby for removal of personal property  
d. Personal safety options  
e. Marcy’s card  
f. Rise Advocate  
g. Obtaining an Emergency Protective Order (EPO) for the victim when applicable  

7. The trainee will be familiar with the San Luis Obispo County Domestic Violence Protocol.

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Preliminary Investigations

**Performance Objectives:** The trainee will demonstrate the ability to conduct a preliminary investigation.

1. The trainee will effectively conduct a preliminary investigation that would minimally include:
   a. Location and identification of suspects, witnesses, and victims
   b. Conduct initial interviews
   c. Complete field notes, noting conditions and events
   d. Securing the crime scene and/or collecting evidence

2. The trainee will properly obtain all information necessary for the completion of a thorough preliminary investigation of a reported crime.

3. The trainee will be responsible for knowing what sources of information are available to them for preliminary investigations.

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Interrogation and Interview

Performance Objectives: The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information obtained in a written report.

1. The trainee will identify those systematic steps that an officer should take in preparing for an interview:
   a. Separate the involved parties and ask direct and brief questions
   b. Let the person being interviewed do the majority of talking
   c. Control the interview. Avoid rambling by the person being interviewed
   d. Avoid leading questions except when absolutely necessary
   e. Put the person being interviewed at ease and develop a rapport
   f. Write statements verbatim, from the person being interviewed, where appropriate. Do not improvise nor make assumptions
   g. Take clear and concise notes and record when necessary

2. The trainee shall discuss the ramifications of the Miranda warning and shall discuss when, where, and why it should be used.

3. The trainee shall know the laws regarding Miranda warnings for juveniles.

4. The trainee will describe the contents of a good statement. These contents will minimally include:
   a. Answering the questions: Who, What, When, Where, Why, and How the event happened
   b. How many people were involved

Instruction and/or Demonstration (By FTO)  |  FTO  |  TRAINEE  |  DATE
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Acceptable Performance Demonstrated (By Trainee)  |  |  |  
☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Evidence Collection and Handling of Property
Lexipol 803

**Performance Objectives:** The trainee will acquire knowledge of the proper means of identification, collection, and preservation of evidence. The trainee will also understand the concept of chain of custody.

1. The trainee will protect the crime scene.
2. The trainee will identify those items at a crime scene that should be treated as evidence.
3. The trainee will properly take property and evidence into their custody and document it in a police report.
4. The trainee will properly take found property into their custody and document it in a police report.
5. The trainee will properly book the property into evidence:
   a. Marking evidence
   b. Forms
   c. Lockers
6. The trainee will identify the correct methods for collecting, marking (or tagging), and/or packaging evidence:
   a. Fingerprints
   b. Tools and tool marks
   c. Firearms
      a) Do not remove rounds
      a) Preserve location of rounds
      a) Document
      a) Photograph
   d. Bullets and projectiles
   e. Shoe prints and tire tracks
   f. Bite marks
   g. Questioned documents
   h. Paint and glass
   i. Hair, fibers, and blood
   j. Soil
   k. Narcotics
      1) DOJ forms
      2) Witness officer to verify amount and document before placing in DOJ envelope
      3) Weigh item with DOJ envelope

104x99
3) Weigh item with DOJ envelope
a) Indicate weight in report
   a) Indicate weight on back of DOJ form

l. Money
   1) Use a money envelope
   2) Have witness officer present when counting
   3) Have witness officer verify amount
   4) Both witness and officer sign money envelope

m. Wet items
   1) Let air dry
   2) Place into paper bag
   3) Blood drying cabinet

n. Perishable items
   o. Property stored as “safekeeping”

p. Vehicles
   1) Store in sally port
   2) Store in secure storage yard

q. Explosives
   1) Use due caution
   2) Notify Bomb Task Force

7. The trainee will identify what is meant by the term "chain of custody" and why it must be maintained.

8. The trainee will be familiar with the purpose of a Crime Scene Investigation Officer (CSI), when they may be utilized, and the procedures for requesting their assistance. Their responsibilities are:

   a. CSI will be responsible for assisting other officers in the collection of evidence when the task exceeds the resources or expertise level of the officer at the scene
   b. “Simple” CSI jobs (basic fingerprints, etc.) will be performed by the assigned officer.

9. The trainee will be familiar with the purpose of the Evidence Technician, when they may be utilized, and the procedures for requesting their assistance. Their responsibilities are:

   a. Collect, receive, classify, and index all fingerprints for ID purposes
   b. Collect, record, and analyze physical evidence obtained at the crime scene
   c. Maintain property and evidence control

10. The trainee will be familiar with the available equipment and capabilities:

   a. Cal-ID
   b. Dataworks (jail booking photo system)
11. Must be properly trained before using
   a. Electrostatic dust print lifter in CSI car
   b. Ninhydrin

12. The trainee will be proficient at locating and lifting latent fingerprints, and knowledgeable of the different powders used for different surfaces.

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Tactical Communication

**Performance Objectives:** The trainee will understand that tactical communication involves both professional demeanor and words.

1. 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)

2. The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e. generate voluntary compliance without resorting to physical force).

3. The trainee shall understand and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal-oriented. Examples 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.”

4. Given an incident involving an uncooperative subject, the trainee shall be able to generate voluntary compliance using the 5-step process:

   a. Ask (ethical appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply.
   
   b. Set context (reasonable appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
   
   c. Present options (personal appeal) – Explain possible options
   
   d. Confirm (practical appeal) – Provides one last opportunity for voluntary compliance: “Is there anything I can say or do to earn your cooperation at this time?”
   
   e. Act – take appropriate action

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Vehicle Collision Investigations

Performance Objectives: The trainee will have an understanding of the basic concepts of traffic collision investigation.

1. The trainee will identify the basic definitions relevant to traffic collision reports.
   a. Accident or collision: an unintended event that causes damage, death or injury
   b. Classification of injuries: fatal injury, severe injury, other visible injuries, complaint of pain
   c. Deliberate intent: an intentional act which directly or indirectly involves a motor vehicle in transport which purposely causes damage to property or injury to any person

2. The trainee will identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:
   a. Compass direction.
   b. Measurements of the scene in proportion, but not necessarily to scale
   c. Use of appropriate illustrations
   d. Area of impact (AOI) and the point of rest (POR)

3. The trainee will identify the following types of physical evidence which are used to determine the cause of the collision:
   a. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
   b. Debris, glass, vehicle parts, fluids, and other related property damage
   c. Photographs of the scene

4. The trainee will identify the information to be obtained during a collision investigation interview.
   a. Identify the involved parties and vehicles
   b. Establish the time, location, and chronology of collision events
   c. Locate witnesses
   d. Elements unique to hit and run collisions, if applicable

5. The trainee will be able to evaluate the collision and use the appropriate CHP form (CHP 556, 555, 555-03).

6. The trainee will understand the Department's policy on issuing citations at the scene of an accident whenever possible.
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Traffic Control and Scene Management

**Performance Objectives:** The trainee will know and understand the basic concepts of scene management and traffic control.

1. The trainee will identify the following elements of traffic collision scene management:
   a. Upon arrival, survey scene for hazards and remain alert
   b. Position patrol vehicle properly
   c. Check for injuries, their extent, and obtain or provide necessary medical assistance.
   d. Protect persons and property involved
   e. Remove any conditions which may cause additional accidents
   f. Determine support needs and request assistance if necessary
   g. Apply personal safety measures
   h. Preserve scene as appropriate
   i. Restore traffic flow to include alternate routes

2. The trainee will be able to effectively control traffic when necessary.
   a. The trainee will be able to effectively control traffic at a signalized intersection
   b. The trainee will be able to effectively control traffic at an uncontrolled intersection
   c. The trainee will know where portable stop signs and extra traffic cones are stored
   d. The trainee will be able to control pedestrian and vehicular traffic at the scene of an accident or critical incident
   e. The trainee will be able to set up an appropriate flare or cone pattern
   f. The trainee will be able to operate a City Traffic Control Box
   g. The trainee will understand the need for using clear hand signals
   h. The trainee will be able to use the flashlight and direct traffic during darkness

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Vehicle Operations and Pursuits
Lexipol 313, 315

**Performance Objectives:** The trainee will know and understand the importance of the defensive components necessary to safely operate a law enforcement vehicle.

1. **Slow speed patrol:** The trainee will make observations of businesses, parked cars, pedestrian, and other vehicle traffic, "selective observation" of cashiers at gas stations and activities in alleys and carports. The trainee will adhere to the Vehicle Code.

2. **Radio code response:** The trainee will understand defensive driving, use of rear view and side view mirrors, seat belts, noting information while driving, and proper parking.

3. The trainee shall know and understand Department policy regarding driving and on-duty vehicle collisions

4. The trainee shall understand the Department’s approved emergency driving techniques

5. The trainee shall possess a recognition and understanding of common psychological, mechanical, and environmental factors that greatly affect the probability of being involved in a vehicle accident.

6. The trainee shall identify common driving movements or activities during which the majority of collisions involving police vehicles occur. These movements minimally include:
   a. Backing, parking, right of way violations, passing, excessive speed, and inattention to traffic conditions ahead

7. The trainee shall identify driver attitudes that contribute to traffic accidents
   a. Overconfidence, impatience, overestimating vehicle capabilities, self-righteousness, and lack of defensive driving technique

8. **Pursuits:** The trainee will assess the severity of the offense, traffic flow, and advisability of breaking off pursuit. The trainee will have a clear understanding of the Department pursuit policy.
   a. The trainee shall understand Code 3 driving, use of proper response codes and the provisions of 21055 VC, 21056 VC, and 21806 VC.
   b. The trainee shall understand and discuss the common factors involved in determining whether to continue or abandon a vehicle pursuit. Those factors shall minimally include:
1) Responsibility to continually evaluate conditions during a pursuit
2) Amount of other traffic, vehicular / pedestrian road hazards, road conditions, and environmental conditions
3) Condition of police vehicle and driver
4) Seriousness of crime, in relation to potential likelihood of causing injury, damage or death

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

1) Slowing for all intersections
2) Reduce speed at red lights, stop signs, yield signs and intersections. Check for cross traffic before proceeding through
3) Careful observation at cross streets
4) Caution when passing other vehicles
5) Constant alertness for any unseen hazard
6) Using a well-planned travel route responding to emergencies

9. The trainee will understand proper radio usage while involved in a pursuit.

10. The trainee will discuss how an officer operating a police vehicle under non-emergency conditions is subject to the same “rules of the road” as any other driver.

11. The trainee will explain the situations in which the driver of an authorized emergency vehicle is exempt from VC 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

12. The trainee shall explain the exemption requirements of the vehicle code regarding the use of red light and siren, under sections 21055(b) and 21807.

13. The trainee shall explain the conditions under which he/she or the Department 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 21056 VC.
   b. When the Department has adopted a written policy on police pursuits in compliance with 17004.7 VC.
   c. A negligent or wrongful act or omission by an employee of the entity described in 17001 VC.
d. When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in 17004 VC.

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Prisoner Processing

Performance Objectives: The trainee will also know and understand the Department’s policy regarding prisoner processing.

1. The trainee shall explain and understand Department policy regarding processing prisoners. This shall include:
   a. Notify supervisor of arrest
   b. Obtaining medical clearances for sick and injured prisoners
   c. Processing juvenile prisoners with or without adults
   d. Reporting to the supervisor, and documenting in a report, all injuries to the arrestee that were incurred during arrest, and what medical attention has been given to the arrestee
   e. Adult booking procedures including Picturelink and LIVESCAN
   f. Chemical tests
   g. Miranda advisement
   h. Completion of pre-booking forms
   i. Weapon security

2. The trainee will know and understand the following procedures for transporting a prisoner:
   a. Proper search and removal of property prior to transportation
   b. Activate in-car video system
   c. Provide Communications with mileage at beginning and end of trip
   d. Search of area where prisoner is placed both prior to, and after, transportation
   e. Use of seatbelts and hobble / leg restraints while transporting
   f. Proper positioning of officer and prisoner in the vehicle during transportation
   g. Close and constant observation of prisoner while transporting them
   h. Use sally port at Department for added security

3. The trainee will understand that if a prisoner is combative or violent, Communications can request that jail staff meet the trainee in the county jail sally port for assistance.

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Alarms Response  
(Security Alarms)

**Performance Objectives:** The trainee will know and understand the effective methods of handling alarm calls.

1. The trainee will understand how to respond to open businesses, or banks. This shall minimally include:
   
   a. Number of officers to respond and code response  
   b. If necessary, additional officers will respond as perimeter units  
   c. Adopt a position of with a good viewpoint and cover  
   d. Code 33 procedure

2. The trainee will understand how to respond to closed business, vehicle, and residential alarms. This shall minimally include:

3. The trainee will understand that residences and business in the City must register their alarms with the Department through a private alarm company called Municipal Alarm Company.

4. The trainee will understand how to properly complete an alarm call disposition for proper cost recovery. The trainee will know the difference between human error and mechanical error.
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- [ ] Verbal / Written Test
- [ ] Training Scenario
- [ ] Field Performance
High Risk Vehicle Stops

Performance Objectives: The trainee will know and understand the basic techniques for a high risk vehicle stop.

1. The trainee will know how to safely and effectively stop a suspected high risk vehicle, and remove and place the occupant(s) in a position of disadvantage.

2. The trainee shall identify and know the important considerations taken when about to make a high risk vehicle stop. These elements minimally include:
   a. Seriousness of the crime
   b. Availability of back-up
   c. Location at which to make the stop
   d. Tactics to be used after making the stop
   e. Number of suspects involved

3. The trainee shall identify and know the issues to be considered when selecting the proper location to affect the stop. These elements shall minimally include:

4. The trainee shall understand the advantages of calling in the license number and description of the vehicle and occupants prior to the stop.

5. The trainee shall understand the potential hazards in failing to closely watch the movements of occupants in the vehicle about to be stopped or already stopped. These hazards shall minimally include:
   a. Attack on the officer
   b. The destruction or concealment of evidence
   c. The escape of occupants

6. The trainee shall know and demonstrate the proper positioning of the police vehicle for a "standard" high-risk stop.

7. The trainee shall be flexible and be able to adapt to situations that require modifying the standard high risk stop because of terrain, high traffic, unusual suspect actions, or physical constraints.
8. The trainee shall know and understand the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching it on foot.

9. The trainee shall know the verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching it on foot. These commands shall minimally include having the suspect(s):

   a. Keep hands in sight at all times
   b. Exit the vehicle according to Department procedure
   c. Have suspect(s) assume position of disadvantage outside the vehicle or be placed in a police car

10. The trainee shall know and demonstrate the proper use of the spotlight in a nighttime pullover and approach situation. This shall minimally include:

11. The trainee shall discuss the roles of both the primary and back-up officer(s) before, during, and after the stop. This shall minimally include:

   a. Which officer has radio responsibility
   b. Who assumes shotgun responsibilities if applicable
   c. Which officer communicates to the occupants
   d. Who searches prisoner(s), handcuffs, and searches vehicle

12. The trainee shall know how to conduct a “modified investigative” stop and when it is appropriate to utilize this technique. The technique may be used for contacting suspects where additional officer safety tactics are appropriate, but where the situation would not warrant a “high risk” stop.
Ethics / Citizen Complaints / Basic Responsibilities
Lexipol 327, 1019

Performance Objectives: The trainee shall understand the Law Enforcement Code of Ethics, and shall also understand that officers are held to a higher standard of conduct both on- and off-duty. The trainee shall understand the Department’s citizen complaint process.

1. The trainee shall understand the Law Enforcement Code of Ethics and have an understanding regarding the following:
   a. Basic police responsibility
   b. Gratuities
   c. Recommending attorneys, tow companies, etc.
   d. Political / religious issues
   e. Supplying information about other cases and involved parties
   f. Harassment in the workplace
   g. Voicemail responsibilities
   h. The Department’s policy on dishonesty

2. The trainee shall understand the Department’s policy regarding on- and off-duty conduct
   a. Criteria for carrying weapons
   b. Conduct unbecoming an officer
   c. Courtroom demeanor / attire
   d. Outside work permit (must be completed annually)
   e. Consumption of alcoholic beverages

3. The trainee shall understand the Department’s policy regarding citizen complaints
   a. Basic criteria for a complaint
   b. Citizen complaint process

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Timekeeping and Payroll Information

**Performance Objectives:** The trainee will know and understand how to properly track their attendance at work to include overtime and training bank hours.

1. The trainee shall know how to properly fill out their electronic timecard.

2. The trainee shall know how to properly fill out an overtime slip and overtime entries on their electronic timecard.

3. The trainee will know the proper procedure for notifying the watch commander if they are unable to come to work due to an illness. Their timecard will reflect the proper illness code.

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Performance Objectives: The trainee will understand the ramifications associated with the use of deadly force and have a working knowledge of the responding officer’s tasks in an officer involved shooting.

1. 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.

2. The trainee shall have a working knowledge of the responding officer’s tasks in an officer involved shooting:
   a. Care for injured parties
   b. Attempt to apprehend suspect(s)
   c. Secure and protect the scene
   d. Locate witnesses
   e. Notify the Field Supervisor

3. The trainee shall understand that they have the additional responsibilities of:
   a. Providing a brief statement of the event to the Field Supervisor
   b. Fields of fire of both officer(s) and suspect(s)
   c. Potential impact areas of rounds that did not strike officer(s) or suspect(s)
   d. Number of rounds fired, and by which weapon
   e. Surrendering their weapon and duty belt upon request of the Field Supervisor. Replacements will be immediately provided to the officer

4. The trainee shall understand the role of the support officer.
   a. That the support officer cannot be a participant or witness to the actual event
   b. That the support officer assists the involved officer in calling family, legal representation, and assists in any other tasks that facilitate the involved officer’s well being
   c. That the support officer keeps “well meaning” co-workers and others from questioning the involved officer about the events that have occurred
   d. That the support officer remains with the involved officer through the subsequent investigation to provide support
   e. That any communications between the support officer and the involved officer are not privileged or confidential and are subject to being recorded in a written or verbal statement
5. The trainee shall understand that such events are traumatic and that the following psychological services are available to assist them:

   a. A debriefing is strongly recommended immediately after the event
   b. Follow-up services are available
   c. Support from fellow officers involved in similar events is available

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# Physical Restraints and Handcuffing

**Lexipol 305**

**Performance Objectives:** The trainee will have an understanding of how to use restraint devices with single and multiple suspects.

1. The trainee will identify the purposes of handcuffing. The purposes will minimally include the temporary restraint of a suspect to prevent:
   
   a. Attack  
   b. Escape  
   c. The destruction or concealment of evidence or contraband  
   d. Safety of the prisoner

2. The trainee will safely and effectively handcuff single and multiple suspects. This will minimally include the:
   
   a. Handcuffing a single suspect  
   b. Maintaining constant control of the suspect  
   c. Maintaining constant control of the restraining device(s)  
   d. Demonstrating double lock feature  
   e. Maintaining reasonable degree of tightness of restraining devices  
   f. Control positioning of suspect’s hands  
   g. Maintaining continuous observation of the suspect  
   h. The application of additional restraint devices including the hobble and flex cuffs  
   i. The safe movement and placement of handcuffed suspects into a patrol car  
   j. The proper and safe removal of handcuffs and other restraint devices

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Person Searches  
Lexipol 321

**Performance Objectives:** The trainee will know and understand the principles and methods of searching a person.

1. The trainee will identify the methods of searching individuals of the opposite sex.

2. The trainee will identify the following principles of a search of an individual which maximizes the effectiveness of the search and the safety of the officer:
   a. Constant alertness
   b. Maintaining a position of advantage and control
   c. Thoroughness of search
   d. Safeguarding of weapons (both the officer’s and the suspect’s)
   e. Search from the rear
   f. Search with one hand, control with the other
   g. Depend on your sense of touch and not sense of sight
   h. Be aware of “needle sticks”
   i. Keep gun out of reach of suspects
   j. Search systematically and identically every time
   k. If weapon is found, notify backup officer immediately and maintain control of suspect and weapon

3. The trainee will identify those places on males and females where dangerous weapons or contraband may be concealed.

4. The trainee will know and understand the following responsibilities as being those of a “backup officer” when assisting another officer conducting a search of an individual:
   a. Protect searching officer from outside interference
   b. Psychological intimidation of the person(s) being searched
   c. Physical assistance of searching officer, if necessary
   d. Continuous observation of suspect(s)

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Roles of Primary Officer and Back-Up Officer

**Performance Objectives:** The trainee will know, understand, and have a working knowledge of the duties, responsibilities, and hazards of functioning as both a primary and back-up officer.

1. The trainee will identify the following responsibilities of a primary officer:
   a. Designating primary / back-up officer
   b. Maintaining communications with back-up officer
   c. Maintaining position relative to back-up officer
   d. Delegating responsibilities to back-up officer

2. The trainee will identify the following responsibilities of a back-up officer:
   a. Maintaining communications with primary officer
   b. Maintaining position relative to primary officer
   c. Perform assignments as directed by primary officer
   d. Maintaining awareness of surroundings
   e. Maintaining position relative to suspect(s)

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**Acceptable Performance Demonstrated (By Trainee)**

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- ☐ Training Scenario
- ☐ Field Performance
Detentions

**Performance Objectives:** The trainee will know and understand the concepts of a detention.

1. The trainee will know the definition and limitations of a detention.
2. The trainee will know that a detention has to be based upon "reasonable suspicion."

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Performance Objectives: The trainee will understand and have a working knowledge of the laws of arrest.

1. The trainee will describe the police officer's authority to arrest (836 PC and 40300.5 VC).

2. The trainee will identify the elements of an arrest (834 PC and 835 PC) and the responsibilities placed upon a person making the arrest of another (847 PC).

3. The trainee will identify the amount of force that may be used when affecting an arrest (835(a) PC and 843 PC). The trainee will describe the authority and intention to arrest per 841 PC.

4. The trainee will identify the time of day or night that an arrest may be made (840 PC).

5. The trainee will identify what a police officer is required to do with the person arrested (825 PC, 848 PC, 849 PC, 851.5 PC, 853.5 PC and 853.6 PC).

6. The trainee will identify those situations where a police officer enters a premise and fulfills the requirements for a lawful arrest (844 PC).

7. The trainee will identify the circumstances under which a police officer would not be civilly liable for false arrest or false imprisonment arising out of an arrest (836.3 PC and 847 PC).

8. The trainee will identify the legal exceptions of diplomatic immunity and what to do when a person requests asylum.

9. The trainee will understand Department policy regarding planned arrests.

10. The trainee will understand Department policy regarding citations for misdemeanors under 853.6 PC

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Citation Issuance  
Lexipol 515

Performance Objectives: The trainee will know and understand the decision-making process and procedures for issuance of citations and warnings.

1. The trainee will identify the following enforcement options an officer may have when observing a traffic violation:
   a. Verbal warning
   b. Infraction or misdemeanor citation
   c. Physical arrest

2. The trainee shall know and understand the following procedures for issuing a citation:
   a. Being able to identify the most common violations
   b. Understanding the advantages of obtaining the violator’s license as soon as possible, never accepting a wallet or purse, and never arguing with the violator
   c. Explaining to the violator the time, date, and location of the court appearance, the alternatives to a court appearance, and limitations of operating a vehicle cited for an equipment violation.
   d. The officer shall understand the concepts of “verbal judo” and be able to utilize its techniques when dealing with a violator
   e. Checking the authenticity of the license (including the picture) and registration, comparing the signature on the citation to the license, and issuing the proper copy of the citation. Checking the last four numbers of the VIN
   f. Understanding the procedure for “signing off” violations and issuing “owners responsibility” citations
   g. Understanding the importance and content of notes on rear of citation
   h. Department policy on citing at-fault drivers at the scene of an accident
   i. Procedure for voiding citations and amending citations. Understands that deleting, modifying or adding anything to the original after the citation has been issued is illegal.
   j. Refusal to sign procedure, while court is in session and at other times pursuant to 40302 VC
   k. Procedures for 12500 VC and 14601 VC tow requirements

3. The trainee will be able to correctly fill out a citation with correct subsection, correct court date and time and attaching the correct teletypes.

4. The trainee will advise the violator that his or her signature is required on a citation, and that the signature is not an admission of guilt, but a promise to appear.

5. The trainee will know how to issue a parking citation.
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Noise Ordinance Violations

**Performance Objectives:** The trainee will know and understand the Municipal Code noise ordinances, and will be able to properly document violations of them.

1. The trainee will understand the necessity to check history at the address to determine if a violator has been identified as a party premise.
2. The trainee will be able to determine the validity of the noise complaint.
3. The trainee will be familiar with how to issue a Disturbance Advisement Card (DAC).
4. The trainee will understand the second response, mandatory citation, and cost recovery procedures.
5. The trainee will be able to broadcast proper dispositions for the various types of noise violations.

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### Performance Objectives:
The trainee will understand and have a working knowledge of the responding officer’s task in conducting a hate crimes investigation.

1. The trainee will be familiar with Operations Directive H-03 (Hate Crimes).
2. The trainee shall know how to properly investigate a hate crimes investigation.
3. The trainee shall know that a crime report is to be taken any time there is prima facie evidence that a hate crime has been committed.

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Performance Objectives: The trainee will have a working knowledge of the responding officer's tasks in a missing person investigation and understand the Department's policy and procedures for entering "at risk" missing persons into the Missing / Unidentified Persons System.

1. The trainee will be familiar with the "Mandatory Reporting Laws" regarding Missing Persons. The trainee will also understand the importance of contacting the jurisdiction where the MP was last seen and that Missing Juveniles under 13 years of age require urgency.

2. The trainee shall be familiar with the appropriate forms necessary to complete a missing person's investigation.

3. The trainee shall be familiar with circumstances that make a missing person be considered "at risk" and the requirement to send out a "BOL" without delay per 14205(a) PC.

4. The trainee shall understand the importance of obtaining a recent photograph of the missing person.

5. The trainee should be able to create a TRAK flyer for missing persons.

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Building and Area Search Techniques

Performance Objectives: The trainee will know how to conduct a safe and effective search of a building or surrounding area. The trainee shall know and explain the following principles of a safe and effective search of a building or area which may contain a suspect.

1. Containment of the building
2. Containment of the area(s) already searched
3. Utilization of a systematic method
4. Safe searching techniques with a partner
5. Searching options in a multi-story building
6. The proper utilization of lighting
7. The responsibilities of the searching and covering officers
8. The difference between cover and concealment
9. Utilizing cover and concealment while handcuffing
10. Maintaining an avenue of escape (egress)
11. Communicating with perimeter units
12. The concept / principles of high and low firing positions
13. Doorway stacking principles, hallway stacking principles, and “slicing the pie”
14. Stairwell clearing principles
15. Group movement options
16. Appropriate use of canine or other agency assistance requested via the Watch Commander
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Report Writing
Lexipol 343
Report Writing Manual

**Performance Objectives:** The trainee will know and understand the basic mechanics of report writing.

1. The trainee will understand the Department’s Report Writing Manual and know the difference between the various types of reports and computer programs.

2. The trainee will explain the importance of police reports by listing their various uses. These uses will minimally include:
   
   a. Recording facts into a permanent record
   b. Providing coordination of follow-up activities
   c. Providing investigative leads which will include cross checks and work-ups (e.g. phone numbers, addresses, names, etc.)
   d. Providing a source for trainee evaluations
   e. Providing reference material

3. The trainee will understand how to properly document an incident and know what happens with the report once it is completed. This shall minimally include:
   
   a. Organizing facts in chronological order
   b. Correctly filling in all appropriate boxes
   c. Properly establishing who, what, when, where, why and how the events took place
   d. Dictating reports that are more than one page in length.
   e. The trainee will understand what happens with a case once it has been written (i.e. supervisor review, district attorney’s role.

4. The trainee will understand the qualities of a good police report. These qualities will minimally include:
   
   a. Accuracy
   b. Completeness
   c. Clarity
   d. Legibility
   e. Objectivity

5. The trainee shall understand the Department’s policy on case completion procedures. This shall include:
a. Officer’s responsibility to complete all reports involving arrestees prior to the end of the shift
b. Obtaining approval from the Field Supervisor if case is to be completed the next duty day
c. Knowledge of the Supervisor’s follow-up / correction notice procedure
d. Responsibility of the trainee for completion of follow-up
e. Appropriate use of the Priority sheets for reports

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Performance Objectives: The trainee will be familiar with the types and methods of patrol.

1. The trainee will identify the following basic preventive patrol methods:
   a. Frequent checks of business/residential premises
   b. Frequent checks of suspicious persons (suspicious indicators)
   c. Varying patrol patterns
   d. Maintaining visibility
   e. Awareness of high crime areas
   f. Developing information on the street
   g. Selective traffic enforcement
   h. Assisting disabled motorists

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Search and Seizure
Lexipol 321

Performance Objectives: The trainee will understand and have a working knowledge of search and seizure legal concepts.

1. The trainee will define and identify the conditions under which the following types of legally authorized searches may be made:
   a. Consent searches
   b. Incident to arrest
   c. Probable cause searches, parole and probation searches, pursuant to a search warrant
   d. Plain sight
   e. Exigent circumstances
   f. Pat searches according to Terry vs. Ohio
   g. Inventory searches

2. The trainee will identity the following items as those for which an officer may legally search:
   a. Dangerous weapons
   b. Fruits of the crime
   c. Instruments of the crime
   d. Contraband
   e. Suspects
   f. Additional victims

3. The trainee will identify an example wherein the use of force to extract blood evidence from a suspect would be legally justified

4. The trainee will identify an example wherein the use of force to extract fingerprint evidence from a suspect would be legally justified.

5. The trainee will identify an example wherein the suspect would have no legal right to refuse to give handwriting exemplars.

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Burglary Response

Performance Objectives: The trainee will know and understand the effective methods of responding to burglary calls.

1. The trainee will understand and effectively respond to an in-progress burglary call. This shall minimally include:
   a. Deployment of their units
   b. Establishing time element if just occurred
   c. Setting a perimeter
   d. Providing initial / supplemental information
   e. Obtaining coverage at the back-up address
   f. Maintaining awareness of both visual field and radio information
   g. Requesting canine assistance from a supervisor

2. The trainee shall know and understand the responsibilities and actions required of an officer at the scene of a burglary. This shall minimally include:
   a. Preserving the scene
   b. Evidence collection or determine the need for CSI
   c. Providing updates for other units
   d. Establishing a time element
   e. Examining the point of entry
   f. Checking the area for hidden property
   g. Completing a neighborhood check for witnesses
   h. Discuss need for investigator with supervisor

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Crimes in Progress

**Performance Objectives:** The trainee will know and understand the tactical considerations of crimes in progress.

1. The trainee will identify different options for responding to crimes-in-progress:

2. The trainee will identify the criteria to be considered when determining the method to be used in responding to crimes-in-progress:
   a. Distance to location of crime
   b. Availability of assisting units
   c. Nature of crime
   d. Time delay
   e. Geographic environment (street configuration, freeway ramps, etc.)

3. The trainee will identify the "tactical" responsibilities of the primary unit responding to a crime-in-progress:
   a. Formulation of a flexible plan
   b. Coordination of other units
   c. Contacting the victim or reporting party

4. The trainee will identify the criteria upon which an officer should base the selection of a response route:
   a. Distance to location of crime
   b. Traffic situation
   c. Time of day
   d. Condition of route
   e. Best direction from which to approach
   f. Seriousness of situation
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**Performance Objectives:** The trainee will know and understand the effective methods of handling prowler calls.

1. The trainee will identify the procedures to be followed in responding to a prowler call.

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- [ ] Verbal / Written Test
- [ ] Training Scenario
- [ ] Field Performance
Performance Objectives: The trainee will know and understand the procedures for executing an arrest warrant, search warrant and a Ramey warrant.

1. The trainee will discuss the laws and procedures for obtaining a search or an arrest warrant, including:
   a. Reasonable cause necessity
   b. Allowable exclusions
   c. Process for obtaining a warrant during and after business hours
   d. Computer generated affidavit
   e. Providing watch commander and Communications a copy of the search or Ramey warrant

2. The trainee will describe the process for serving search and arrest warrants, including:
   a. Hours of service for felony warrants
   b. Hours of service for misdemeanor warrants 840 PC
   c. Night service endorsement
   d. Verifying due diligence
   e. The number of days a search and Ramey warrants are good for
   f. The number of days until a search warrant has to be returned

3. The trainee will know the Department’s procedures for serving a warrant, including:
   a. Using caution and enough personnel to safely serve the warrant
   b. Complying with 844 PC Knock and Notice
   c. Booking the subject into the SLO County Jail or Juvenile Services Center
   d. Issuing the subject a written notice to appear (pursuant to 853.6 PC)

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Public Intoxication

**Performance Objectives:** The trainee will understand and have a working knowledge of the responding officer's tasks involving a drunk in public incident.

1. The trainee will be able to recognize the elements of the crime (danger to him/her or others).

2. The trainee will be able to search, transport, and book the offender, keeping officer safety issues in mind.

3. The trainee will notify the Watch Commander prior to transportation to County Jail.

4. The trainee will be able to recognize if there are any injuries present, and if so, determine if medical treatment is necessary and obtain authorization to book the individual.

5. The trainee will be able to complete the arrest report.

6. The trainee will be able to recognize the distinguishing difference between drunkenness and a diabetic reaction.

7. The trainee will understand that all juveniles with alcohol in their system must receive medical clearance before booking at JSC.

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Shoalift Investigations

**Performance Objectives:** The trainee will understand and have a working knowledge of shoalift investigations.

1. The trainee shall be familiarity with the department store security offices.

2. The trainee will obtain the merchant’s and/or security agent’s statement to verify the validity of the arrest.

3. The trainee will understand the necessity of written statements.

4. The trainee will check the arrestee’s criminal history to determine any prior convictions or incarcerations for theft, thereby considering a charge of 666 PC

5. The trainee will understand the difference between booking the suspect and issuing a citation with the notation “booking required.”

6. The trainee will be familiar with the process of dealing with stolen/recovered property
   a. Photograph property
   b. Maintain property at the store

7. The trainee will consider that the suspect may have accomplices and/or a vehicle in the parking lot with more stolen property.

8. The trainee will consider that many shoalifters are boosters and/or addicts. They will evaluate the incident and consider associated crimes, including 459.5 PC, 470 PC, 484f PC, 488 PC, 666 PC, and/or 11550 HS.

9. The trainee will inquire if the business is equipped with video surveillance and, if so, will request a copy from the business.

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Phase 3
Codes: Penal, Vehicle, Business & Professions, and Municipal

**Performance Objectives:** The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   a. 67 PC:
   b. 69 PC:
   c. 135 PC:
   d. 182 PC:
   e. 187 PC:
   f. 415 PC:
   g. 416 PC:
   h. 646.9 PC:
   i. 381 PC:
   j. 404 PC:
   k. 407 PC:
   l. 476 PC:
   m. 476(a) PC:
   n. 499(b) PC:
   o. 502 PC:
   p. 503 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
   a. 21460 5 VC:
   b. 21461 VC:
   c. 21461.5 VC:
   d. 21650 VC:
   e. 21650.1 VC
   f. 21651 VC:
   g. 21657 VC:
   h. 21700 VC:
   i. 21701 VC:
   j. 21755 VC:
   k. 21201d VC:
   l. 21202a VC:
   m. 21203 VC:
   n. 21204a VC:
   o. 21208(a) VC:
p. 21288(a) VC:
q. 21200 VC:
r. 23109(a) VC:
s. 23109(b) VC:
t. 23110(a) VC:
u. 23114 VC:
v. 23114 VC:
w. 23220 VC:
x. 23222 VC:
y. 23223 VC:
z. 23224(a) VC:
aa. 23224(b) VC:
bb. 23225 VC:
c. 4454a VC:
dd. 4463a VC:

3. The trainee will know the elements and crime classifications (if applicable) of the following Business & Professions Code and Health and Safety Code sections:

a. 4149 BP:
b. 4230 BP:
c. 4390 BP:
d. 11377 HS:
e. 11357(a) HS:
f. 11357(c) HS:

4. The trainee will know the elements and crime classifications (if applicable) of the following San Luis Obispo Municipal Code sections:

a. 10.28.020 SLMC:
b. 10.28.060 SLMC:
c. 10.36.010 to 10.36.240 SLMC:
d. 10.40.010 to 10.40.080 SLMC:
e. 10.48-010 SLMC:

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Elder and Dependent Adult Abuse Investigations
Lexipol 325

Performance Objectives: The trainee will understand and have a working knowledge of the crimes involving elder and dependent adult abuse.

1. The trainee will be able to determine if a crime has been committed and document the incident in the form of a written report.
   
   a. Elder is age 65 or older
   
   b. Dependent adult is age 18 through 64 who has physical or mental limitations which restrict their ability to carry out normal activities
   
   c. Mandatory reporting of physical abuse by care custodian, health practitioners, APS employees, and law enforcement agencies
   
   d. Types of abuse include: neglect, intimidation, fiduciary, abandonment, or isolation

2. The trainee will be familiar with the suspected dependent adult/elder abuse form and know when its use is appropriate. Complete this form within two working days.

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Performance Objectives: The trainee will know, understand, and have a working knowledge of the responding officer’s tasks in an arson investigation.

1. The trainee will satisfactorily accomplish all tasks delegated to a field officer responding to an arson investigation.

2. The trainee will properly obtain all information necessary for the completion of a thorough arson investigation.

3. Notification to a supervisor to see if the Department’s arson investigator needs to be notified.

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Sexual Assault Investigations
Lexipol 602

Performance Objectives: The trainee will understand and have a working knowledge of the responding officer’s tasks in a sexual assault investigation.

1. The trainee will satisfactorily accomplish all tasks delegated to a field officer responding to an alleged sexual assault, minimally including the following:

   a. Receive initial statement. Receive enough information to establish or negate a crime has occurred.
   b. Consider all evidence and secure the crime scene. Isolate the victim’s clothing, and do not allow the rape victim to bathe.
   c. Notify the supervisor
   d. Provide the victim with the SLO County Victim/Witness Assistance Program brochure.
   e. SART exams are scheduled by the assigned investigator

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Children as Victims of Crimes

**Performance Objectives:** The trainee will have a working knowledge of the responding officer’s task in crimes involving children.

1. The trainee will effectively conduct an investigation of a crime involving a child.
2. The trainee will properly obtain all information necessary for the completion of a thorough investigation of a crime involving a child.
3. The trainee will understand the mandatory reporting statute involving children as victims of abuse.
4. The trainee will know that a child safety seat is required when transporting juveniles under the age of six, or a child of any age that weighs less than 60 pounds. If juveniles need to be transported in a City vehicle, spare safety seats are stored at the Department.
5. The trainee will be familiar with the San Luis Obispo County Child Abuse Protocol.
6. The trainee will be familiar with the Child Abduction Protocol.

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Bicycle Procedures

**Performance Objectives:** The trainee will know and understand the various procedures regarding bicycles.

1. The trainee will understand the following procedures for processing and locating bicycles:
   a. Storing and tagging bicycles in the police department secured area
   b. Locating and running serial numbers

2. The trainee will understand the following services available to the public:
   a. Licensing bicycles
   b. The established City bicycle routes

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Reporting of Exposure to Infectious Diseases  
Lexipol 1015

**Performance Objectives:** The trainee will know and understand the considerations involved in being exposed to infectious type diseases and procedures that will be followed per General Order 2.38.

1. The trainee will know the methods of preventing and/or reducing the risk of exposure to infectious diseases.
   
   a. Current immunizations  
   b. Consider all body fluids as contaminated  
   c. Bandage personal wounds and sores while at work  
   d. Wear protective latex gloves and/or mask  
   e. Wash hands with disinfecting soap

2. The trainee will identify the necessary steps in reporting an exposure of an infectious / communicable disease.

   a. Report exposure promptly  
   b. Send a written memo to the Watch Commander

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Community Policing

**Performance Objectives:** The trainee will know and understand community policing concepts, understand the necessity of building community partnerships, identify and solve problems, and be aware of the community’s diversity.

1. The trainee will understand that the Department’s community policing goals are:
   
   a. to maintain quality of service  
   b. an emphasis on community partnership  
   c. to actively seek community engagement  
   d. to respond to concerns the community believes are important  
   e. problem solving  

2. The trainee will know and understand that the people who live and work in the City of San Luis Obispo are the primary customers of the services provided by the Department.

3. The trainee will understand the Department’s goal is to develop and strengthen the relationships/partnerships with neighborhood residents, schools, churches, businesses, community-based organizations, elected officials and government agencies who are working cooperatively with the Department to resolve community problems.

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Community Relations / Professional Demeanor

**Performance Objectives:** The trainee shall explain this Department’s responsibilities toward community service. The trainee will be able to summarize and apply the Department’s policy regarding racial profiling. The trainee will also possess the knowledge and skills necessary to gain community support and participation in the prevention of crime.

1. The trainee will identify roles encompassed in the Department’s responsibilities to provide community service. These roles may include:
   a. Protect life and property
   b. Maintain order
   c. Crime prevention
   d. Public education
   e. Delivery of service
   f. Enforcement of laws
   g. Community partnerships such as PACT

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

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

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

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

6. The trainee will distinguish that effective police work profiles behavior rather than race.

7. 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.

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

9. The trainee shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.
10. The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes towards the police.

11. The trainee shall know those verbal factors which could contribute to a negative response from the public:
   a. Profanity, derogatory language, and ethnically offensive terminology

12. 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

13. The trainee shall be able to communicate properly with the following types of persons:
   a. Hostile, angry, hysterical, drunk, mentally ill, developmentally disabled, depressed, a person in shock, a person who is sick or injured, a very young person, a very old person, a racist person, a culturally different person

14. The trainee shall be able to properly interact with a person who is the recipient of a death notification.

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

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

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

18. 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
   e. Mentoring

19. 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 ( engraving property, etc.)
e. Neighborhood watch programs
f. Neighborhood Officer Program
g. SNAP

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Juvenile Laws and Cases
Lexipol 323

Performance Objectives: The trainee will understand and have a working knowledge of the laws and procedures related to juveniles.

1. The trainee will identify the scope of authority of the juvenile court. This identification will include the age requirement and the circumstances under which a juvenile comes within the jurisdiction of the juvenile court.

2. The trainee will identify the circumstances under which an officer may take a juvenile into temporary custody, including arrests by private persons. The trainee will know the difference between secure detention and non-secure detention. The trainee will be familiar with the Juvenile Detention Log.

3. The trainee will understand the authority to arrest juveniles driving a vehicle per 40302.5 VC.

4. The trainee will identify the requirements relating to the advisement of the Miranda rights of a juvenile taken into custody.

5. The trainee will identify the requirements pertaining to the segregation of juveniles from other prisoners.

6. The trainee will identify various stages of a typical juvenile case proceeding from temporary detention through the juvenile court hearing.

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Juvenile Custody Procedures
Lexipol 323

Performance Objectives: The trainee will know and understand and have a working knowledge of the primary considerations in juvenile custody procedures.

1. The trainee will identify the custody procedures in conformance with the law and Department standards. This will minimally include:

   a. Miranda advisement
   b. Taking immediate steps to notify parent / guardian per 308(a) W&I, 627(a) W&I
   c. Allow the juvenile to make necessary phone calls within one hour per 308(b) W&I and 627(b) W&I
   d. Filling out the Juvenile Detention Log in holding and notifying the Field Supervisor / Watch Commander of the detention prior to coming into the station
   e. Have a working knowledge of the different definitions of custody. Understand that juveniles who fall under 300 W&I, all 601 W&I violators and 602 W&I violators under 14 years may not be placed in secure detention or confinement for any reason
   f. When to fingerprint and/or photograph juveniles
   g. Dispositions of juvenile offenders
   h. School notification procedures
   i. Correctly issuing a citation, a JCR card, and/or both in specific situations such as a DUI arrest

2. The trainee will have a working knowledge of various Operations Directives relating to juveniles.

   a. Release of arrest records
   b. Handling intoxicated juveniles
   c. Procedures for medical exams of juveniles in suspected sexual assault investigations
   d. Procedure to obtain medical care for a juvenile in the absence of their parent or guardian

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Vehicle Stops – Unconventional Vehicles

**Performance Objectives:** The trainee will know and understand proper methods of stopping unconventional-type vehicles.

1. The trainee will identify the tactics that should be employed in safely stopping, approaching, and / or removing suspects from the following types of vehicles:
   
a. Motorcycles  
b. Campers and vans  
c. Buses  
d. Semi-trucks  
e. Motor homes

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Consensual Encounters

**Performance Objectives:** The trainee will know and understand the concept of consensually encountering and interviewing a person.

1. The trainee will know the difference between a consensual encounter, a detention, and an arrest.
2. The trainee will know the definition and limitations of a consensual encounter.

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**Performance Objectives:** The trainee will know, understand, and have a working knowledge of the requirements of an in-field show-up.

1. The trainee will know when in-field show-ups and photo line-ups are to be used.

2. The trainee will identify the steps necessary to conduct the in-field show-up in a manner that would make the results admissible in court.

3. The trainee will understand the importance of transporting the victim rather than the suspect. The trainee will also know the limited situations where the suspect can be transported to the victim.

4. The trainee will know to read the “Field Lineup Admonition” to the victim prior to the in-field show-up.

5. The trainee will know the sources for photographs to be used in the photo line-up.

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Field Notes

Performance Objectives: The trainee will know the proper use of a field notebook and will complete field notes in such a manner as to effectively carry out the duties of a law enforcement officer.

1. The trainee will identify the types of information that should be entered in the field notebook. This information should minimally include:
   a. Suspects, victims, and witnesses
   b. Dates and times of occurrence
   c. Exact location of occurrence and persons involved
   d. Any other important information (e.g. case number, location and chain of evidence, assisting officer's activities, etc.)

2. The trainee will understand that the contents of field notebooks are discoverable in a court proceeding if the officer does not routinely dispose of them.

3. The trainee will explain the necessity of field notes. This explanation should minimally include:
   a. To assist with report writing
   b. Reference for future investigations

4. The trainee will properly utilize and maintain a field notebook to record all pertinent information on any given incident.

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## Low-Risk Vehicle Stops

**Performance Objectives:** The trainee will know and understand the basic techniques for a low-risk vehicle stop.

1. The trainee will understand the importance of selecting a proper location for the stop, including:
   a. Presenting a minimal hazard to passing traffic
   b. Offering few escape routes
   c. At night, finding a location that offers good lighting

2. The trainee will understand the importance of advising Communications of the stop and providing the license plate and location. The radio sequence is "call sign, traffic" and wait for response. "Call sign, license plate, traffic stop location."

3. The trainee will understand how to properly position the police vehicle

4. The trainee will understand different techniques to get a violator to pull over

5. The trainee will be able to select the proper vehicle equipment to use during a stop, including:
   a. Emergency lights and siren
   b. Spotlights
   c. Vehicle headlights
   d. Car doors unlocked

6. The trainee will be able to safely bring their personal equipment (including a citation book and flashlight) up to the violator’s car

7. The trainee will understand the importance of how to approach the vehicle properly, including:
   a. Exiting the patrol vehicle safely and quickly (exiting the “kill zone”)
   b. Checking violator vehicle appearance
   c. Be alert to possible hazards
   d. Gun hand free
   e. Observation into vehicle
   f. Where to stand while contacting driver
   g. Methods of contact
   h. Position of backup officer
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Pedestrian and Bicycle Stops

**Performance Objectives:** The trainee shall explain the concepts of consensual encounter and probable cause to stop and detain. The trainee will also know and understand the basic techniques for a pedestrian and bicycle stop.

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

2. The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. This shall minimally include:
   
   a. Whether or not to stop the person  
   b. When and where to effect the stop  
   c. Methods to utilize in stopping a person (approach on foot or vehicle)  
   d. Proper positioning for one or two officers while completing a field interview on one or more suspicious persons to minimize the possibility of attack.  
   e. Good officer safety techniques

3. The trainee shall identify and discuss those tactical variables to consider when encountering a person on a bicycle. This shall minimally include:
   
   f. Whether or not to stop the person  
   g. When and where to effect the stop  
   h. Methods to stop a bicyclist  
   i. Getting the person to step off and away from the bicycle  
   j. Good officer safety techniques  
   k. Obtaining the serial number of the bicycle during a detention scenario

4. Given a situation involving one or more suspicious persons on foot/bicycle, the trainee shall, having assessed sufficient probable cause, safely and effectively approach, contact, interview and complete a FI card or make any other proper disposition of the person.
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Field Interview Cards  
Lexipol 461.3

**Performance Objectives:** The trainee will know and understand the process of when and how to fill out a Field Interview card.

1. The trainee will know the following procedures about Field Interview cards:
   
a. The trainee shall explain the concept of reasonable suspicion that is needed to stop and detain a suspect using good officer safety
b. The trainee shall explain what “articulable facts” means as it pertains to pat-down searches of detained individuals
c. The trainee shall explain the proper use of a Field Interview card, when to take an FI photograph, and the location and length of time FI cards are retained
d. The trainee shall know where to turn in completed FI cards

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Acceptable Identification

Performance Objectives: The trainee will know and understand the various forms of identification and how to determine their acceptability.

1. The trainee will use interviewing and other techniques to determine the validity, authenticity, and legal acceptability of various types of identification.

2. The trainee will identify the following reasons that it is important that an officer check both the validity and authenticity of a driver's license:
   a. In order to validate authority to operate a specific type of motor vehicle
   b. In order to enforce provisions of the Vehicle Code relative to having a valid license in possession or enforce provisions of driving on a restricted or suspended license
   c. In order to release the person on a citation

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Court Appearances and Testimony  
Lexipol 347

**Performance Objectives:** The trainee will know their responsibilities when subpoenaed to testify in court.

1. The trainee will understand how to receive electronic subpoenas via e-mail or iSubpoena application.

2. The trainee will understand the planning and preparation process, which includes:
   
   a. The responsibility of the investigating officer to subpoena all witnesses
   b. It is the officer’s responsibility to check out all evidence and return it the same day

3. The trainee shall understand it is the officer’s responsibility to notify their supervisor and the specific court if they are going to miss court.

4. The trainee will know and understand the “trial by declaration” process (40902 VC)

5. The trainee will understand the proper attire for court and DMV hearings.

6. The trainee will also understand the importance of courtroom demeanor and being prepared by reading material prior to testifying.

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Animal Regulations
Lexipol 308, 311, 381

Performance Objectives: The trainee will know and understand the requirements for handling cases involving animals.

1. The trainee will identify the most common provisions of law enforcement practices concerning the disposition of vicious, injured, or sick animals.

2. The trainee will know the Department contracts with the Sheriff’s Department Animal Services Division. They provide assistance in treating injured or disposing of dead animals. The trainee will be familiar with the on-call animal control officer procedure during non-business hours.

3. The trainee will identify the procedures used by the Department for handling animal bite cases

4. Refer citizen to contact Animal Services during business hours
5. Complete the "bite FAX" in Dispatch and send to Animal Control
6. Take report and complete IOD paperwork if police employee is bitten

7. The trainee will be familiar with the Municipal Code section that addresses barking dog complaints.
   a. The trainee will know the proper forms to use to document a barking dog violation
   b. Leave an advisement card if unable to contact the owner at home
   c. Citation or warning if able to contact the owner

8. The trainee will be familiar with Municipal Code leash laws.
   a. The trainee will be able to tell citizens the parks in which they can set their dogs loose
   b. In all other public places, dogs must be on leash

9. The trainee will be instructed on what to do with an injured or vicious animal
   a. Contact Animal Services during business hours
   b. Notify the Watch Commander after hours
   c. Transport the animal to Animal Services with Watch Commander approval
   d. Refer to Lexipol 311.7.1 in regards to shooting an injured animal
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Performance Objectives: The trainee will have a working knowledge of the Department’s policy regarding bomb threats and explosives.

1. The trainee shall understand the following aspects of these investigations:

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Controlled Substances

**Performance Objectives:** The trainee will understand and have a working knowledge of the specific characteristics of controlled substances and the laws regulating their use.

1. The trainee shall be able to explain and recognize those symptoms commonly observed in subjects under the influence of narcotics and recognize commonly used narcotics. Additionally, the trainee shall discuss and know the potential dangers when confronting suspects under the influence or in possession of narcotics.

2. The trainee shall be familiar with places commonly used to conceal narcotics (both on persons and in vehicles) and the potential dangers associated with completing thorough searches.

3. The trainee shall understand the appropriate methods used to test, collect, weigh, and book narcotics as evidence.

4. The trainee will properly investigate and obtain all information and evidence necessary for the completion of a thorough narcotics controlled substance investigation.

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Identity Theft, Forgery & Check Investigations
Lexipol 361

**Performance Objectives:** The trainee will understand and have a working knowledge of identity theft, forgery and non-sufficient funds investigations.

1. The trainee shall know how to investigate and complete an identity theft report to include completing the SLOPD Identity Theft/Fraud Report form.

2. The trainee will know the difference between an identity theft report taken simply to comply with 530.6 PC, and an identity theft report where the officer is required to conduct a thorough investigation.

3. The trainee shall be familiar with forgery investigations and the importance of collecting all the appropriate documents including the bank Affidavit of Forgery.

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Mental Health Evaluations
Lexipol 428

**Performance Objectives:** The trainee will have the knowledge and ability to effectively control a situation involving a mentally ill person.

1. The trainee shall know the law (5150 W&I) and Department policy regarding mental illness, and shall be able to effectively deal with, control, and if necessary, take into custody mentally disturbed persons. The trainee will know that crisis workers are available to assist in dealing with mentally disturbed persons.

2. The trainee shall know and discuss the criteria set forth in the Welfare and Institutions code by which a subject may be committed for a 72-hour hold. As a result of a mental disorder, the suspect must be either:
   a. Danger to himself / herself
   b. Danger to others
   c. Gravely disabled

3. The trainee shall identify considerations to be made when handling the mentally disturbed:
   a. Ignoring verbal abuse
   b. Avoiding excitement
   c. Avoiding unnecessary deception
   d. Requesting back-up to minimize resistance
   e. Keeping the disturbed person in sight constantly
   f. Maintaining continual alertness
   g. Seizing firearms and other weapons for safekeeping
   h. Different methods of transport and use of restraint devices

4. The trainee shall discuss the differences between voluntary and involuntary commitments and the facilities to which the subject will be transported. The subject may need to be medically cleared prior to being taken to County Mental Health. Additionally, the trainee will know to notify County Mental Health prior to arrival.

5. The trainee shall identify the agencies and reports involved in a 72-hour hold investigation.

6. The trainee shall be aware of 8102 W&I, which permits an officer to temporarily seize weapons that are in the possession of a person placed on a hold pursuant to 5150 W&I.
Address Issues Related to Stigma (Senate Bill 29 -2015):

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

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

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Persons with Disabilities

**Performance Objectives:** The trainee will know and understand how to handle contacts involving persons with disabilities.

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

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

2. 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.

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

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

4. 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.

5. 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

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Death Investigations
Lexipol 359

**Performance Objectives:** The trainee will know and understand the proper procedures for handling dead body calls.

1. The trainee shall know the Department policies regarding death investigations and shall be able to adhere to these policies when called to the scene of a death. The trainee shall be able to identify the following procedures involved in death investigations:

   a. Securing the scene and notifying the Watch Commander
   b. Handling all cases like a homicide
   c. Never attempting to move or search the body unless directed by the Coroner
   d. Procedure for death of natural cause: locating medications, contacting the doctor, and contacting the coroner
   e. Procedure for unnatural deaths: notifying the Coroner, photographing and diagramming the scene, collecting evidence

2. The trainee will properly obtain all information necessary for the completion of a thorough investigation of a dead body call with the involvement of the Coroner.

3. The trainee will properly obtain (or assist with obtaining) all information necessary for the completion of a thorough investigation of a homicide call.

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### Performance Objectives:
The trainee will know and understand the proper procedures for handling homicide investigations.

1. The trainee will be able to effectively assist in a homicide investigation. This shall minimally include:
   
a. Preservation of life  
b. Preservation of crime scene  
c. Start crime scene log  
d. Photograph the scene (possibility of the suspect or suspect vehicle in the crowd)  
e. Notify the supervisor  
f. Identify potential witnesses  
g. Note-taking and reports

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- □ Verbal / Written Test
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Gang Awareness
Lexipol 464

**Performance Objectives:** The trainee will understand the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

1. 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

2. The trainee shall discuss primary reasons for gang membership, including:
   a. Peer pressure
   b. Common interest
   c. Protection/Safety

3. The trainee shall understand and identify the different 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

4. The trainee will discuss characteristics that are common to most gangs, including:
   a. Cohesiveness
   b. Code of silence
   c. Rivalries
   d. Revenge

5. The trainee shall identify gang graffiti factors significant to law enforcement, including:
   a. Identifying individuals and/or a specific gang
   b. Identifying gang boundaries
   c. Indications of pending and/or past gang conflicts
6. The trainee will 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 

7. The trainee shall explain law enforcement methods used to reduce gang activity, including:
   
a. Identification of gang activity  
b. Coordination of allied agencies  
c. Reduction of the opportunity for criminal activities

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☐ Verbal / Written Test    ☐ Training Scenario    ☐ Field Performance


Suicide Investigations

**Performance Objectives:** The trainee will understand and have working knowledge of the responding officer's tasks in a suicide investigation.

1. The trainee will be able to effectively conduct or assist in a suicide investigation. This shall minimally include:
   a. Treat the scene as a potential homicide scene
   b. Notifying medical personnel
   c. Searching for notes or signs of intent
   d. Investigating past history
   e. Ruling out foul play
   f. Consult with supervisor regarding investigator callout
   g. Search for method or means of death
   h. Photograph the scene

2. The trainee will properly obtain all information necessary for the completion of a thorough investigation of a suicide or for an attempted suicide. Mental Health is to be notified, and the subject is detained for 5150 W&I.

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Performance Objectives: The trainee will demonstrate sufficient knowledge to handle hazardous occurrences.

1. The trainee will identify the actions required of an officer when confronted with the following hazardous occurrences that may involve potential or actual personal injury or property damage:
   
a. Electrical wires down / ground transformers damaged
b. Malfunctioning traffic signals
c. Hazardous road conditions
d. Damage to fire hydrants
e. Gas leaks
f. Department safety hazards are to be reported to Administrative Sergeant or on-duty supervisor

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Acceptable Performance Demonstrated  (By Trainee)

☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Hazardous Material Incidents
Lexipol 419

Performance Objectives: The trainee will understand and have a working knowledge of the responding officer’s tasks involving a hazardous materials incident.

1. The trainee will identify the responsibilities and considerations of a first responder to a hazardous materials incident including:
   a. Recognition
   b. Safety / isolation / area containment
   c. Notification of proper City departments and / or other agencies
   d. Limitations of basic first responders (use extreme caution)
   e. Placard ID in Communications or Haz Mat Guide

2. The trainee will be able to effectively conduct a hazardous materials incident investigation, such as an accident.

3. The trainee will properly obtain, or assist in obtaining, the necessary information for the completion of a thorough hazardous materials incident investigation.

4. The trainee should remember to always stay upwind of the incident location.

5. The trainee shall know that the Fire Department has incident command at all hazardous material incidents.

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B&P Investigations

**Performance Objectives:** The trainee will know and understand the common Business and Professions Code sections enforced by the police.

1. The trainee will be able to conduct a basic alcohol violation investigation.
2. The trainee will be able to conduct bar checks keeping officer safety issues in mind.
3. Reporting ABC violations and bar fights to ABC
4. Introduction to local ABC office

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1. The trainee will know the elements and crime classifications (if applicable) of the following Penal Code sections:
   a. 207 PC:
   b. 236 PC:
   c. 243.4 PC:
   d. 261.5 PC:
   e. 273a PC:
   f. 273b PC:
   g. 286 PC:
   h. 288 PC:
   i. 288(a) PC:
   j. 289 PC:
   k. 417 PC:
   l. 451 PC:
   m. 466 PC:
   n. 470 PC:
   o. 602.1(a) PC:
   p. 602.5(a) PC:
   q. 647(b) PC:
   r. 647(h) PC:
   s. 12020 PC:
   t. 12025 PC:
   u. 12031 PC:

2. The trainee will know the elements and crime classifications (if applicable) of the following Vehicle Code sections:
   b. 21460(a) VC:
   c. 21461(a) VC:
   d. 21658(a) VC:
   e. 21703 VC:
   f. 21801(a) VC:
   g. 21802(a) VC:
   h. 22100(a) VC:
   i. 22100(b) VC:
   j. 22101(d) VC:
   k. 22102 VC:
l. 22103 VC:
m. 22106 VC:
n. 23103 VC:

3. The trainee will know the elements of the following Welfare & Institution Code sections:

   a. 5150 W&l:
   b. 300 W&l:
   c. 601 W&l:
   d. 602 W&l:

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Performance Objectives: The trainee will understand and have a working knowledge of the laws of arrest regarding arrests by private persons.

1. The trainee will identify the requirements placed upon a person making an arrest of another (837 PC).

2. The trainee will know that it is unlawful to not accept an arrest by a private person (142 PC). The trainee will also know that the arrested person may be released per 849(b)(1) PC if the elements of a crime have not been met.

3. The trainee will identify the instances where a peace officer is not civilly liable for false arrest or false imprisonment arising out of an arrest.

4. The trainee will be familiar with the SLOPD Arrest by Private Person form.

5. The trainee will know the possible dispositions of suspects placed under private persons arrest, including:
   a. Booking
   b. Cite and release
   c. Release per 849(b)(1) PC - to include a report, but not forwarded to the District Attorney’s Office
   d. Release per 849(b)(1) PC - to include a report that will be forwarded to the District Attorney’s Office for complaint review.

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☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Miranda Rights

Performance Objectives: The trainee will have an understanding of the suspect’s basic rights that are protected during interrogation.

1. The trainee will identify the requirements for administration of Miranda rights.

2. The trainee will understand the importance of reading the rights directly from the District Attorney’s Office-issued card.

3. The trainee will understand the importance of quoting the suspect’s response to the admonishment in their report.

4. The trainee will understand the difference between an “express waiver” and an “implied waiver” of rights.

5. The trainee will understand that the requirements for when Miranda must be read are different for adults and juveniles.

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- □ Verbal / Written Test
- □ Training Scenario
- □ Field Performance
Municipal Code Enforcement

**Performance Objectives:** The trainee will have a knowledge and understanding of the common municipal codes that are enforced by the Police Department. The trainee will know how to handle a municipal code violation, and know when a report is required to document a municipal code violation.

1. The trainee will be able to recognize commonly encountered violations of the San Luis Obispo Municipal Code. This shall minimally include the following:

   a. Urinating in Public
   b. Remaining in park after 10:00 PM until 5:00 AM
   c. Consuming alcohol in public
   d. No dog leash in public place
   e. Barking dog
   f. Truck route violation
   g. Noise violation

2. The trainee will understand that the City Attorney, not the District Attorney, prosecutes all violations of the San Luis Obispo Municipal Code.

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☐ Verbal / Written Test  ☐ Training Scenario  ☐ Field Performance
Performance Objectives: The trainee will know how to conduct a safe and effective search of a vehicle.

1. The trainee will identify the following principles of a safe and effective search of a vehicle:
   a. A systematic method of search
   b. Proper removal and control of occupants
   c. The trainee will conduct a safe and effective search of a vehicle and properly place items back in their original location

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Parole and Probation Searches
Lexipol 321

Performance Objectives: The trainee shall know and understand the proper circumstances for conducting parole and probation searches.

1. The trainee shall know the definition of probation.

2. The trainee shall understand the scope of different search clauses, and understand that it is not generally necessary to obtain permission from a probation officer prior to conducting a probation search.

3. The trainee shall know the definition of parole.

4. The trainee shall understand that it is considered a common courtesy to speak with the suspect’s parole officer prior to searching the parolee’s residence.

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Acceptable Performance Demonstrated (By Trainee)

☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Performance Objectives: The trainee will know and understand how to impound and store vehicles.

1. The trainee will understand Department policy regarding towing procedures

2. The trainee will possess the knowledge to impound / store vehicles in an authorized manner; including completing a CHP 180 form, conducting a complete inventory search, and noting anything of value on the CHP 180 form.

3. The trainee will understand the difference of the tow rotation vs. the request for a specific tow company and identify the local tow companies.

4. The trainee will understand the importance of providing Dispatch with vehicle information, storage authority, and if a release is needed or not.

5. The trainee will discuss the following considerations for recovering a vehicle under suspicious circumstances:
   a. Unreported stolen vehicle
   b. May have been used in a crime or belong to a missing person
   c. Was involved in a hit-and-run collision

6. Given a description of a situation where an officer may have the authority to remove vehicles, the trainee will be able to select an appropriate Vehicle Code section:
   a. Vehicle is abandoned, including procedure for chalking the vehicle and filling out the abandoned vehicle form (22669(a) VC)
   b. Vehicle is a traffic hazard (22651(g) VC)
   c. Driver arrested (22651(h) VC)
   d. Vehicle is impounded pursuant to 14602.6 VC

7. Given a Vehicle Code section and a description of a situation where an officer may have the authority to remove vehicles, the trainee will be able to select an appropriate course of action from the following situations:
   a. Vehicle is stolen, recovered, and not released in the field (22651 VC and 22653(a) VC)
   b. Vehicle is involved in a hit-and-run accident (22655 VC or 22653(g) VC)
   c. Vehicle with VIN removed (10751(g) VC)
   d. Vehicle held for operation by unlicensed driver (22651(p) VC)
e. Vehicle held for being driven by a driver with a suspended license (14601 VC, 14602.6 VC)
f. Vehicle is held for investigation (22655.5 VC)

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<th>Instruction and/or Demonstration (By FTO)</th>
<th>FTO</th>
<th>Trainee</th>
<th>Date</th>
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<tbody>
<tr>
<td>Acceptable Performance Demonstrated (By Trainee)</td>
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</table>
**Performance Objectives:** The trainee will understand and have a working knowledge of the laws that pertain to victims of violent crime.

1. The trainee will understand that they are required by state law and to notify victims of violent crimes and / or their families of the availability of state funds and other assistance. This description shall minimally include:

   a. Who is eligible for such aid
   b. The time limitations upon the victim for filing a claim
   c. Who to contact
   d. Providing the victim with the appropriate cards or handouts

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<th>Instruction and/or Demonstration (By FTO)</th>
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</table>
Techniques for Handling Disputes

**Performance Objectives:** The trainee will identify the following tasks as being part of an officer's basic responsibilities at the scene of a dispute.

1. The trainee shall be able to handle dispute situations in a safe and efficient manner.
2. 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 referrals to social services that may help solve the problem

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<th>Instruction and/or Demonstration (By FTO)</th>
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☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Family Disputes
Lexipol 319

Performance Objectives: The trainee will demonstrate the ability to handle family disputes.

1. The trainee will identify the inherent dangers to an officer entering the home of a family involved in a dispute.

2. The trainee will identify advantages and disadvantages of separating parties to a family dispute and gathering information from them individually.

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<th>Instruction and/or Demonstration (By FTO)</th>
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☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
Landlord / Tenant Disputes

Performance Objectives: The trainee will have an understanding of the problems of landlord / tenant disputes and how to handle them. The trainee will also understand laws that are applicable to such disputes.

1. The trainee will identify the provisions of the following laws applicable to landlord / tenant disputes:
   a. Eviction notices – Landlord must bring an “unlawful detainer” action in court against the tenant
   b. Notice to terminate lease or rental agreement
   c. Tenant lockouts violate 418 PC
   d. Landlord not allowed to enter without prior notice permission from tenant; trespass violates 602.5 PC
   e. Removal of the doors and windows violates 594 PC
   f. The landlord cannot terminate power, water, or telephone services for non-payment of rent
   g. Confiscation of property – landlord must first obtain a court order before taking property (1861a Civil Code)

2. The trainee will understand the importance of providing a civil standby.

3. The trainee will understand the importance of the proper handling of disputes.
   a. Not to make or encourage an arrest but try to achieve a lasting solution
   b. Explain what conduct is not lawful
   c. Suggest alternative solutions

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</table>
## Labor Disputes

**Performance Objectives:** The trainee will demonstrate knowledge in handling labor disputes. The trainee will also understand laws that are applicable to such disputes.

1. The trainee will identify the following provisions applicable to the handling of labor disputes:
   
   a. Trespassing or loitering near posted industrial property
   
   b. Validity of allegations by either management or union members that the other party is not abiding by court order
   
   c. Activities that interfere with the operation of a business establishment
   
   d. Activities that interfere with orderly picketing by union members

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<th>Instruction and/or Demonstration (By FTO)</th>
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<th>TRAINEE</th>
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</table>

- Acceptable Performance Demonstrated (By Trainee)
  - ☐ Verbal / Written Test
  - ☐ Training Scenario
  - ☐ Field Performance
Repossessions

**Performance Objectives:** The trainee will have an understanding of the processes used in the repossession of property.

1. The trainee will identify the general rules in the following areas that pertain to the repossession of items:
   a. What property is subject to repossession
   b. Who may make a repossession
      2) Licensed by the State (license is valid only in this State and repossessor must carry ID)
   c. To what lengths a repossessor may go to make a repossession

2. The trainee will understand what an officer’s role is at the scene of a reposed vehicle.

3. The trainee will identify the limitations of a repossession.
   a. Repossessor may not unlawfully enter any private building or secured area without the consent of the owner.
   b. Repossessor must immediately notify the police department.
   c. Must notify the consumer within 48 hours, providing specific information as to redeeming their vehicle.

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Demonstrations
Lexipol 401.3

Performance Objectives: The trainee will demonstrate knowledge in handling demonstrations.

1. The trainee will understand the importance of remaining neutral and impartial during demonstrations.

2. The trainee will understand the importance of protecting the public’s right to free speech.

3. The trainee will identify those activities that interfere with the operation of an establishment.

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☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance
**Miscellaneous Codes**

**Performance Objectives:** The trainee will know and understand the elements of the following sections.

1. The trainee will know the elements and crime classifications of the following Health & Safety Code sections:
   
   a. 11350(a) H&S:
   b. 11351 H&S:
   c. 11357(b) H&S:
   d. 11359 H&S:
   e. 11377(a) H&S:
   f. 11378 H&S:
   g. 11364 H&S:
   h. 11550(a) H&S:

2. The trainee will know the elements and crime classifications of the following Business and Professions Code sections:
   
   a. 4140 B&P:
   b. 25658(a) B&P:
   c. 25658.5 B&P:
   d. 25661 B&P:
   e. 25662(a) B&P:

3. The trainee will know the elements and crime classification of the following Labor Code section:
   
   a. 6404.5(b) LC:

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<td>□ Verbal / Written Test □ Training Scenario □ Field Performance</td>
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</tbody>
</table>
Investigating Stolen Vehicles

**Performance Objectives:** The trainee will demonstrate sufficient knowledge to investigate reports of stolen vehicles.

1. The trainee will, by checking with Dispatch, determine in the initial report if the vehicle was repossessed or stored.

2. The trainee will be able to complete a stolen vehicle investigation and report (CHP 180), notify dispatch as to the circumstances of the theft, and request the appropriate CLETS entry (SVS, teletype to neighboring agencies).

3. The trainee will be aware of the San Luis Obispo County Auto Theft Team (SLOCATT).

4. The trainee will be able to recognize potential stolen vehicles, based on location and condition.

5. The trainee will be able to complete a recovery report and notification of the RO.

6. The trainee have sufficient knowledge to process for evidence:
   a. Out of town stolen vehicles
      1) Obtain from agency if vehicles needs to be held for prints
      2) Store vehicle at station and/or storage yard
   b. Notify the CSI

7. The trainee will have sufficient information to determine if the vehicle should be impounded or stored:

8. Was the vehicle involved in a crime

9. Secure the vehicle

<table>
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<td>☐ Verbal / Written Test ☐ Training Scenario ☐ Field Performance</td>
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INDEX
### Radio & Identification Codes

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<thead>
<tr>
<th>Code</th>
<th>Meaning</th>
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<tbody>
<tr>
<td>10-1</td>
<td>Reception poor</td>
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<tr>
<td>10-2</td>
<td>Reception good</td>
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<tr>
<td>10-4</td>
<td>Message received</td>
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<tr>
<td>10-5</td>
<td>Relay message</td>
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<tr>
<td>10-6</td>
<td>Busy</td>
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<tr>
<td>10-7</td>
<td>Out of service/busy</td>
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<tr>
<td>10-8</td>
<td>In service</td>
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<tr>
<td>10-9</td>
<td>Repeat transmission</td>
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<td>10-10</td>
<td>Off duty</td>
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<tr>
<td>10-14</td>
<td>Escort or convoy</td>
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<tr>
<td>10-15</td>
<td>Prisoner in custody</td>
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<tr>
<td>10-16</td>
<td>Traffic/SORT Office</td>
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<td>10-17</td>
<td>Airport Area Office</td>
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<tr>
<td>10-18</td>
<td>Downtown Police Office</td>
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<tr>
<td>10-19</td>
<td>Return to station/at the station</td>
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<tr>
<td>10-20</td>
<td>Give location</td>
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<td>10-21</td>
<td>Telephone (location)</td>
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<td>10-22</td>
<td>Cancel or disregard</td>
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<tr>
<td>10-23</td>
<td>Stand by</td>
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<td>10-27</td>
<td>Request driver's license info</td>
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<td>Request vehicle registration info</td>
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<td>10-29</td>
<td>Check for wants and warrants</td>
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<td>Code 33</td>
<td>Emergency traffic only</td>
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<td>10-36</td>
<td>Confidential information</td>
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<td>10-97</td>
<td>Arrived on scene</td>
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<td>10-98</td>
<td>Call completed/available for call</td>
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<td>11-10</td>
<td>Report writing</td>
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<td>11-24</td>
<td>Abandoned vehicle</td>
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<td>11-25</td>
<td>Traffic hazard</td>
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<td>11-44</td>
<td>Coroner's case</td>
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<td>11-48</td>
<td>Transportation request</td>
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<td>Defective traffic device (location)</td>
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<td>11-80</td>
<td>Traffic accident – major injuries</td>
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<td>Traffic accident – minor injuries</td>
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<td>11-82</td>
<td>Traffic accident – no injuries</td>
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<td>11-85</td>
<td>Tow truck by rotation</td>
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<td>11-98</td>
<td>Meet the officer</td>
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<td>11-99</td>
<td>Officer needs help urgently, Code 3</td>
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<td>Letter</td>
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## Assigned Equipment List

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<th>RETURN DATE</th>
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<tr>
<td>O.C</td>
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<tr>
<td>Sam Brown/web gear</td>
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<td>Keepers</td>
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<tr>
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<tr>
<td>Signal box key</td>
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<td>GUIDES &amp; MANUALS</td>
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<tr>
<td>City map</td>
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Officers who receive safety equipment do so with the understanding that all items are the property of the City of San Luis Obispo and are for the officer's use while employed as a police officer by the City of San Luis Obispo. All items are to be returned to the police department at such time as the officer's employment with the police department ends or upon the request of a supervisor.

The officer assumes the responsibility for reasonable care and maintenance of issued equipment and can be held liable and subject to disciplinary action if the equipment is lost or damaged as a result of negligence or carelessness. In the event an item of equipment is lost, damaged, or worn, the officer shall report it in writing to his/her immediate supervisor. The report shall explain the circumstances concerning the loss, damage, or wear. Under no circumstance should an officer repair, replace, or alter equipment without specific permission from the police department.

I understand and agree to stated requirements.

Date   Officer's signature

Date   Reviewed by
Important Landmarks

This landmark checklist should be used to familiarize the trainee with various city, county and state landmarks which San Luis Obispo Police Officers will likely encounter during their assignment in patrol. Directions to the landmarks and explanations of their relevance should be completed by Week 9.

City, County, & State Offices

City Hall
Fire Stations 1, 2, 3, & 4
City/County Library
City Corporation Yard
Sewer Treatment Plant
Water Treatment Plant
Parking Structures and major parking lots
City Bus Yard and School Bus Yard
Parks & Recreation Offices
Laguna Lake Golf Course
Sheriff’s Office/County Jail/Honor Farm
County Probation
DA Office/Victim Witness Office
Courtrooms
Juvenile Services Center
Child Protective Services
Animal Services
Department of Motor Vehicles
California Highway Patrol (California Substation & Coastal HQ)
Cal Poly Police Department
State Parole
Narcotic Task Force
CMC
Camp San Luis (CCC & CSTI)
Cal Trans (3 locations on Higuera)
Hospitals & Care Centers

Mental Health ___________________________ 2180 Johnson
SART Office _____________________________ 2180 Johnson
French Hospital __________________________ 1911 Johnson
Community Health Center (CHC) ___________ 1551 Bishop
Mission View Nursing ______________________ 1425 Woodside
Bella Vista Care Center _________________ 3033 Augusta
Sierra Vista Regional Medical Center ________ 1010 Murray
Casa de Vida _____________________________ 879 Meinecke
Los Brisas _______________________________ 1299 Briarwood
The Villages ______________________________ 55, 61 & 73 Broad
The Manse on Marsh _________________________ 471 Marsh

Schools

Bishop's Peak _____________________________ 451 Jaycee
C.L. Smith ________________________________ 1475 Balboa
County Alternative Schools _______________ 1981 Vicente
District Administrative Offices _____________ Hwy 1 & Education Dr
Hawthorne _________________________________ 2125 Story
Chris Jespersen ____________________________ 251 Grand
Laguna Middle School ______________________ 11050 LOVR
Mission College Prep (private) _____________ 682 Palm
Old Mission Grammar ______________________ 761 Broad
Pacheco _____________________________ 261 Cuesta
Pacific Beach Continuation ________________ 11950 LOVR
Sinsheimer _______________________________ 2755 Augusta
SLO High School ___________________________ 1499 San Luis Drive
Teach _________________________________ 451 Jaycee
Transition Homes

________________________________________

________________________________________

________________________________________

Transportation Sites

Railroad terminal
Airport  *

*The Airport has a contract with SLOPD in which SLOPD will provide assistance in emergencies.
Parks

Anholm_________________870 Mission
Chinese________________Marsh & Santa Rosa
Cuesta_________________2400 Loomis
Duvall Park______________1651 Spooner
Damon-Garcia___________680 Industrial
Eto_______________________170 Brook
French__________________1040 Fuller
Islay Hill_______________1511 Tank Farm
Johnson________________2875 Augusta
Laguna Hills_____________890 Mirada
Laguna Lake______________504 Madonna
Meadow_________________2333 Meadow
Mitchell (Senior Center)___1400 Osos
Santa Rosa_______________190 Santa Rosa
Sinsheimer_______________906 Southwood
Throop__________________510 Grand
Triangle_________________1701 Santa Barbara

Shopping Centers

Bear Valley_________________12300 LOVR
Broad St Village____________3590 Broad
Court Street_______________1000 Court
Crossroads________________3165 Broad
Downtown Center___________890 Marsh
Ferrini Plaza_______________17 Chorro
Foothill Plaza______________700 Blk Foothill
Irish Hills_________________1500 Froom
Laguna Village_____________1328 Madonna
Laurel Lane________________1200 Blk Laurel
Madonna Plaza_____________200 Blk Madonna
Marigold Center_____________3900 Broad
Pacific Coast Center_______81 Higuera
Prefumo Creek Commons____11990 LOVR
University Square___________896 Foothill
## Misc. Points of Interest

<table>
<thead>
<tr>
<th>Location</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ludwick Center</td>
<td>864 Santa Rosa</td>
</tr>
<tr>
<td>Anderson Hotel (roof)</td>
<td>955 Monterey</td>
</tr>
<tr>
<td>Art Center</td>
<td>1010 Broad</td>
</tr>
<tr>
<td>Bubblegum Alley</td>
<td>700 Blk Marsh</td>
</tr>
<tr>
<td>Rose Alley</td>
<td>800 Monterey</td>
</tr>
<tr>
<td>Garden Alley</td>
<td>1100 Garden</td>
</tr>
<tr>
<td>Dallidet Adobe</td>
<td>1185 Pacific</td>
</tr>
<tr>
<td>Graduate</td>
<td>990 Industrial</td>
</tr>
<tr>
<td>Homeless Shelter</td>
<td>750 Orcutt</td>
</tr>
<tr>
<td>Housing Authority</td>
<td>487 Leff</td>
</tr>
<tr>
<td>Jack House</td>
<td>536 Marsh</td>
</tr>
<tr>
<td>Reis Chapel</td>
<td>991 Nipomo</td>
</tr>
<tr>
<td>Wheeler Smith Mortuary</td>
<td>2890 S. Higuera</td>
</tr>
<tr>
<td>Madonna Inn</td>
<td>100 Madonna</td>
</tr>
<tr>
<td>Mission Plaza</td>
<td>989 Chorro</td>
</tr>
<tr>
<td>Old Mission Church</td>
<td>941 Chorro</td>
</tr>
<tr>
<td>City/County Museum</td>
<td>696 Monterey</td>
</tr>
<tr>
<td>Mustang Village 1</td>
<td>1 Mustang</td>
</tr>
<tr>
<td>Mustang Village 2</td>
<td>200 N. Santa Rosa</td>
</tr>
<tr>
<td>Old Mission Cemetery</td>
<td>101 Bridge</td>
</tr>
<tr>
<td>Lady Family Cemetery</td>
<td>2 Higuera</td>
</tr>
<tr>
<td>Prado Day Center</td>
<td>43 Prado</td>
</tr>
<tr>
<td>Pyramid</td>
<td>2 Higuera</td>
</tr>
<tr>
<td>Railroad Square</td>
<td>1101 Railroad</td>
</tr>
<tr>
<td>Salvation Army</td>
<td>815 Islay</td>
</tr>
<tr>
<td>The SLO</td>
<td>1050 Foothill</td>
</tr>
<tr>
<td>Sunny Acres @ Duval Ranch</td>
<td>10660 LOVR</td>
</tr>
<tr>
<td>Sunny Acres (Abandoned building)</td>
<td>2178 Johnson</td>
</tr>
<tr>
<td>Valencia Apartments</td>
<td>555 Ramona</td>
</tr>
<tr>
<td>Veterans Building</td>
<td>801 Grand</td>
</tr>
<tr>
<td>Women's Shelter</td>
<td>SECRET</td>
</tr>
<tr>
<td>Bob Jones Trail Head</td>
<td>Prado &amp; The Creek</td>
</tr>
<tr>
<td>Strawberry Stand</td>
<td>12500 LOVR</td>
</tr>
<tr>
<td>Monday Club</td>
<td>1815 Grand</td>
</tr>
<tr>
<td>The Promontory</td>
<td>406 Higuera</td>
</tr>
<tr>
<td>The Deep Dark</td>
<td>Entry Points – Mission plaza, Firestone</td>
</tr>
<tr>
<td>KSBY</td>
<td>1772 Calle Joaquin</td>
</tr>
<tr>
<td>The Globe</td>
<td>670 Higuera</td>
</tr>
<tr>
<td>YTP</td>
<td>649 Pismo</td>
</tr>
<tr>
<td>SLCUSD Bus Barn</td>
<td>900 Southwood</td>
</tr>
<tr>
<td>Sinsheimer Pool/Park</td>
<td>900 Southwood</td>
</tr>
<tr>
<td>Alano Club</td>
<td>3075 Broad</td>
</tr>
</tbody>
</table>
Fraternities

Alpha Gamma Omega  1700 Osos
Alpha Gamma Rho  132 California
Beta Theta Pi  651 Chorro
Delta Chi  416 - 424 Hathway
Delta Sigma Phi  244 California
Delta Upsilon  720 - 726 Foothill
Kappa Chi  844 Upham
Kappa Sigma  1236 Monte Vista
Lambda Chi Alpha  1292 Foothill
Sigma Nu  1304 Foothill/190 Crandall
Sigma Chi  1310 - 1316 Foothill
Sigma Phi Epsilon  280 California
Sigma Pi  1251 Coral
Phi Delta Theta  1249 Monte Vista
Phi Kappa Psi  1439 Phillips
Phi Sigma Kappa  1230 Monte Vista
Pi Kappa Alpha  1252 Foothill
Tau Kappa Epsilon  1716 Osos

Sororities

Alpha Chi Omega  1464 Foothill
Alpha Omicron Pi  570 Pacific
Alpha Phi  1290 Foothill
Kappa Alpha Theta  180 California
Gamma Phi Beta  1326 Higuera
Sigma Kappa  615 Grand
# Activity Log for Officer ______

## Property Crimes

<table>
<thead>
<tr>
<th>Crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Burglary: Auto</td>
</tr>
<tr>
<td>Burglary: Commercial</td>
</tr>
<tr>
<td>Burglary: Residential</td>
</tr>
<tr>
<td>Burglary: Shoplift</td>
</tr>
<tr>
<td>Defraud Innkeeper</td>
</tr>
<tr>
<td>Grand Theft: Misc.</td>
</tr>
<tr>
<td>Grand Theft: From Auto</td>
</tr>
<tr>
<td>Grand Theft: Shoplift</td>
</tr>
<tr>
<td>Grand Theft: Shoplift IC</td>
</tr>
<tr>
<td>Petty Theft: Misc.</td>
</tr>
<tr>
<td>Petty Theft: From Auto</td>
</tr>
<tr>
<td>Petty Theft: Shoplift</td>
</tr>
<tr>
<td>Petty Theft: Shoplift IC</td>
</tr>
<tr>
<td>Poss. of Stolen Property</td>
</tr>
<tr>
<td>Vandalism: Misd.</td>
</tr>
<tr>
<td>Vandalism: Felony</td>
</tr>
<tr>
<td>Vehicle: Recovered Stolen</td>
</tr>
<tr>
<td>Vehicle: Stolen Attempt</td>
</tr>
<tr>
<td>Vehicle: Stolen</td>
</tr>
<tr>
<td>Vehicle: Embezzled</td>
</tr>
</tbody>
</table>

## Body Crimes

<table>
<thead>
<tr>
<th>Crime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult / Elder Abuse</td>
</tr>
<tr>
<td>Assault</td>
</tr>
<tr>
<td>Assault w/ Deadly Weapon</td>
</tr>
<tr>
<td>Battery: Simple</td>
</tr>
<tr>
<td>Battery: Sexual</td>
</tr>
<tr>
<td>Battery: Peace Officer</td>
</tr>
<tr>
<td>Brandishing</td>
</tr>
<tr>
<td>Child Abuse</td>
</tr>
<tr>
<td>Child Annoy / Molest</td>
</tr>
<tr>
<td>Death: Attended</td>
</tr>
<tr>
<td>Death: Unattended</td>
</tr>
<tr>
<td>----------------------------------</td>
</tr>
<tr>
<td>Dom. Violence: Assault</td>
</tr>
<tr>
<td>Grand Theft: From Person</td>
</tr>
<tr>
<td>Indecent Exposure</td>
</tr>
<tr>
<td>Murder</td>
</tr>
<tr>
<td>Robbery</td>
</tr>
<tr>
<td>Sexual Assault</td>
</tr>
<tr>
<td>Suicide</td>
</tr>
<tr>
<td>Suicide Attempt</td>
</tr>
</tbody>
</table>

**Paper Crimes**

<table>
<thead>
<tr>
<th>Counterfeiting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identity Theft</td>
</tr>
<tr>
<td>Fraudulent Check or CC</td>
</tr>
<tr>
<td>Forgery: Check or CC</td>
</tr>
<tr>
<td>Forgery: Prescription</td>
</tr>
<tr>
<td>Forgery: Misc.</td>
</tr>
<tr>
<td>N.S.F. Check</td>
</tr>
</tbody>
</table>

**Traffic**

<table>
<thead>
<tr>
<th>Abandoned Vehicle Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident: 11-82</td>
</tr>
<tr>
<td>Accident: 11-81</td>
</tr>
<tr>
<td>Accident: 11-80</td>
</tr>
<tr>
<td>Admin Per Se</td>
</tr>
<tr>
<td>Citation: Moving</td>
</tr>
<tr>
<td>Citation: Equipment</td>
</tr>
<tr>
<td>Citation: Owner's Resp.</td>
</tr>
<tr>
<td>Citation: Parking</td>
</tr>
<tr>
<td>Cost Recovery</td>
</tr>
<tr>
<td>DUI: Adult</td>
</tr>
<tr>
<td>DUI: Juvenile</td>
</tr>
<tr>
<td>Factual Diagram</td>
</tr>
<tr>
<td>Hit &amp; Run: Misd.</td>
</tr>
</tbody>
</table>
## Hit & Run: Felony

## Suspended License

## Unlicensed Driver

### Common Crimes / Reports

<table>
<thead>
<tr>
<th>Crime / Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Report</td>
</tr>
<tr>
<td>Arson</td>
</tr>
<tr>
<td>Courtesy Report</td>
</tr>
<tr>
<td>Disobey Court Order</td>
</tr>
<tr>
<td>Drunk in Public</td>
</tr>
<tr>
<td>Fall on City Property</td>
</tr>
<tr>
<td>False Info to Police</td>
</tr>
<tr>
<td>Found Property</td>
</tr>
<tr>
<td>Harassing Phone Calls</td>
</tr>
<tr>
<td>Hate Crime</td>
</tr>
<tr>
<td>Liquor Law Violation</td>
</tr>
<tr>
<td>Lost Property</td>
</tr>
<tr>
<td>Mental Suspect</td>
</tr>
<tr>
<td>Missing Person</td>
</tr>
<tr>
<td>Muni Code Violation</td>
</tr>
<tr>
<td>Narcotic Violation</td>
</tr>
<tr>
<td>Noise Complaint</td>
</tr>
<tr>
<td>Prowler</td>
</tr>
<tr>
<td>Resisting Arrest</td>
</tr>
<tr>
<td>Suspicious Circs</td>
</tr>
<tr>
<td>Warrant: Booking</td>
</tr>
<tr>
<td>Warrant: Cite &amp; Release</td>
</tr>
<tr>
<td>Warrant: Post Bail</td>
</tr>
<tr>
<td>Weapons Violations</td>
</tr>
</tbody>
</table>

### Miscellaneous Activities

<table>
<thead>
<tr>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrest On-View: Booking</td>
</tr>
<tr>
<td>Arrest On-View: Citation</td>
</tr>
<tr>
<td>Book Evidence</td>
</tr>
<tr>
<td>Civil Standby</td>
</tr>
<tr>
<td>Code 3 Driving</td>
</tr>
<tr>
<td>------------------------------------</td>
</tr>
<tr>
<td>Disturbance: Active</td>
</tr>
<tr>
<td>Disturbance: Family</td>
</tr>
<tr>
<td>E.P.O.</td>
</tr>
<tr>
<td>F.I. Card</td>
</tr>
<tr>
<td>High-Risk Vehicle Stop</td>
</tr>
<tr>
<td>In-Field Show-up</td>
</tr>
<tr>
<td>Intoxilyzer Operation</td>
</tr>
<tr>
<td>Landlord / Tenant Dispute</td>
</tr>
<tr>
<td>Lineup - Photo</td>
</tr>
<tr>
<td>Search : Building</td>
</tr>
<tr>
<td>Search : Parole / Probation</td>
</tr>
<tr>
<td>Search : With K-9 Unit</td>
</tr>
<tr>
<td>Subpoena Service</td>
</tr>
<tr>
<td>Truck Route Violation</td>
</tr>
</tbody>
</table>

**Miscellaneous Forms**

| Booking Sheet                      |                           |                           |
| CHP 180 form                       |                           |                           |
| Citation Correction Notice         |                           |                           |
| Damage to City Property            |                           |                           |
| DMV 310 form                       |                           |                           |
| Elder Abuse Form                   |                           |                           |
| JCR                                |                           |                           |
| Probable Cause Affidavit           |                           |                           |
| Ride along                         |                           |                           |
| Susp. Child Abuse Form             |                           |                           |
Field Training Program
FTO Critique Form

In an effort to ensure that the individual FTO maintains a high level of skill, performance, and interest, this critique is to be completed by the trainee. FTO’s truly interested in doing the best job possible welcome objective feedback. It benefits the program and the FTO to know how well they are doing in the eyes of the trainee.

With this in mind, the trainee is requested to honestly appraise and evaluate each FTO to whom they were assigned. Although you are asked to sign your name at the end of this critique, every effort is made to insure your anonymity. The administrative sergeant will edit your response, when necessary, and combined with the comments of other trainees about each FTO for whom a critique is received. Only the edited version of these comments will be provided to the FTO.

Important to this critique are your comments in each category. Please take time to provide some detail about why you rated the FTO as you did. We will have a better picture of each FTO’s level of skill and their continued suitability for the position if you provide more information.

This critique is for FTO: _____________________ Phase:_______________________

The field training program’s emphasis is on both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area.

Example:   Training __50______ % Evaluation ___50_____%

Using percentage, indicate how you perceive your FTO related to you.

I am one of a number of recruits ________%    I am an individual ________%
Circle the response below that best answers the question and comment.

What kind of example did this FTO set for you?

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

Describe the FTO's interest in imparting training material and information to you.

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

Rate the FTO’s knowledge of the training material covered.

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

How would you describe the FTO’s skills as an instructor/teacher/trainer?

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

Rate the FTO’s ability to communicate with you

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

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

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

Describe the FTO’s overall attitude toward his/her role as an FTO.

<table>
<thead>
<tr>
<th>Poor</th>
<th>Fair</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
</table>

List the area(s) in which the FTO showed the greatest skill, ability, or interest and comment. In which aspects of the job was the FTO’s instruction most effective?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

List the areas in which you believe the FTO needs improvement and comment. In which aspects of the job was the FTO’s instruction least effective?

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Were there any conflicts with the FTO’s training and your academy training? If there were conflicts, please explain.  

Provide an overall evaluation of the field-training program, including deficiencies.  

Does the program allot you sufficient time? If not, how much time is needed?  

Please list suggestions on how to improve the field-training program.  

Trainee

Date

Administrative Sergeant

Date

Administrative Captain

Date

Chief of Police

Date
## Attestation / Completion Record

<table>
<thead>
<tr>
<th>Trainee &amp; ID #</th>
<th>Date of Completion</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Week</th>
<th>FTO ID #</th>
<th>Dates of Phase</th>
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<tbody>
<tr>
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</tr>
</tbody>
</table>

**FTO and Program Evaluation Submitted:**

Signature of Trainee  
Date

**FTO Manual Submitted:**

Signature of Trainee  
Date

I have been instructed in all items recorded in this Field Training Manual

Signature of Trainee  
Date

I certify that I have provided training to this officer in various phases of this manual.
Signature of FTO: ______________________________ Date: ______________

Signature of FTO: ______________________________ Date: ______________

Signature of FTO: ______________________________ Date: ______________

Signature of FTO: ______________________________ Date: ______________

Signature of FTO: ______________________________ Date: ______________

I certify that this officer has received the basic instruction as outlined in this Field Training Manual and that the officer understands, and has satisfactorily performed, in all of the functional areas and categories. I also certify that all tests have been completed in a satisfactory manner. I further certify that the officer is now prepared to work as a solo beat officer.

Signature of Administrative Sergeant ______________________________ Date: ______________

I attest that this officer has satisfactorily completed the prescribed Field Training Program.

Signature of Administrative Captain ______________________________ Date: ______________
### Glossary Of Abbreviations and Terms

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BP</td>
<td>Business and Professions Code</td>
</tr>
<tr>
<td>CRM</td>
<td>Collision Reporting Manual</td>
</tr>
<tr>
<td>CSI</td>
<td>Crime Scene Investigator</td>
</tr>
<tr>
<td>DPE</td>
<td>Daily Performance Evaluation</td>
</tr>
<tr>
<td>EM</td>
<td>Evidence Manual</td>
</tr>
<tr>
<td>FTO</td>
<td>Field Training Officer</td>
</tr>
<tr>
<td>HS</td>
<td>Health and Safety Code</td>
</tr>
<tr>
<td>Lateral</td>
<td>A recruited police officer who has graduated from a police academy and who has patrol experience.</td>
</tr>
<tr>
<td>LSB</td>
<td>Legal Sourcebook</td>
</tr>
<tr>
<td>MC</td>
<td>Municipal Code</td>
</tr>
<tr>
<td>PC</td>
<td>Penal Code</td>
</tr>
<tr>
<td>RWM</td>
<td>Report Writing Manual</td>
</tr>
<tr>
<td>RWT</td>
<td>Rotational Watch Training</td>
</tr>
<tr>
<td>SM</td>
<td>Safety Manual</td>
</tr>
<tr>
<td>VC</td>
<td>Vehicle Code</td>
</tr>
</tbody>
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