

# Sebastopol Police Department



## Field Training Manual

Police Officer



■ APPENDIX XI

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# Field Training Program Completion Record/ Competency Attestation



# FIELD TRAINING PROGRAM COMPLETION RECORD / COMPETENCY ATTESTATION

Trainee	NameBadge #	Date of Completion
Name of Field Training Officer	Sector/Beat Assignment	Field Training Dates (inclusive) FROM TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in the Field Training Program Guide.

Signature of Trainee	Date
_____	_____

I certify that Officer \_\_\_\_\_ has received the instruction outlined in the Field Training Program Guide and that Officer \_\_\_\_\_ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

Primary Field Training Officer Signature	Date
_____	_____
Field Training Program SAC Signature	Date
_____	_____

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Agency Head	Date
_____	_____



# Table of Contents



PHASE I
PHASE II
PHASE III

<input type="checkbox"/> 1 - Professional Orientation Ethics
<input type="checkbox"/> 2 - Use of Force
<input type="checkbox"/> 3 - Tactical Communication / Conflict Resolution
<input type="checkbox"/> 4 - Patrol Vehicle
<input type="checkbox"/> 5 - Patrol Vehicle Operation
<input type="checkbox"/> 6 - Vehicle Pursuits
<input type="checkbox"/> 7 - Officer Safety Patrol Procedures
<input type="checkbox"/> 8 - Field Notes / Report Writing
<input type="checkbox"/> 9 - Suspect Search / Handcuffing
<input type="checkbox"/> 10- Prisoner Booking
<input type="checkbox"/> 11- Investigation
<input type="checkbox"/> 12- Domestic Violence
<input type="checkbox"/> 13- Missing Persons
<input type="checkbox"/> 14- Mental Illness Cases
<input type="checkbox"/> 15- Child Abuse
<input type="checkbox"/> 16- Death Investigation
<input type="checkbox"/> 17- Search Warrants
<input type="checkbox"/> 18- Evidence Processing and Storage
<input type="checkbox"/> 19- Vehicle Stops
<input type="checkbox"/> 20- Traffic Enforcement
<input type="checkbox"/> 21- DUI Investigation
<input type="checkbox"/> 22- Traffic Collision Investigation
<input type="checkbox"/> 23- Department K – 9
<input type="checkbox"/> 24- Animal Regulation
<input type="checkbox"/> 25- Radio Communication - Dispatch
<input type="checkbox"/> 26- Subpoenas and Courtroom Testimony



# Sebastopol Police Department

## FTO Program Training Phases

<p><b>Pre-Uniform:</b>          Firearms          Impact Weapons          OC Spray          Weaponless Defense          Major Streets Test          10-Code Test          Department Policy:</p> <ul style="list-style-type: none"> <li>• 300 - Use of Force</li> <li>• 306 - Handcuffing</li> <li>• 308 - Control Devices</li> <li>• 312 - Firearms</li> <li>• 313 - Vehicle Pursuit</li> <li>• 328 - Harassment</li> <li>• 340 - Conduct</li> <li>• 351 - Urgent Interagency</li> <li>• 364 - 837 PC</li> </ul>	<p><b>Phase I</b>  <u>Manual Sections:</u>          I - Professional Orientation          II - Use of Force          III - Communication          IV - Patrol Procedures          V - Patrol Vehicle Operations          VI - Emergency Vehicle Operation          IX - Suspect Search / Handcuff          X - Prisoner Booking</p>
<p><b>Phase II</b>  <u>Manual Sections:</u>          VII - Patrol Procedures          VIII - Field Notes / Report Writing          XI - Investigation          XII - Domestic Violence          XIV - Mental Illness          XVIII - Evidence Processing / Storage          XIX - Vehicle Stops          XX - Traffic Enforcement          XXI - DUI Investigation          XXII - Traffic Collision Investigation</p>	<p><b>Phase III</b>  <u>Manual Section:</u>          XIII Missing Persons          XV Child Abuse          XVI Death Investigation          XVII Search Warrants          XXIII K-9          XXIV Animal Regulation          XXV Radio Communications          XXVI Subpoenas and Courtroom</p>
<p><b>Phase IV</b>          Shadow</p>	

**SEBASTOPOL POLICE DEPARTMENT**  
**PEACE OFFICER**  
*Field Training Program*

**Section Index**

- I. Professional Orientation / Ethics in Law Enforcement / Community Relations**
- Professional Demeanor**
- A. Agency Specific Training: Firearms
  - B. Arrest and Control Techniques
  - C. Impact Weapon Training
  - 1.1 Police Department Organization and Operation
  - 1.2 City Departments Organization and Operation
  - 1.3 Related Law Enforcement Agencies
  - 1.4 Police Department Facility
  - 1.5 Agency Forms
  - 1.6 Jurisdictional Boundaries
  - 1.7 City Street Familiarization
  - 1.8 City Council Meeting
  - 1.9 SPD Rules of Conduct
  - 1.10 Professional Standards Inquiry
  - 1.11 Administrative Personnel Notification
  - 1.12 SPD Uniform Policy
  - 1.13 Proper Court Attire
  - 1.14 SPD Shifts and Rotation
  - 1.15 Payroll and Time-off Requests
  - 1.16 Sick Call Procedure
  - 1.17 Employee Injury Procedure
  - 1.18 CPR Certification
  - 1.19 “Breath for Life” Proficiency
  - 1.20 Ethics in Law Enforcement
  - 1.30. Community Relations and service
  - 1.30.3 Professional Demeanor and service
  - 1.31 Cultural Diversity
  - 1.31.3 Racial Profiling
  - 1.32 Crime Prevention
  - 1.33 Community/Problem-Oriented Policing



## **II. Use of Force**

- 2.1 Graham v. Conner
- 2.2 Tennessee v Garner
- 2.3 Forrester v. San Diego
- 2.4 Elements of Title 18 USC, Chapter 13, Section 241
- 2.5 Elements of Title 18 USC, Chapter 13, Section 242
- 2.6 Elements of Title 42 USC, Section 1983
- 2.7 Elements of 149 P.C.
- 2.8 Elements of 835(a) P.C.
- 2.9 Double Jeopardy
- 2.10 SPD Firearms and Qualification Policy #312
- 2.11 SPD Employee Involved Fatal Incident Protocol #305
- 2.12 SPD Control Devices and Techniques Policy #308
- 2.13 SPD Use of Force Policy #300
- 2.14 Firearms Safety
- 2.15 Loading/Unloading of Duty Pistol
- 2.16 Loading/Unloading of Duty Shotgun
- 2.17 Shotgun – “Patrol Car Ready” Status
- 2.18 Clearing of Pistol Malfunctions
- 2.19 Duty/Off-Duty Weapons and Ammunition
- 2.20 Proper Pistol Cleaning
- 2.21 Lethal Capabilities of Departmental Shotgun
- 2.22 Range/Spread of Departmental Shotgun
- 2.23 SPD Course of Fire
- 2.24 Stress Course
- 2.25 Officer Will Identify the Chemical Devices Used by This Agency
- 2.26 First Aid Treatment For Chemical Agent Exposure
- 2.27 Chemical Agent Exposure Reporting Requirements
- 2.28 P.O.S.T. “OC” Training Tape
- 2.29 Baton Target Zones
- 2.30 Proper and Effective Baton Strikes
- 2.31 Handgun Retention
- 2.32 Proper and Effective Control Holds
- 2.33 Proper and Effective Take-Downs
- 2.34 Force Use Scenario
- 2.35 Escalation / De-escalation of Force
- 2.36 Successful Completion of Taser Training
- 2.37 Successful Completion of Less Lethal Shotgun
- 2.38 Taser Use – When can be used as force option
- 2.39 Taser Use – Demonstrate Function Test
- 2.40 Taser Use – Holster / Draw / Unload
- 2.41 Taser Use – Recommended Target Zones
- 2.42 Taser Use – Secondary Issues / Location / Hazards

### **III. Tactical Communication Conflict Resolution**

- 3.0 Tactical communication
- 3.1 Stressful Situations of Interaction with the Public
- 3.2 Phonetic Alphabet and 10-Code
- 3.3 Crime Broadcast Information
- 3.4 Radio Use During Vehicle Pursuits
- 3.5 Radio Use During In-Progress Calls

### **IV. Patrol Vehicle**

- 4.1 Patrol Vehicle Radio and Emergency Equipment
- 4.2 Patrol Vehicle Shotgun Release
- 4.3 Patrol Vehicle Trunk Items
- 4.4 Patrol Vehicle Fluid Levels
- 4.5 Agency Repair and Service Procedure
- 4.6 Agency In-Field Vehicle Repair
- 4.7 Patrol Vehicle Damage Reporting
- 4.8 Objectives of Vehicle Inspection
- 4.9 Pre-Shift Patrol Vehicle Inspection

### **V. Patrol Vehicle Operations**

- 5.1 Departmentally Approved Driving Techniques
- 5.2 Overall Stopping Distances
- 5.3 Defensive Driving
- 5.4 Causes of Traffic Accidents
- 5.5 Effects of Driver Fatigue
- 5.6 Driving Safe and Alert

### **VI. Vehicle Pursuits**

- 6.1 California Law Regarding Emergency Vehicle Operation
- 6.2 Pursuit and Code-Three Driving Policy
- 6.3 Pursuit Tactics
- 6.4 Pursuit initiation/Abandonment
- 6.5 Safe Driving Demonstration

### **VII. Officer Safety Patrol Procedures**

- 7.1 Patrol Concepts
- 7.2 Patrol Strategy
- 7.3 Observation Techniques
- 7.4 Patrol Route Criteria/ Security Checks
- 7.5 Patrol Techniques That Target Areas for Directed Patrol
- 7.6 Responsibility / Differences Between Contact Officer and Cover Officer
- 7.7 Maintain Safety of Contact Officer and Cover Officers
- 7.8 Understand Advantages & Disadvantages of Various Patrol methods
- 7.9 Criteria for Selecting a Patrol Method

- 7.10 Assigned Patrol Responsibilities
- 7.11 Advantage of Planning Patrol Movements
- 7.12 Guidelines for Patrol Vehicle Speed and Lane Placement
- 7.13 Safe Tactics for Approaching and Detaining a Pedestrian Suspect
- 7.14 Safe Actions When Approaching a Plainclothes Undercover Officer
- 7.15 Safe Tactics When Initiating a Foot Pursuit of Fleeing Suspect
- 7.16 Scenario/Roll play Officer and Suspect/ Safe Tactical Approaches
- 7.17 Advantages of Not Silhouetting Themselves In The Field
- 7.18 Hazards of Tell-Tail “police Noises”
- 7.19 Department Procedure 4-37 Regarding Warrant Service and Arrest
- 7.20 Conditional Sentence Violations
- 7.21 Officer Survival: Communications, Tactics and Planning
- 7.22 Safe Searches: Vehicle, Building, Open Space
- 7.23 Tactical Considerations / Crimes in Progress
- 7.24 Tactical Considerations: Prowler Calls / Robbery in Progress
- 7.25 Operations Directive N-1: Press release Information
- 7.26 Landlord / Tenant Disputes
- 7.27 Department Policy #2-6 Regarding Labor Disputes
- 7.28 Department Special Order 5-32 Responding to Calls Outside Jurisdiction
- 7.29 Star Team Call-out Procedure
- 7.30 Tactical Considerations With Suspected Explosive Device
- 7.31 Special Order #5-31: Bomb Threat at Schools
- 7.32 Hate Crimes
- 7.33 Gang Awareness

**VIII. Field Notes / Report Writing / California Codes and Law**

- 8.1 Purpose / Importance of F/I cards
- 8.2 Field Notes as Report Writing Tool
- 8.3 Field Note Information
- 8.4 Qualities of a Good Police Report
- 8.5 Various Uses of Police Reports
- 8.6 Proper Report Elements
- 8.7 Property Lists
- 8.8 Purpose of Follow-up Reports
- 8.9 Types of Departmental Reports
- 8.10 Report Flow Process
- 8.11 Report Folder Location
- 8.12 Agency Used Forms
- 8.13 In-Custody Reports
- 8.14 Function of the District Attorney’s Office
- 8.15 Arrest Report Face Sheets
- 8.16 Criminal Law
- 8.17 Probable Cause
- 8.18 Laws of Arrest
- 8.19 Juvenile Law and Procedure
- 8.19.1 Additional Laws / ABC / Probation / Parole / Education

**IX. Control of Persons/Prisoners/Suspect Search/Handcuff/Transport**

- 9.1 Persons Search Case Law
- 9.2 Persons Search Principles
- 9.3 Male/Female Concealment Locations
- 9.4 Persons Search Scenario – Elements of Search
- 9.5 Persons Search Scenario – Types of Search
- 9.6 Cover Officer Responsibilities
- 9.7 Departmental Procedure #4-34
- 9.8 Handcuffing Single and Multiple Suspects
- 9.9 Purposes of Handcuffing
- 9.10 Handcuffing Suspect - Different Positions
- 9.11 Handcuffing Two Suspects
- 9.12 Handcuffing Multiple Suspects
- 9.13 Transport Searches
- 9.14 Persons with Disabilities

**X. Prisoner Booking**

- 10.1 Departmental Booking and Detention Policy #2-11
- 10.2 Release of Misdemeanant Offenders Procedure #4-50
- 10.3 Juvenile Citation and Referral Procedure #4-32
- 10.4 Unsupervised Prisoners
- 10.5 Thorough Prisoner Searches
- 10.6 Prisoner Check Logs
- 10.7 Prisoner Check Time Frames
- 10.8 Booking Scenario – Forms
- 10.9 Live Scan System
- 10.10 Sonoma County Jail Booking
- 10.11 Sonoma County Juvenile Hall Booking
- 10.12 Juvenile Release Alternatives
- 10.13 Juvenile Miranda Warning (625 W&I)

**XI. Investigation**

- 11.1 Investigation First Responsibility
- 11.2 Identifying Witnesses
- 11.3 Investigative Resources
- 11.4 Be On The Lookouts
- 11.5 Serial Numbers / Stolen Property System
- 11.6 “TRAK” Computer
- 11.7 Crime Scene Search Scenario
- 11.8 Items of Search
- 11.9 Components of a Preliminary Investigation
- 11.10 Crime Scene Log
- 11.11 Crime Scene Diagram
- 11.12 Requirements of a complete interview
- 11.13 Identify and separate suspects and witnesses

- 11.14 Develop a rapport with persons to be interviewed
- 11.15 Questioning sequence
- 11.16 Thorough preparation
- 11.17 Beheler admonishment
- 11.18 Fifth Amendment of US Constitution
- 11.19 Sixth Amendment of the US Constitution
- 11.20 Miranda advisement
- 11.21 Custody as it applies to Miranda

**XII. Domestic Violence**

- 12.1 Department Procedure 4-85
- 12.2 Elements of 273.5 P.C.
- 12.3 Elements of 243(e)(1) P.C.
- 12.4 Elements of 273.6 P.C.
- 12.5 Elements of 836(b) P.C.
- 12.6 Elements of 836(c)(1) P.C.
- 12.7 Elements of 836(c)(3) P.C.
- 12.8 Requirements of 293 P.C.
- 12.9 Departmental D.V. Checklist
- 12.10 Medical Records Release Form
- 12.11 Evidence and Statements
- 12.12 Victim Witness Assistance Program
- 12.13 Searches Without a Warrant
- 12.14 Seizure of Firearms
- 12.15 Domestic Violence Prevention Act Orders
- 12.16 Emergency Protective Orders
- 12.17 EPO Scenario
- 12.18 EPO Service
- 12.19 Verbal Advisement of 273.6/12021(g) P.C.
- 12.20 Information Available Via CLETS

**XIII. Missing Persons**

- 13.1 Departmental Procedure #4-22
- 13.2 Penal Code Reporting Procedures
- 13.3 Penal Code Definitions
- 13.4 Report Jurisdictions
- 13.5 Reporting Times
- 13.6 Available Resources
- 13.7 Importance of Thorough Search

**XIV. Mental Illness Cases**

- 14.1 5150 W&I
- 14.2 MH 302 Form
- 14.3 Agency Procedure
- 14.4 Contact Considerations
- 14.5 Departmental Report Required
- 14.6 Contact Scenario
- 14.7 Evaluation Scenario for 5150 W&I Commitment

**XV. Child Abuse**

- 15.1 Penal Code Sections Related to Child Abuse
- 15.2 Departmental Reporting Procedure
- 15.3 Completion Requirements of #SS 8583
- 15.4 Submission Requirements of #SS 8583
- 15.5 Medical Examination Location
- 15.6 Requirements of 293 P.C.
- 15.7 Role of Child Protective Services
- 15.8 Role of Redwood Children's Center
- 15.9 Role of Valley of the Moon Children's Home
- 15.10 Departmental Medical Records Release Form
- 15.11 Medical Exam Report Form #DOJ 900
- 15.12 Chain of Custody and Evidence Storage
- 15.13 Parent and Victim Support Services

**XVI. Death Investigation**

- 16.1 Death Scene Response
- 16.2 First Responsibility
- 16.3 Coroner Notification
- 16.4 Time of Death Observations
- 16.5 Documentation Procedure
- 16.6 Scene Photography
- 16.7 Scene Diagram
- 16.8 Observable Signs of Death
- 16.9 Death Terms
- 16.10 Deceased Person Search

**XVII. Search Warrants**

- 17.1 Search Warrant Format
- 17.2 Search Warrant Approval Steps
- 17.3 Search Warrant Scenario
- 17.4 Search Warrant Return
- 17.5 Search Warrant Service Time Limit
- 17.6 Search Warrant Service Times
- 17.7 Elements of 844 P.C.
- 17.8 Search Warrant Property Receipt
- 17.9 Search Warrant Scope and Limitations

**XVIII. Evidence Processing and Storage**

- 18.1 Departmental Operations Directive #C-1
- 18.2 Chain of Evidence in Successful Prosecutions
- 18.3 Proper Evidence Packaging Procedures
- 18.4 Departmental Procedure for Evidence Handling
- 18.5 Presumptive Tests
- 18.6 Photographing Crime Scenes and Evidence
- 18.7 Latent Print Recovery Scenario
- 18.8 Obtaining Evidence for Court

## **XIX. Vehicle Stops**

- 19.1 Traffic Stop Radio Sequence
- 19.2 Day and Reduced Light Vehicle Stop Techniques
- 19.3 Vehicle Stop Location Elements
- 19.4 Occupant Hazards
- 19.5 Attention Gaining Techniques
- 19.6 Vehicle Stop Initiation Distance
- 19.7 Use of Spotlight on Vehicle Stop
- 19.8 Protection Locations on Vehicle Stop
- 19.9 Proper Position and Distance of Vehicle Stop
- 19.10 Departmental High Risk Stop Procedure
- 19.11 Keys to Successful High Risk Stop
- 19.12 Primary Officer Role in High Risk Stop
- 19.13 Specialty Vehicle Approaches
- 19.14 Information Comparison
- 19.15 Investigative Stop Legal Considerations
- 19.16 Initial Contact Conversation
- 19.17 Obtaining License and Registration
- 19.18 Motorist's Wallet

## **XX. Traffic Enforcement**

- 20.1 Departmental Policy #2-5 (Traffic Enforcement)
- 20.2 Warning in Lieu of Citation Scenarios
- 20.3 Violator's Alternatives with Issued Citations and Court Procedures
- 20.4 Departmental Procedure Regarding Radar Use
- 20.5 Radar Calibration Checks
- 20.6 Radar Operator's Manual
- 20.7 Citation Note Taking
- 20.8 Traffic Citation Scenario – Daytime
- 20.9 Traffic Citation Scenario – Reduced Light
- 20.10 Violator's Signature on Promise to Appear
- 20.11 Diplomatic Immunity
- 20.12 Drivers License Suspension Authorities
- 20.13 22651 CVC
- 20.14 Departmental Procedure for 30-Day Tows
- 20.15 Vehicle Storage Scenario – CHP 180 Form
- 20.16 Memorized California Vehicle Code Sections and Their Definitions
- 20.17 Familiarized California Vehicle Code Sections
- 20.18 Citation Change of Information Form
- 20.19 Departmental Procedure – Voiding of Citations
- 20.20 City Ordinance and CVC Parking Sections
- 20.21 Parking Citation Scenario
- 20.22 City Ordinance #437-3.9A – Abandoned Vehicles
- 20.23 Departmental Procedure for Abandoned Vehicles
- 20.24 Enforcing Vehicle Code on Private Property

**XXI. DUI Investigation**

- 21.1 Alcohol-Related California Vehicle Code Sections
- 21.2 Driving Case Law
- 21.3 Intoxilyzer Certification
- 21.4 PASD Course
- 21.5 DUI Arrests – Not Committed In Presence
- 21.6 DUI Interview
- 21.7 Field Sobriety Test Instruction
- 21.8 Chemical Tests
- 21.9 Chemical Test Refusal
- 21.10 DUI Report Elements
- 21.11 DUI Forms
- 21.12 Associated Forms
- 21.13 DUI Investigation Scenario

**XXII. Traffic Collision Investigation**

- 22.1 First Priority – Scene Safety
- 22.2 Second Priority – Injured Persons
- 22.3 Initial Duties at Collision Scene
- 22.4 Advantages of Clearing Roadway
- 22.5 Exceptions to Clearing Roadway
- 22.6 Traffic Flare Use
- 22.7 Reports on Private Property
- 22.8 Hit & Run Investigations
- 22.9 Primary Collision Factors
- 22.10 Identify non-Injury Collision Report format
- 22.11 Non-Injury Collision Report
- 22.12 Minor injury collision report
- 22.13 Major-Injury Collision Report
- 22.14 Hit & Run Investigation Report
- 22.15 Departmental Procedure for when Collision Reports are Taken
- 22.16 Counter Reports
- 22.17 Traffic Collision Scenario
- 22.18 Traffic Cones vs. Traffic Flares
- 22.19 CHP Traffic Collision Manual

**XXIII. Department K-9**

- 23.1 Department K-9 Policy
- 23.2 Officer's Role
- 23.3 Types of Searches and Roles
- 23.4 Key of Functional Perimeter
- 23.5 Officer's Role with Suspect Contacts
- 23.6 Physical Suspect Engagement



**XXIV. Animal Regulation**

- 24.1 Vicious and Dangerous Animals
- 24.2 City Ordinance #677
- 24.3 Stray/Injured – Business Hours
- 24.4 Stray/Injured – Non-Business Hours
- 24.5 Deceased Animal Procedures
- 24.6 Dispatching Animals
- 24.7 Different Animal Species (cats)
- 24.8 Departmental Procedure - Animal Bite Cases

**XXV. Radio Communications – Dispatch**

- 25.1 Use of CLETS System
- 25.2 Knowledge of CLETS Information
- 25.3 Elements of 502 P.C.
- 25.4 Use of Unix System
- 25.5 Knowledge of Unix Information
- 25.6 Use of CAD/RMS System
- 25.7 CAD Commands
- 25.8 Departmental Telephone System
- 25.9 911 Call Scenario
- 25.10 Fire Department Callout
- 25.11 STAR Team Callout

**XXVI. Subpoenas & Courtroom Testimony**

- 26.1 Contents of a Subpoena
- 26.2 Court Attire
- 26.3 Pretrial Preparation
- 26.4 Contact DA's office prior to appearance
- 26.5 Testimony Content
- 26.6 Various Court Proceedings
  - 26.6.1 Traffic Court
  - 26.6.2 Motion to Suppress
  - 26.6.3 Court Trial
  - 26.6.4 Preliminary Examination / Prop 115
  - 26.6.5 Jury Trial
- 26.7 Investigating Officer: PC 867
- 26.8 Exclusion of Witnesses: PC 867

**XXVII. Report Log**

**XXVIII. Citation Log**









ORIENTATION/DEPARTMENT POLICIES	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
<b>ETHICS IN LAW ENFORCEMENT</b>  1.20.6 The trainee shall identify and discuss problems associated with some common ethical decisions, including: A. Non-enforcement of specific laws by personal choice B. Acceptance of gratuities C. Misuse of sick time, etc:  1.20.7 The trainee shall review and explain the General Orders and /or policy and procedures associated with conduct both on and off duty.  1.20.8 The trainee shall explain the most common limitations of their discretionary authority, to include: A. Law B. Department policy and procedure C. Department goals and objectives D. Community expectations E. Officer safety  <b>COMMENTS:</b>						











**ORIENTATION/DEPARTMENT POLICIES**

**COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR**

**CRIME PREVENTION**

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

**COMMENTS:**

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



**ORIENTATION/DEPARTMENT POLICIES**

**II. Use of Force**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal			
2.1	The officer will be familiar with the elements of case decision Graham v. Conner				
2.2	The officer will be familiar with the elements of case decision Tennessee v. Garner				
2.3	The officer will be familiar with the elements of case decision Forrester v. San Diego				
2.4	The officer will be familiar with the elements of Title 18 USC, Chapter 13, Section 241 (conspiracy - federal civil rights - criminal)				
2.5	The officer will be familiar with the elements of Title 18 USC, Chapter 13, Section 242 (force under the color of authority - federal civil rights - criminal)				
2.6	The officer will be familiar with the elements of Title 42 USC, Section 1983 (deprivation of rights - federal civil rights - civil)				
2.7	The officer will know the elements of 149 P.C.				
2.8	The officer will know the elements of 835(a) P.C.				
2.9	The officer will understand that there is no double jeopardy between State and Federal criminal charges				
2.10.	The officer will know the SPD Firearms and Qualification Policy				
2.11	The officer will be familiar with the SPD Employee Involved Fatal Incident Protocol				
2.12	The officer will know the SPD Control Devices and Techniques Policy				
2.13	The Officer will know the SPD Use of Force Policy				
2.14	The officer will verbalize proper firearms safety				
2.15	The officer will demonstrate safe loading and unloading of their duty pistol				
2.16	The officer will demonstrate safe loading and unloading of the duty shotgun				

**ORIENTATION/DEPARTMENT POLICIES**

**II. Use of Force**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
2.17	The officer will properly set the duty shotgun in a "patrol car ready" status						
2.18	The officer will demonstrate the effective clearing of pistol malfunctions						
2.19	The officer will understand departmental requirements for duty and off-duty weapons and ammunition						
2.20.	The officer will demonstrate proper pistol cleaning						
2.21	The officer will understand the lethal capabilities of the departmental shotgun						
2.22	The officer will identify the range/spread of the departmental shotgun ammunition						
2.23	The officer will complete the Departmental Firearms Course of Fire in a safe and tactical manner with a minimal accuracy of 80%						
2.24	The officer will successfully complete a "stress course" range exercise utilizing safety, tactics, and accuracy						
2.25	The officer will identify the chemical agent devices approved for departmental use, and describe their limitations						
2.26	The officer know the appropriate first aid treatment for chemical agent exposure						
2.27	The officer will know to articulate in a written report, the time of chemical agent application, the time of first aid application, and the time the symptoms end						
2.28	The officer will view the P.O.S.T. "OC" use training video						
2.29	The officer will know the proper baton target zones						
2.30.	The officer will demonstrate proper and effective baton strikes to include:						
2.30.1	*Weapon-side strike						
2.30.2	*Reaction-side strike						

**ORIENTATION/DEPARTMENT POLICIES**

**II. Use of Force**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
2.30.3 Forward "jab" strike						
2.31 The officer will demonstrate proper handgun retention						
2.32 The officer will demonstrate proper and effective control holds to include:						
2.32.1 Twist lock						
2.32.2 Bar-arm wrist lock						
2.32.3 Rear wrist lock						
2.33 The officer will demonstrate proper and effective "take-downs" to include:						
2.33.1 Hair-pull take down						
2.33.2 Leg-sweep take down						
2.33.3 Bar-arm take down						
2.33.4 Reverse wrist take down						
2.33.5 Forehead-sweep take down						
2.34 In a real or simulated scenario, officer will use the proper force option in a legally and morally ethical manner, within departmental policy, to bring situation to a safe conclusion						
2.35 The officer will describe and demonstrate the proper escalation / de-escalation of force for a given situation						
2.36 The officer will successfully complete training in the use of the department Taser(s)						
2.37 The officer will successfully complete training in the use of the department less lethal shotgun						





**ORIENTATION/DEPARTMENT POLICIES**

**III. Tactical Communication Conflict Resolution - Patrol**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
3	The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues). The trainee shall identify the benefits of tactical communication including:					
3.01	A. Enhanced safety (reduces likelihood of physical confrontation and injury) B. Enhanced professionalism (decreases citizen complaints, civil liability and stress)					
3.1	Given stressful situations of interaction with the public, officer will effectively communicate with people who are:					
3.1.1	Hostile					
3.1.2	Angry					
3.1.3	Hysterical					
3.1.4	Drunk					
3.1.5	Deranged					
3.1.6	Very young					
3.1.7	Very old					
3.1.8	Racist					
3.1.9	The Trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" is professional language that is goal directed. IE: I appreciate that, but I need to see your driver's license.					
3.1.9.1	Given a scenario or an actual incident involving an uncooperative subject's, the trainee shall be able to generate compliance using the 5- step process: <u>Ask</u> - The subject is given an opportunity to voluntarily comply by simply being asked to comply. <u>Set Context</u> . The :why: questions are answered by the identification or explanation of the law. <u>Present Options</u> Explain possible options. <u>Confirm</u> : Present one last appeal, last opportunity for volunteer compliance. "Is there anything I can say to earn your cooperation at this time?" <u>Act</u> : Take appropriate action!					

**ORIENTATION/DEPARTMENT POLICIES**

**III. Tactial Communcations, Conflict Resolution - Patrol**

- 3.2 The trainee shall memorize the phonetic alphabet and the 10-code, including commonly used Penal Code section numbers.
- 3.3 Given a situation with one or more suspects, the trainee shall properly utilize the radio to complete a crime broadcast that will minimally include:
  - 3.3.1 Thepe of incident and number of suspects
  - 3.3.2 Complete known description of suspect(s)
  - 3.3.3 Crime classification: Felony, Misdemeanor, Infraction
  - 3.3.4 weapon(s) used
  - 3.3.5 Type of vehicle used
  - 3.3.6 Type of loss and description
  - 3.3.7 Direction of flight

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)



**ORIENTATION/DEPARTMENT POLICIES**

**IV. Patrol Vehicle**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal				
4.1	The officer shall be functional in the use of the patrol vehicle "police" radio and emergency equipment control panel					
4.2	The officer shall know the location and functions of the patrol vehicle's shotgun release					
4.3	The officer will know the items contained in the patrol vehicle trunk to include the following:					
4.3.1	First Aid equipment - First Aid kit, breath assistance bag, blanket					
4.3.2	Collision equipment - Broom, flares, strolometer, traffic cones, marking paint					
4.3.3	Miscellaneous equipment - Fire extinguisher, barrier tape					
4.4	The officer will demonstrate the ability to check the patrol vehicle fluid levels					
4.5	The officer will be familiar with the agency procedure for the repair and service of patrol vehicles					
4.6	The officer will be familiar with the agency procedure for the repair of patrol vehicles in the field setting					
4.7	The officer shall explain the agency procedure for the reporting of damage to a patrol vehicle					
4.8	The officer shall understand the objectives of a vehicle inspection prior to driving are prevention of accidents, promotion of operational efficiency, repair cost reduction					
4.9	Given a patrol vehicle, the trainee shall conduct a pre-shift inspection that shall minimally include:					
4.9.1	Visual check of the exterior of the vehicle for damage and the tires for wear and proper inflation					
4.9.2	An inspection of the vehicle trunk for required equipment					
4.9.3	An operations check of the vehicle and emergency equipment					
4.9.4	An inspection of the shotgun to ensure it is properly loaded and in a safe condition					





**ORIENTATION/DEPARTMENT POLICIES**

**VI. Emergency Vehicle Operations/Pursuits**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
6.1 The officer shall understand California laws which apply to the operation of an emergency vehicle under emergency conditions to include:					
6.1.1 The officer knows why emergency calls do not absolve an officer from personal liability if the emergency vehicle is misused					
6.1.2 The officer knows agency practices and policies for the operation of emergency vehicles					
6.1.3 The officer relies more on caution than upon the emergency warning devices					
6.2 The officer shall understand the agency's policy concerning pursuits and Code-3 driving					
6.3 The officer shall identify the tactics that should be utilized while in a pursuit or any other emergency response. These tactics should minimally include:					
6.3.1 Slowing for intersections or stopping if necessary					
6.3.2 Careful observation at cross streets					
6.3.3 Caution when passing other vehicles					
6.3.4 Constant alertness for any unforeseen hazard and avoiding tunnel vision					
6.3.4 Using a well-planned route of travel in emergency response situations					
6.4 The officer shall identify those factors to consider in determining whether to continue or abandon a pursuit. The factors shall minimally include:					
6.4.1 Amount of other traffic, both vehicular and pedestrian					
6.4.2 Road hazards and road conditions					
6.4.3 Environmental conditions					
6.4.4 Condition of police vehicle and driver					





**ORIENTATION/DEPARTMENT POLICIES**

**VII: Officer Safety Patrol Procedures**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
7.1	The officer will recall the two basic patrol strategies that patrol officers may employ to provide protection and service within their assigned areas of patrol						
7.2	The officer will identify considerations for selecting a patrol strategy						
7.3	The officer will recognize factors that can affect a patrol officer's perception skills						
7.4	The officer will recognize the appropriate actions for peace officers who are conducting security checks of the following: Business / structures						
7.4.1							
7.4.2	Persons who may be involved in suspicious activities						
7.5	The officer will identify factors for consideration when selecting target areas for directed enforcement						
7.6	The officer will differentiate between the roles and responsibilities of the contact officer and the cover officer						
7.7	The officer will recognize appropriate actions officers should take to maintain their own safety and the safety of others while on patrol						
7.8	The officer will identify the advantages and disadvantages of the different methods of patrol						
7.9	The officer will identify the criteria for selecting a patrol method						
7.10.	The officer will define their responsibility when preparing for each patrol assignment						
7.11	The officer will identify the advantages of planning their movements through their assigned areas of patrol						
7.12	The officer will recognize considerations and guidelines for selecting a traffic lane, determining appropriate speed, and patrol vehicle placement						
7.13	The officer will recognize safe and effective tactics for approaching and detaining a pedestrian suspect						
7.14	The officer will identify appropriate actions when encountering a plainclothes/undercover officer while on patrol						

**ORIENTATION/DEPARTMENT POLICIES**

**VII (b): Officer Safety Patrol Procedures**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
7.15	The officer will recognize safe and effective tactics for initiating a foot pursuit of a fleeing suspect						
7.16	In a training scenario, the officer will assume the role of an officer, then suspect, demonstrating and observing safe and effective tactical approaches						
7.17	The officer will correctly identify the advantages of not silhouetting themselves while performing field tasks						
7.18	The officer will identify the hazards of, and methods to, avoid making tell-tail "police noises"						
7.19	The officer will be familiar with warrant service and arrest situations						
7.20.	The officer will be familiar with the department process for handling Conditional Sentence violations						
7.21	The officer will know that the three keys to officer survival are communication, tactics and planning						
7.22	The officer will demonstrate a safe and effective search of the following and describe key safety and tactical elements:						
7.22.1	Vehicle						
7.22.2	Building						
7.22.3	Open Space						
7.23	The officer will describe tactical considerations when responding to crimes in progress						
7.24	The officer will describe tactical considerations when responding to prowler calls						
7.25	The officer will be familiar with procedure regarding press release information						
7.26	The officer will describe key elements to handling Landlord / Tenant disputes						
7.27	The officer will understand dealing with labor disputes						



**ORIENTATION/DEPARTMENT POLICIES**

**VII (d): Officer Safety Patrol Procedures  
HATE CRIMES**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
7.32 The trainee shall recognize indicators of hate-related crimes including: A. Anti-religious symbols/slurs B. Racial/sexual/ethnic slurs C. Hate group symbols D. Anti-gay/lesbian slurs					
7.32.1 The trainee shall identify and discuss the possible consequences of hate crimes including: A. Psychological effect on the victim B. Denial of basic constitutional rights C. Divisiveness in the community D. Potential escalation of violence					
7.32.2 The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes. Reference section 422.6 PC					
7.32.3 The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.					

**COMMENTS:**



**ORIENTATION/DEPARTMENT POLICIES**

**VII (f): Officer Safety Patrol Procedures  
GANG AWARENESS**

7.33.5 The trainee shall discuss types of criminal activities as those commonly engaged in by gangs.

- A. Sale and use of narcotics
- B. Physical violence
- C. Auto theft/burglary from vehicles

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

- A. Identification of gang activity
- B. Coordination with allied agencies
- C. Reduction of the opportunity for criminal activities

**COMMENTS:**

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



**ORIENTATION/DEPARTMENT POLICIES**

**VIII. Field Notes / Report Writing**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
8.5.1	Recording facts to a permanent record					
8.5.2	Providing coordination of follow-up activities					
8.5.3	Providing investigative leads					
8.5.4	Providing statistical data					
8.5.5	Providing reference material					
8.6	The officer will understand that a proper police report establishes who, what, when, where, how, and how many, listed in a chronological order					
8.7	The officer will define the purpose of thorough and complete property lists					
8.8	The officer will describe the importance of follow-up reports to include:					
8.8.1	Seek new information					
8.8.2	Community relations					
8.9	The officer know the three types of departmental reports written in the "RMS" system to include:					
8.9.1	Crime report					
8.9.2	Arrest report					
8.9.3	Officer's report					
8.10.	The officer will understand the complete flow process for departmental reports					
8.11	The officer will know the locations of approved report case folders and arrest folders					





**ORIENTATION/DEPARTMENT POLICIES**

**VIII(f) CALIFORNIA CODES AND LAW  
PROBABLE CAUSE / LAWS OF ARREST**

8.17 The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:  
 A. Specific and articulable facts  
 B. Crime related activity that has occurred, is occurring, or is about to occur  
 C. Involvement by the person to be detained in a crime-related activity

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

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

8.18 The trainee shall explain a peace officers authority to make an arrest. 836 PC, 40300.5 CVC through 40302 CVC

8.18.1 The trainee shall explain the various requirements related to arrests, to minimally include:  
 A. Time of day or night that the arrest may be made  
 B. The information the person arrested must be provided and at what time it must be provided  
 C. What must be done with the person arrested

8.18.2 The trainee shall explain the requirements placed upon a private person making the arrest of another and be able to determine if the "private persons" arrest is legal. 837 PC / 847 PC

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

8.18.4 The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest. 844 PC

8.18.5 The trainee shall explain the amount of force that may be used when effecting an arrest. 835 PC; 843 PC

8.18.6 The trainee shall explain the term "reasonable" as it applies to the use of force. 835 PC

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

**ORIENTATION/DEPARTMENT POLICIES**

**VIII (g) CALIFORNIA CODES AND LAWS  
LAWS OF ARREST**

- 8.18.7 The trainee shall review and explain california law and department policy concerning the use of physical force and deadly force.
- 8.18.8 The trainee shall explain the instances where he/she is not civilly liable for false imprisonment arising out of an arrest. 142(c)PC; 836.5 PC; 847 PC
- 8.18.9 The trainee shall explain situations where legal exceptions to an arrest might exist, including:
  - A. Diplomatic immunity (22 U.S. Const. 252)
  - B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667) (Roynin v. Battin, 55 CA 2nd 861)
  - C. Congressional exceptions (Art. 1, Section 6, U S Const.) Art. 4 Section 2, Cal. Const.)

**COMMENTS:**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)

**ORIENTATION/DEPARTMENT POLICIES**

**VIII (h) CALIFORNIA CODES AND LAWS  
JUVENILE LAW AND PROCEDURE**

Discussed, Instructed/ Demon- strated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Sce- nario or Role Play Test	Field Perfor- mance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal			
8.19 The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include: A. Miranda advisement  B. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 707 W&I; and all Sebastopol MC pertaining to juvenile offenders. C. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66 etc. D. Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)					
<b>ADDITIONAL LAWS / ABC / PROBATION / PAROLE</b>					
8.19.1 The trainee shall recognize violations of the Alcoholic beverage Control Act, given a copy of the act, will locate the applicable sections including those prohibiting: A. After-hours sale/consumption of alcoholic beverages on licensed premises B. Selling/providing alcoholic liquor to any person under the age of 21 years C. Selling/providing alcoholic liquor to a person who is visibly intoxicated					
8.19.2 The trainee shall review and explain the laws regarding parole and probation violations, searches and holds including: A. 3056 PC B. 1203.2 PC					
8.19.3 The trainee shall recognize violations of The Sebastopol City Municipal Code, given a copy of the MC, will locate the applicable sections.					

**ORIENTATION/DEPARTMENT POLICIES**

**VIII(i) CALIFORNIA LAWS AND CODES  
ADDITIONAL LAWS**

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

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

8.19.5 The trainee shall review, explain, and /or give examples of any new/revised state legislative mandates. POST Legislative Update Telecourses and CD/DVD ROMS

**COMMENTS:**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)

**ORIENTATION/DEPARTMENT POLICIES**

**IX. Suspect Search/Handcuff/Transport**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
9.1	The officer will understand, consistent with case law, when various persons searches may be conducted						
9.2	The officer will understand the basic principles of a persons search to include those which maximize the effectiveness of the search and the safety of the officer(s)						
9.3	The officer will identify places on a person of both males and females where dangerous weapons or contraband may be concealed						
9.4	In a real or simulated scenario, officer will demonstrate a proper and thorough persons search to include the following:						
9.4.1	Constant alertness						
9.4.2	The maintaining of control and "position of advantage"						
9.4.3	Thoroughness of search						
9.4.4	Safeguarding of weapons						
9.4.5	Search from the rear						
9.4.6	Search with one hand, contact with other						
9.4.7	Keep gun side out of suspect's reach						
9.4.8	Search systematically scrunching, not patting						
9.4.9	If weapon is found, notify backup officer immediately						
9.5	In a real or simulated scenario, officer will demonstrate proper and thorough persons searches of the following types:						
9.5.1	Cursory search						
9.5.2	Arrest search - standing						

**ORIENTATION/DEPARTMENT POLICIES**

**IX. Suspect Search/Handcuff/Transport**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated		
	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal				
9.5.3	Arrest search - kneeling					
9.5.4	Arrest search - prone					
9.6	The officer will identify the following responsibilities as being those of a "cover officer" while a persons search is being conducted:					
9.6.1	Protect searching officer from outside interference					
9.6.2	Psychological conditioning of the person being searched					
9.6.3	Physical assistance of searching officer					
9.6.4	Continuous observation of suspect(s)					
9.7	The officer shall know Departmental Procedure 4-34 regarding the searching, handcuffing and transporting of suspects					
9.8	The officer will understand and demonstrate how to efficiently handcuff single and multiple suspects					
9.9	The officer will identify three purposes of handcuffing of a prisoner are to prevent attack, prevent escape, and prevent destruction or concealment of evidence or contraband					
9.10.	The officer will demonstrate proper and effective handcuffing from the following positions:					
9.10.1	Standing					
9.10.2	Kneeling					
9.10.3	Prone					
9.11	The trainee will understand the procedure to handcuff two suspects with one set of cuffs					
9.12	The trainee will understand the procedure to handcuffing multiple suspects with limited sets of handcuffs					
9.13	The trainee will understand the importance of searching the area in which the prisoner is/was seated before and after transport.					

**ORIENTATION/DEPARTMENT POLICIES**

**IX. Suspect Search/Handcuff/Transport**

**PEOPLE WITH DISABILITIES**

- 9.14 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.
- 9.14.1 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.
- 9.14.2 The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test		Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal			





**ORIENTATION/DEPARTMENT POLICIES**

**X. Prisoner Booking**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
10.1	The officer will be familiar with Departmental Booking and Detention Policy						
10.2	The officer will be familiar with departmental procedure for the release of misdemeanant offenders						
10.3	The officer will be familiar with departmental procedure for juvenile citation and referral)						
10.4	The officer know that no prisoners will be left unsupervised in detention cells that have no functional video camera						
10.5	The officer will verbalize the importance of thorough prisoner search						
10.6	The officer will be familiar with the following Prisoner Check Logs:						
10.6.1	SPD Prisoner Log						
10.6.2	Secure Detention of Juvenile Log						
10.6.3	Non-Secure Detention of Juvenile Log						
10.7	The officer will know the various time frames for when prisoner checks must be completed						
10.8	In a real or simulated scenario, the officer will thoroughly, properly, and legibly complete the following:						
10.8.1	Pre-Booking form						
10.8.2	Juvenile Referral form						
10.8.3	Property form						
10.8.4	Probable cause affidavit						
10.9	The officer will demonstrate their ability to properly submit fingerprints via the DOJ Live Scan System						



**ORIENTATION/DEPARTMENT POLICIES**

**XI. Investigation**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal				
11.1	The officer will understand that a first responsibility at a crime scene is to secure the scene and protect evidence					
11.2	The officer will understand the importance of identifying witnesses at a crime scene					
11.3	The officer will have knowledge of available investigative resources from the following agencies:					
11.3.1	Sonoma County Sheriff VCI/ID Units/helicopter/SAR					
11.3.2	Department of Justice Crime Lab					
11.3.3	Sebastopol Fire Department					
11.3.4	Sonoma County District Attorney's Office					
11.3.5	Federal Bureau of Investigation					
11.4	The officer should know to determine the elements of a crime and transmit a complete "BOL" as soon as possible					
11.5	The officer will identify the importance of locating serial numbers of stolen property and their entry into the stolen property system					
11.6	The officer will demonstrate their ability to function the missing persons "TRAK" computer					
11.7	In a real or simulated scenario, the officer will conduct an effective search through the use of an organized search method					
11.8	The officer will define the following items of search and their significance:					
11.8.1	Identification of victims					
11.8.2	Instrumentalities of crime					
11.8.3	Contraband					

**ORIENTATION/DEPARTMENT POLICIES**

**XI. Investigation**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
11.8.4	Evidence						
11.9	The officer will understand the key components of a preliminary investigation and their purpose, to include:						
11.9.1	Proceed safely to the scene						
11.9.2	Determine need for emergency medical services						
11.9.3	Verify that a crime has occurred						
11.9.4	Identify and arrest suspect(s), if appropriate						
11.9.5	Provide dispatch with pertinent information as soon as possible						
11.9.6	Secure and protect crime scene						
11.9.7	Identify and preserve possible evidence						
11.9.8	Locate and interview victim(s) and/or witness(es)						
11.9.9	Identify other sources of information						
11.10.	The officer will understand the importance of maintaining a crime scene log						
11.11	In a real or simulated scenario, officer will complete an accurate crime scene diagram						
	<u>Comments:</u>						

**ORIENTATION/DEPARTMENT POLICIES**

**XI. Investigation / Interviewing**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
11.12	The Officer will understand the requirements of a complete interview:						
11.13	Explain the reason to identify and separate potential suspects and witnesses						
11.14	The Officer will demonstrate the value of developing a rapport with persons to be interviewed						
11.15	Explain questioning sequence, general questions to specific questions						
11.16	Officer will understand the importance of thorough preparation prior to an interview						
11.17	When is a Beheler admonishment required						
11.18	The fifth amendment of the U.S. Constitution						
11.19	The sixth amendment of the U.S. constitution						
11.2	The officer will know at what point a suspect must be advised of his Miranda rights						
11.21	The officer will define custody as it applies to Miranda						
	<u>Comments:</u>						

**ORIENTATION/DEPARTMENT POLICIES**

**XII. Domestic Violence**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
12.1	The officer will know and summarize Departmental Procedure 4-85 regarding domestic violence response and investigation						
12.2	The officer will know the elements of section 273.5 P.C. (domestic violence - inflict injury)						
12.3	The officer will know the elements of section 243(e)(1) P.C. (battery - spouse, cohabitant)						
12.4	The officer will know the elements of section 273.6 P.C. (violation of protective order including out of state orders)						
12.5	The officer will know section 836(b) P.C. (inform victim of right to make citizen's arrest)						
12.6	The officer will know section 836(c)(1) P.C. (arrest for violation of domestic violence order)						
12.7	The officer shall be familiar with the elements of section 836(c)(3) P.C. regarding primary aggressor						
12.8	The officer will know the requirements of 293 P.C. and be familiar with the departmental advisement form						
12.9	The officer will be familiar with the departmental Domestic Violence Checklist						
12.10.	The officer will be familiar with the departmental Medical Records Release form						
12.11	The officer will understand the importance of recovering evidence and obtaining witness statements in domestic violence cases (including statements of children)						
12.12	The officer will know to provide information regarding the Victim Witness Assistance Center to the appropriate parties						
12.13	The officer will understand their authority to search without a warrant due to exigent circumstances						
12.14	The officer will understand their ability to seize a firearm at the scene of domestic violence per 12028.5 P.C. (receipt to be issued)						
12.15	The officer will understand that in regards to Domestic Violence Prevention Act Orders (Fam. Code 6200 Et. Seq.):						
12.15.1	Orders can be obtained free; law enforcement service fees may be waived						

**ORIENTATION/DEPARTMENT POLICIES**

**XII. Domestic Violence**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
12.15.2	Is valid and enforceable even though it does not expressly state petitioner location information				
12.15.3	Orders become effective when issued and are enforceable anywhere in the state				
12.16	The officer will understand the elements of an Emergency Protective Order to include:				
12.16.1	Person is in immediate and present danger of domestic violence (or)				
12.16.2	Child is in immediate and present danger of abuse by family or household member (or)				
12.16.3	Child is in immediate and present danger of abduction by family or household member				
12.17	The officer will, whether in a real or simulated scenario, complete an EPO form and know the procedure to have it approved by the on-call judge				
12.18	The officer, upon completing an EPO, will understand service to include:				
12.18.1	The defendant, if they can be reasonably located				
12.18.2	The protected person, if they can be reasonably located				
12.18.3	Copy to the court as soon as possible and ensure CLETS entry by dispatch				
12.19	The Officer will know that their verbal advisement to a respondent regarding a protective order fulfills the notice requirements for sections 273.6 and/or 12021(g) P.C.				
12.20.	The officer will know that non-emergency protective order information is available over the CLETS computer				
	<u>Comments:</u>				



**ORIENTATION/DEPARTMENT POLICIES**

**XIII: Missing Persons**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated		
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
13.1	The officer will demonstrate an understanding of the Departmental Procedure regarding Missing Persons						
13.2	The officer will be familiar with the missing persons reporting procedures as outlined in the following Penal Code sections:						
13.2.1	14205 P. C.						
13.2.2	14206 P. C.						
13.3	The officer will be familiar with the definitions defined in 14213 P. C.						
13.4	The officer will know that a report will be accepted regardless of the jurisdiction from which the person is missing						
13.5	The officer will be familiar with the reporting times for MUPS entry, BOLO teletype, Coroner check, DOJ SS8567 submission, dental, and photo in the following situations:						
13.5.1	Child at risk						
13.5.2	Child not at risk						
13.5.3	Child under 12 not at risk						
13.5.4	Adult at risk						
13.5.5	Adult not at risk						
13.6	The officer will describe available recourses in missing person cases						
13.7	The officer will identify the reasons for making a thorough search of a young missing child's home						
	<u>Comments:</u>						





**ORIENTATION/DEPARTMENT POLICIES**

**XIV. Mental Illness Cases**

- 14.8 The officer will be familiar with the aspects of the Control of Mentally Ill subjects, as directed in PC 13515.295.
- 14.8.1 The officer should be able to identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia.
- 14.8.2 The officer should be able to recognize the symptoms of Autism spectrum disorder.
- 14.8.3 The officer should be able to recognize the symptoms of Genetic disorders, including , but not limited to , Down syndrome.
- 14.8.4 The officer should understand the principals of Conflict Resolution and de-escalation techniques for potentially dangerous situations.
- 14.8.5 The officer should be able to describe alternatives to the use of force when interacting with potentially dangerous persons with mental health illness or intellectual disabilities.
- 14.8.6 The officer should be aware of the perspective of individuals and families who have experiences with persons with mental illness, intellectual disability, and substance use disorders.
- 14.8.7 The officer should be aware of 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.

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)

**ORIENTATION/DEPARTMENT POLICIES**

**XV. Child Abuse**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated		
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
15.1	The officer will be familiar with California Penal Code sections related to the physical/mental/sexual abuse of minors						
15.2	The officer will understand when a report is documented in a departmental crime report, and when it is documented in a departmental information report						
15.3	The officer will understand the requirements in completing the Child Abuse Investigation Report form #SS 8583						
15.4	The officer will know that the #SS 8583 form is to be submitted to DOJ as soon as possible after the completion of the investigation						
15.5	The officer will know that medical examinations in child abuse investigations are conducted at Sutter Medical Center and are arranged through the Emergency Room staff						
15.6	The officer will understand how the requirements of 293 P.C. relate to child abuse investigations						
15.7	The officer will understand the role of Child Protective Services in a child abuse investigation						
15.8	The officer will understand the role of the Redwood Children's Center in a child abuse investigation						
15.9	The officer will understand the role of the Valley of the Moon Children's Home, and their procedure for direct placement to a satellite receiving home						
15.10.	The officer will understand the need of a completed departmental medical records release form prior to obtaining a victim's official medical records						
15.11	The officer will understand the importance of the Medical Report – Suspected Child Abuse form #DOJ 900 when a medical exam is conducted						
15.12	The officer will understand the importance of the proper chain of custody and evidence storage in child abuse cases						
15.13	The officer will be familiar with appropriate support services for abused children and their parents						
	<u>Comments:</u>						



**ORIENTATION/DEPARTMENT POLICIES**

**XVII. Search Warrants**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated		
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
17.1	Officer will be familiar with a departmentally approved search warrant format						
17.2	Officer will know the appropriate steps for search warrant approval to include:						
17.2.1	Reviewed by a Deputy District Attorney						
17.2.2	Signed by a Judge						
17.2.3	Filed with the Court Clerk after service						
17.3	In a real or simulated scenario, officer will complete a search warrant to a judicially acceptable level						
17.4	Officer will know that a search warrant return must be filed with the Court within ten days of the warrant service						
17.5	Officer will know that a search warrant must be served within ten days of issuance to remain valid						
17.6	Officer will know the hours of a daytime warrant service to be 0700-2200 hours						
17.7	Officer will know the elements of 844 P.C. - (knock and notice)						
17.8	Officer will understand that a receipt will be left at a search warrant location listing the property seized						
17.9	Officer will understand the limitations and scope of a search warrant						
	<u>Comments:</u>						





**ORIENTATION/DEPARTMENT POLICIES**

**XIX. Vehicle Stops**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
19.1 The officer will know the proper radio sequence when initiating a traffic stop to be location/license plate/vehicle description					
19.2 The officer will describe and demonstrate the proper techniques in conducting the following vehicle stops during day and reduced light conditions:					
19.2.1 Traffic stop					
19.2.2 Investigative stop					
19.2.3 High risk stop					
19.3 The officer will describe the following elements as those to be considered when selecting the proper location to effect a vehicle stop:					
19.3.1 A location presenting as little traffic hazard as possible					
19.3.2 A location presenting as few escape routes as possible					
19.3.3 A location presenting as little population as possible					
19.3.4 A location presenting as much light as possible					
19.4 The officer will identify the following potential hazards of failing to closely watch the movements of occupants in a vehicle (pre, during, post) stop:					
19.4.1 Attacks from suspects					
19.4.2 Destruction or concealment of evidence					
19.4.3 Escape of occupants					
19.5 The officer will demonstrate the techniques for gaining the attention of a driver whom they intend to stop					
19.6 The officer will identify the proper distance to initiate a vehicle stop as to not encourage driver to escape, but not too close to be a hazard from the driver's actions					

**ORIENTATION/DEPARTMENT POLICIES**

**XIX. Vehicle Stops**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal				
19.7	The officer will identify the proper uses of a the spotlight in a pullover and approach situation to include:					
19.7.1	Not blinding the driver of the vehicle being stopped while it is in motion					
19.7.2	Illuminating the interior of the vehicle once it is stopped					
19.7.3	Focusing on the side and rear view mirrors in order to blind occupants to the officer's approach					
19.8	The officer will identify areas which afford the most protection for the officer from passing traffic while they are conducting a traffic stop					
19.9	The officer will demonstrate the proper position of a police vehicle when making a vehicle stop and demonstrate proper distance based on nature of stop					
19.10.	The officer will know departmental procedure for conducting a high risk stop					
19.11	The officer will know the keys to a successful high risk stop are communication, cover/concealment, and tactics/suspect control					
19.12	In a real or simulated high risk stop scenario, the officer will conduct the complete stop in the role of "primary officer"					
19.13	The officer will describe and demonstrate the tactics to be employed in safely stopping and approaching the following vehicles:					
19.13.1	Motorcycles					
19.13.2	Vans					
19.13.3	Motorhomes					
19.13.4	Semi-trucks					
19.14	The officer will always know to request driver's license/registration/insurance information and compare with driver and vehicle for validity					
19.15	The officer will identify the basic principles of an investigative stop based upon legal considerations					



**ORIENTATION/DEPARTMENT POLICIES**

**XX. Traffic Enforcement**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
20.1	The officer will be familiar with Departmental Policy regarding traffic enforcement				
20.2	The officer will list at least three appropriate examples of traffic situations in which a warning would be more beneficial to the public interest than the issuance of a citation				
20.3	The officer will identify the court procedures and violator's alternatives in dealing with an issued citation				
20.4	The officer will identify departmental procedure regarding the use of radar to include:				
20.4.1	Radar surveys and their purpose				
20.4.2	Elements of 40802(a) V.C. – speed traps				
20.4.3	City streets not enforceable with radar				
20.5	The officer will know the types of calibration checks that are done to a hand-held radar unit				
20.6	The officer will read and be familiar with the operating manual for the hand-held radar				
20.7	The officer will know the purpose of citation note taking, what notes to take, and their location on the "officer copy" of the citation				
20.8	In a real or simulated daytime scenario, the officer will properly, completely, and legibly complete a citation within eight minutes				
20.9	In a real or simulated reduced light scenario requiring the use of a flashlight, the officer will properly, completely, and legibly complete a citation within ten minutes				
20.10.	The officer will understand that the required signature of a motorist on a citation is not an admission of guilt, but a promise to appear				
20.11	The officer will understand that persons with "diplomatic immunity" are liable for infraction citations				
20.12	The officer will be familiar with the various drivers license suspension authorities and their corresponding Vehicle Code drivers license suspension sections				
20.13	The officer will be familiar with vehicle storage section 22651 C.V.C. and its subsections				



**ORIENTATION/DEPARTMENT POLICIES**

**XX. Traffic Enforcement**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated	
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
	Written	Verbal			
20.16.14 16028(a) CVC					
20.16.15 27150(a) CVC					
20.17 The officer will be familiar with the following California Vehicle Code sections:					
20.17.1 21800 CVC					
20.17.2 21801 CVC					
20.17.3 21804 CVC					
20.17.4 21212(a) CVC					
20.17.5 27153 CVC					
20.17.6 21657 CVC					
20.17.7 22454(a) CVC					
20.17.8 23111 CVC					
20.18 The officer will be familiar with the "Notice of Correction and Proof of Service" form (TR-100) for the change of information on a citation					
20.19 The officer will be familiar with departmental procedure for the voiding of citations					
20.20. The officer will be familiar with City Ordinance and California Vehicle Code sections related to parking enforcement					
20.21 In a real or simulated scenario, the officer will properly, completely, and legibly complete a parking citation within five minutes					
20.22 The officer will be familiar with City Ordinance #437-3.9A regarding abandoned vehicles					







**ORIENTATION/DEPARTMENT POLICIES**

**XXI (a): DUI Investigation**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated		
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
21.6.3	The effects of the alcohol						
21.7	In a real or simulated scenario, the officer will effectively instruct a minimum of six standard field sobriety tests that measure both balance and coordination						
21.8	The officer will define the chemical tests available to a DUI arrestee						
21.9	The officer will describe what defines a chemical test refusal						
21.10.	The officer will understand key portions to a good DUI report are:						
21.10.1	Detailed description of driving acts						
21.10.2	Observed symptoms of intoxication						
21.10.3	Field sobriety test location and lighting						
21.10.4	PASD serial number and time of test; complete two PASD test a minimum of 2 minutes apart, and 15 minutes after first contacting the driver						
21.10.5	Nurse name and time of blood draw						
21.11	The officer will understand that the following forms will also be completed as part of a DUI investigation:						
21.11.1	DL 367 form (officer's statement)						
21.11.2	SPD cost recovery form, if emergency situation: IE: collision						
21.12	The officer will be familiar with the DS 360A and DS 367 M forms (Admin Per Se)						
21.13	The officer will successfully finish a complete DUI investigation from the observations prior to the stop, to the release of the suspect (including all the necessary reports and forms <u>Comments:</u>						

**ORIENTATION/DEPARTMENT POLICIES**

**XXII. Traffic Collision Investigation**

	Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via				Training Provided & Competency Demonstrated	
		Agency Constructed Knowledge Test		Scenario or Role Play Test	Field Performance Test	Trainee's (Initials, ID, & Date)	FTO (Initials, ID, & Date)
		Written	Verbal				
22.1	The officer will understand that scene safety is the first priority upon arrival at a traffic collision scene						
22.2	The officer will identify the determination of injuries and their treatment to be the second priority upon arrival at a traffic collision scene						
22.3	The officer will identify one of their first duties at a traffic collision scene is the evaluation of what additional assistance is needed and request same						
22.4	The officer will identify the advantages of having vehicles involved in a traffic collision removed from the roadway as soon as possible						
22.5	The officer will name at least one exception wherein the immediate removal of vehicles at a traffic collision is not recommended						
22.6	At a collision scene, the officer will effectively lay a flare pattern that will best protect persons and property, with consideration to the presence of flammable materials and traffic flow						
22.7	The officer will know departmental procedure for when traffic collision reports will be taken on private property						
22.8	The officer will know departmental procedure for when hit and run investigations will be initiated						
22.9	The officer will describe commonly used California Vehicle Code sections when determining Primary Collision Factors						
22.10.	The officer will identify the proper report format in a non-injury traffic collision to be: Notification, Statements, Summary, Area of Impact, Cause, Recommendations						
22.11	The officer will accurately and completely complete a non-injury traffic collision report						
22.12	The officer will accurately and completely complete an injury traffic collision report						
22.13	The officer will be familiar with the steps in completing a major-injury traffic collision report						
22.14	The officer will accurately and completely complete a hit and run (20002 CVC) investigation						
22.15	The officer will know departmental procedure for when a traffic collision report must be taken						
22.16	The officer will describe situations when information exchanges and Counter Reports may be used						















**SUBPOENAS AND COURTROOM TESTIMONY**

**XXVI SUBPOENAS & COURTROOM TESTIMONY**

Discussed, Instructed/ Demonstrated by FTO (Initials, ID, & Date)	Competency Demonstrated by Trainee Via			Training Provided & Competency Demonstrated
	Agency Constructed Knowledge Test	Scenario or Role Play Test	Field Performance Test	
26.1 The Officer will understand the key components of a subpoena, including, date, time and location of required appearance;				
26.2 Attire; uniform or coat and tie; How appearance reflects on him/herself and the department. The officer must present a professional appearance and demeanor.				
26.3 Pretrial Preparation: review all reports relevant to the case: request evidence be available on date of court. Pick up evidence from the PD on the date of court, prior to going to court.				
26.4 Contact District Attorney's Office to verify case is on calendar, the day prior to appearance date. A recording phone number is listed on the subpoena with a list of canceled cases.				
26.5 Testimony should be truthful and responsive to the questions asked. Answer questions specifically and directly. Do not elaborate unless asked to do so.				
26.6 The Officer will know the process testifying in various court proceedings:				
26.6.1 Traffic Court / RADAR Calibration Certification, Traffic Engineering Survey				
26.6.2 Motion to suppress / 1538.5 PC				
26.6.3 Court Trial				
26.6.4 The purpose of the preliminary examination / demonstrate knowledge of Prop 115 testimony				
26.6.5 Jury Trial; Look at the jurors when answering questions, establish eye contact with jurors. Do not converse with jurors, be polite with jurors.				
26.7 The role of the Investigating Officer: 867 PC				
26.8 Exclusion of witness: 867 PC				
comments:				