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PREFACE

The Hillsborough Police Department Field Training and Evaluation Program is designed to combine pre-field training with field training and objective evaluations to ensure that the standards of a competent, professional solo officer are met.

Conventional methods for the police officer selection process have come under sharp attack from the courts as well as other community groups. In order to satisfy these demands, concentrated examinations of the pre-employment selection process as well as the post-employment probationary performance evaluations were called for.

Historically, law enforcement has responded to internal and external demands for professionalism by raising the standards for entry-level police officers. From these raised standards, various departments saw a better-qualified candidate, but these same standards also disqualified a higher number of applicants. Legal challenges by disqualified candidates caused law enforcement to question the “validity” of their selection process. The end result of this process was the acceptance of the premise that a more stringent selection process must, at the same time, be valid and unbiased.

Currently, the probationary period is a part of the final selection process. In the past, however, little use was made of this phase to compensate for any pre-selection difficulties or errors. The most common occurrence was the assignment of a recruit officer to a veteran officer who was not necessarily qualified to be a trainer or an evaluator. Always a problem was an officer's natural reluctance to negatively evaluate a fellow officer. This resistance, in large part, was based on the training officer identifying with the recruit officer, rather than with the departmental goals and objectives.

Further complicating the situation was the department's reluctance to concur with a training officer's recommendation for termination in those rare instances when it was in order. This set of circumstances has resulted in various agencies operating with some personnel who are not qualified as police officers. Finally, the Hillsborough Police Department, after a departmental survey, was faced with a mandate from the officers to “eliminate” unqualified recruits during the probationary period and to provide fully trained and efficient officers.

These events led to the development of the Hillsborough Police Department Field Training and Evaluation Program. Functionally, the Field Training Program is the primary responsibility of the Operations Division. As the reader studies this manual, programs for both formal and informal field training, as well as the operational formats for recruit evaluation will be found. This integration of teaching and evaluation, coupled with the Field Training Officer's duties and responsibilities, has the net result of producing a more qualified, professional and efficient police officer.
It is the position of the Hillsborough Police Department that the demand for more professional police officers can best be answered by a formalized Field Training Program, as outlined in this manual.

**INTRODUCTION**

The Field Training Officer Manual has been developed to give the recruit officer an outline of what to expect in the program and to give the Field Training Officer (FTO) a reference guide to assist in carrying out the duties and responsibilities of the program.

Sections 6 – 11 will be of special assistance to the FTO involved in the evaluation process. Section 11 is of particular value to the FTO involved in roll call training or training on a one-to-one basis.

Section 7 outlines the procedure to be followed when the need for program re-organization and/or updating is seen. It is the responsibility of every recruit officer and FTO to address deficiencies/errors noted in the FTO Manual as well as make recommendations for improvement.

Other sections of the manual will also be of interest to everyone involved in the program. It is likely that members of the department, other agencies or the community will ask you questions about program operations. Familiarization with this manual should provide you with all the information you will need to answer those questions. If further clarification is needed on anything outlined in this manual please contact your FTO, the FTP Supervisor or the Training Manager. It is the staff’s belief that full utilization of this manual will ensure quality training and a fair and impartial evaluation of every recruit officer processed through the Field Training Program.
SECTION 1

DUTIES AND RESPONSIBILITIES OF THE FIELD TRAINING OFFICER

The Field Training Officer is the primary person through which the main goal of the program is achieved, specifically, the production of the police officer able to work a solo assignment in a safe, skillful, productive and professional manner.

The FTO has two essential roles to fulfill; that of a police officer assuming full beat responsibility and that of a trainer of recruit officers.

Beat responsibilities are clearly defined in other departmental publications, including the Policy Manual. In the role as a trainer, the FTO provides on-going instruction in the traditional sense, utilizing innovative and practical techniques.

The FTO must have the requisite skills necessary to become a reliable evaluator of a recruit officer's performance. The FTO is required to write daily evaluations of this performance and submit additional documentation, as required.

Written evaluations begin in Phase II. During the recruit officer's first one to three days, only narrative comments are required on the daily observation report (DOR). This period is designed to allow both the recruit officer and the FTO to become familiar with each other, and to allow the recruit officer to become familiar with the surroundings without having the added stress of numeric evaluation. The FTO shall document training as well as general comments regarding what occurred during the shift.

On a weekly basis, the FTO submits the DORs on the relative progress of the recruit officer to both the Duty Sergeant and the FTP Supervisor.

At the successful conclusion of Phase II, a recommendation to progress to Phase III (Shadow Phase) is made. During Phase III, the FTO will act as an observer only and should not interfere with the recruit officer's duties, unless for safety reasons. At the conclusion of Phase III a final decision is made as to the recruit officer's ability to act as a solo police officer. The recommendation is made to the FTP Supervisor and the Training Manager. The final decision releasing a recruit officer to solo/ probationary status (Phase IV) lies with the Captain.

Finally, the FTO is charged with the responsibility for recommending termination of a recruit when the prospects for retention no longer exist.

Because the FTO's performance is also subject to evaluation, the FTO's professional and personal conduct shall be exemplary. An FTO shall possess and recognize the need for having a higher sense of idealism than is generally found. The FTO understands that the effectiveness, image and future of the department are decided by the quality of its personnel.
FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

FTOs will be selected based on the following criteria:

- FTO’s are selected by the Chief of Police by submitting a written letter of interest and an oral interview selection process.
- Have a minimum of two years of general uniformed patrol experience.
- Awarded a POST Basic certificate
- Shall be off probation at the time of application
- Desire to be an FTO
- Demonstrated ability as a positive role model
- Evaluation by supervisors

An officer selected as a Field Training Officer shall successfully complete a POST (40- Hour) Field Training Officer Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position (FTO).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

All FTO's will be evaluated annually by the FTO SAC to ensure they possess the skills and performance necessary to continue in the assignment.
SECTION 2

DUTIES AND RESPONSIBILITIES OF THE FTP SUPERVISOR AND THE DUTY SERGEANT

POST (Peace Officer Standards and Training) refers to the FTP Supervisor as the Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) as this person is ultimately responsible for all three of these roles. The FTP Supervisor answers directly to the Captain in matters related to the Field Training Program.

The role of the FTP Supervisor is to ensure that the standards and objectives of the department’s field training program are adhered to. To meet these requirements, the FTP Supervisor must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer’s training progress. In administering the program, the FTP Supervisor is responsible for ensuring that the department’s program is in compliance with the minimum standards established by POST. The FTP Supervisor is also responsible for recruit officer’s assignments, program evaluations, and serves as the Academy liaison.

Finally, the FTP Supervisor shall successfully complete the POST-Certified Field Training Supervisor / Administrator / Coordinator (SAC) Course (as set forth in PAM Section D-13) prior to or within 12 months of the initial promotion, appointment, or transfer to such position.

The FTP Supervisor is responsible for reviewing the daily observation reports (DOR) while the recruit officer is assigned to the FTO Program. The Duty Sergeant, based on what he/she personally observes, should document comments / concerns regarding the recruit officer in the Supervisor’s Weekly Report. These evaluations are to be turned in to the FTP Supervisor for review and then to the Training Manager for the Captain's review and retention. The FTP Supervisor, Duty Sergeant and FTO must accept the importance of documentation of the recruit officer's training. Documentation addresses both deficient and acceptable performance and provides a ready reference should questions arise.

Should the question of termination arise, it is the responsibility of the FTP Supervisor to call for memorandums and other supportive data from FTOs to whom the recruit officer has been assigned. The FTP Supervisor will gather the involved FTOs and determine if the decision to terminate is warranted. Further, the FTP Supervisor has the responsibility of keeping the Captain informed of the progress of the recruit officer.

Whenever possible, the FTP Supervisor and/or the Duty Sergeant should attend the various training sessions. This will provide additional first-hand information concerning recruit officer performance and will allow an opportunity to evaluate the instructional techniques of the FTOs. This latter evaluation must occur to ensure that the topic areas are covered properly and that they follow departmental guidelines.

The FTP Supervisor must monitor the overall training and evaluation of recruit officers to ensure that personality conflicts between the FTO and recruit officer do not arise and that the FTO maintains objectivity throughout contacts with the recruit officer.
If personality conflict or loss of objectivity is observed, the FTP Supervisor or Duty Sergeant shall immediately counsel the FTO. If necessary, appropriate changes in assignment should be made. The decision to rotate the recruit to another FTO must be fully documented and both parties informed of the reasons in order to minimize misunderstanding and possible ill feelings.

The FTP Supervisor's training role is an on-going one, extending naturally into those periods when no recruit officers are assigned. Because the FTOs are charged with the preparation and presentation of both roll-call training and in-service training sessions, the FTP Supervisor must be capable of providing assistance and advice to the FTOs in those areas. The FTP Supervisor must also be aware of the possible need for occasional program revision, reorganization and evaluation. A fully effective FTP Supervisor will constantly strive to improve the overall operation of the program and will work with all other program participants to achieve that goal. The FTP Supervisor will annually provide a detailed evaluation for each FTO on his/her performance as a Field Training Officer.

The FTP Supervisor assigned will complete the monthly evaluations of that recruit officer as articulated in Section 1002 of the Hillsborough Policy Manual. As these documents are the basis for the officer’s release from probationary status the FTP Supervisor will review them. The FTP Supervisor will then author the release letter or make a recommendation for extension / termination from the program.
### SECTION 3

**DUTIES AND RESPONSIBILITIES OF THE TRAINING MANAGER**

It is the responsibility of the Training Manager to oversee the Field Training Program, working with the FTP Supervisor and the FTOs.

The initial function of the Training Manager is to work with the new officer to ensure that all the necessary paperwork is completed and the initial introductions to the department and city are made. During the Basic Academy Course, the Training Manager will monitor the progress of the recruit officer and will report to the FTP Supervisor and the Captain. This will be accomplished in part by information provided by the Primary FTO who is assigned to the recruit officer before the Basic Academy Course. The recruit officer will make weekly contact with the Primary FTO during the Basic Academy Course. Information gleaned from these contacts will be passed on via the FTP Supervisor to the Training Manager.

While the recruit officer is in the FTO Program, it is the responsibility of the Training Manager to work with the FTP Supervisor to ensure that the training manual is completed properly and to ensure that evaluations are completed. The evaluations from the FTOs and FTP Supervisor are submitted to the Training Manager, who will then pass them on to the Captain for review.

All records, memorandums and training information related to the recruit officer's training period will be maintained by the Training Manager.
SECTION 4

DUTIES AND RESPONSIBILITIES OF THE CAPTAIN

The Captain has the command responsibility for the Field Training and Evaluation Program. He/she has the responsibility for the direct supervision of the FTP Supervisor.

As the FTOs and FTP Supervisor complete the evaluation of the recruit officer, they are then forwarded to the Training Manager. The Training Manager will then submit the evaluations to the Captain for review so that he/she will be continually informed of the recruit officer's progress. The Captain will then return the evaluations to the Training Manager for retention.

At the end of Phase III, the Captain should consult with the FTP Supervisor, the involved FTOs and the Training Manager to determine if the recruit officer is ready to proceed to Phase IV. During Phase IV, the probationary period, the Captain will monitor the abilities of the officer through the FTP Supervisor.

Just prior to the end of the probationary period the Captain should consult with the FTP Supervisor, Duty Sergeants, and the Training Manager to determine whether the officer is performing satisfactorily and make a final determination for retention, extended probation or termination.

The Captain is responsible for keeping the Chief of Police informed of the status of all recruit officers. This shall include any decision for formal remedial training, corrective action or termination of a recruit officer along with an explanation of the reasons for the action taken. The Chief of Police will review / approve the decision as to the status of the recruit officer before his/her release from probationary status.
SECTION 5

CHAIN OF COMMAND

↑ Chief of Police
↑ Captain
↑ FTP Supervisor
↑ Duty Sergeant
↑ Field Training Officer
↑ Recruit Officer

The chain of command is to be adhered to unless there is a conflict at that level. For example, if there is an issue between the FTO and the Recruit Officer then the Duty Sergeant or the FTP Supervisor shall handle the conflict. The FTP Supervisor shall appoint an acting FTP Supervisor in his or her absence.

The training manager, although not directly within the chain of command, is a vital part of the field training program. The function of the training manager is to ensure all of the training requirements are met, properly documented and records of such training are maintained by the department as required by policy and law.
SECTION 6
THE EVALUATION PROCESS

The evaluation procedures employed in the FTO Program are multi-faceted in that they utilize input from a variety of verbal and written sources. Detailed descriptions and examples of the actual evaluations can be found beginning on page 37. The purpose of Section 6 is to provide an explanation of the various evaluations including the frequency of each evaluation along with the “when’s” and “whys” of the various steps. The reader will also find the responsibilities of line staff and command staff for each evaluation. Finally, the suggested procedure leading to the recommendation for termination of employment is outlined.

EVALUATION SCHEDULE

DAILY – The Field Training Officer will complete the daily observation report beginning in Phase II and continuing through Phase III. It will be reviewed by the Duty Sergeant, and submitted to the FTP Supervisor, to the Training Manager and to the Captain.

SUPERVISOR’S WEEKLY REPORT - Additional comments from the Duty Sergeant at the end of work week will be attached to the DORs for the week after they are reviewed with the recruit officer.

SUMMARY EVALUATION REPORT - As the recruit officer rotates from one FTO to the next; the FTO will complete the Summary Evaluation Report. This report outlines the recruit officers significant strengths and weaknesses as well as additional training and remedial efforts.

PHASE III - At the conclusion of Phase III, the Captain will advise the Chief of Police of the successful completion of Phase III, based upon the recommendation of the Training Team. Failures to achieve this standard are also reported.

MONTHLY EVALUATIONS - As outlined in Section 1002 of the BPD Policy Manual, probationary status continues for 12 months after the completion of Phase III. During this time the Duty Sergeant to whom the recruit officer is assigned will complete a monthly evaluation. These evaluations, along with recommendations by the Training Team for continuation or remediation, will be reviewed by the Captain who will report to the Chief of Police for final approval/review before a recruit officer’s release from probation.

FTO PROGRAM CRITIQUE AND RECRUIT OFFICER’S EVALUATION OF FTOs - These two documents are a critical part of the process described in Section 7. These are completed at the end of Phase III and given directly to the FTP Supervisor. The recruit officer should recognize that only by a fair and accurate evaluation of the program from their unique prospective can the program grow and improve.
SECTION 7

PROGRAM RE-ORGANIZATION AND UPDATING

No program can expect to retain its viability without an internal procedure for updating and revision. The Field Training Officer Program has developed the “Training Team” to address this need.

- An on-going review of all lesson plans must be accomplished to ensure that they are relevant and up to date.

- An established procedure for the development of lesson plans in new subject areas must be developed.

- Standardized teaching methods and evaluation procedures should be frequently checked for adherence to prescribed guidelines.

- The recruit officer checklist shall be updated as the need occurs. Written examinations will also be reviewed and updated as necessary. Suggestions for updating will be solicited from past and present FTOs and recruit personnel.

The FTP Supervisor is designated as the Coordinator working in conjunction with the Training Manager. The Training Team is comprised of all current FTOs, the FTP Supervisor and the Training Manager.
SECTION 8

SCALE EVALUATION APPLICATION

Perhaps the most difficult task facing the FTO is the application of the numerical value that represents the behavior and skills being evaluated. The FTO's dilemma usually involved one's rating philosophy versus another's and the question of who is right. The following explanation should clarify the issue and ease the concern of the FTOs and the recruit officers.

The first principle of scale value application that must be accepted by all is that each of us has different perceptions on nearly everything in life. While a standardization of ratings is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start.

For example: FTO “A”, based on a prior negative experience, might see a recruit officer's exposure of the handgun to a suspect as worth a (1) rating. FTO “B” on the other hand, might see the same action as a (3) rating. Should we, or the recruit officer, be concerned about the discrepancy? Our answer is no as long as both FTOs see the performance as "unacceptable" under the guidelines. A lack of standardization occurs when FTO “A” sees the action as "unacceptable" (scale value 1, 2, or 3) and FTO “B” sees the same action as “acceptable” (scale value 4 through 7). Again, we have no difficulty accepting differences in officers' perceptions so long as the differences do not vary from the unacceptable range to the acceptable range. Whether the performance being evaluated is “acceptable” or “not acceptable” is the true issue.

The second principle that may come into play in the above example, or any other performance task, involves a recruit officer not responding to training (NRT). A recruit who performs at a less than acceptable level might be assigned a 1-2-3 rating for a task. The FTO is under an obligation to remediate the error and assess the performance again when the opportunity occurs. If the FTO re-trained the recruit and the recruit fails to perform again, a reduction in the scale value may be appropriate (NRT).

The “Recruit Officer Standards for Performance Evaluations” are listed in Section 9. These are the guidelines used by FTOs to complete the daily observation report.
SECTION 9

Standardized Evaluation Guidelines (SEGs)

The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. The SEGs are intended to provide a fair and uniform scoring method to assess each trainee’s progress. It is through the use of these guidelines that the field training program achieves a recognized level of standard, competency, and credibility.

Overview

Throughout the Field Training Program, the FTO rates the trainee’s performance. Each observed behavior is rated using the Daily Observation Report (DOR) described in Appendix 2 in the FTP Guide. The rating scales can be scored in two ways: the Numeric Scale (1–7) or the NICS Scale (NI–Needs Improvement/C–Competent/S–Superior). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. The NICS scale provides a more direct scoring method. Agencies decide which method best meets their particular training approach.

A rating of “1” or “N/I” indicates the observed behavior is Unacceptable or Needs Improvement, a rating of “4” or “C” meets the minimal standard of Acceptable or Competent, and “7” or “S” indicates the trainee’s performance is at a Superior level.

Any rating of “1” or “7” on the numeric scale or “N/I” or “S” on the NICS scale requires a Documented Situation (DS) to describe the event which resulted in the observed rating. The FTO fills out the Narrative Evaluation portion of the DOR to document the event (see Appendix 2).

The following SEGs correspond to the numbered observable behaviors listed in the DOR for each performance category. Use these value definitions when rating a trainee's level of performance.

Performance Categories

ATTITUDE

1. Acceptance of Feedback/FTO/FTP

Evaluates the way the trainee accepts criticism, how the trainee interacts with the FTO, and how the trainee accepts the training program, including how the FTO’s feedback is received and used to further learning and improve performance.

1 - Unacceptable – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
4 - **Acceptable** – Accepts criticism in a positive manner and applies it to improve performance and further learning.

7 - **Superior** – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

2. **Attitude toward Police Work**

Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

1 - **Unacceptable** – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

4 - **Acceptable** – Demonstrates an active interest in new position and responsibilities.

7 - **Superior** – Strives to further professional knowledge by actively soliciting assistance from others to improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility. Exhibits a desire to complete Field Training and become a productive member of the organization.

3. **Integrity/Ethics**

Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.

1 - **Unacceptable** – Accepts and employs a standard of mediocrity. Has little or no sense of accountability and/or responsibility to the department or community.

4 - **Acceptable** – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through planning, evaluation, and decision-making.

7 - **Superior** – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

4. **Leadership**

Evaluates the trainee’s ability to exercise influence among people using ethical values and goals for an intended change.
1 - **Unacceptable** – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.

4 - **Acceptable** – Understands the difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.

7 - **Superior** – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuine concern.

**APPEARANCE**

5. **General Appearance**

Evaluates physical appearance, dress, demeanor, and equipment.

1 - **Unacceptable** – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative.

4 - **Acceptable** – Uniform is neat/clean. Uniform fits and is properly worn. Weapon, leather, and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

7 - **Superior** – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.

**RELATIONSHIPS**

6. **Relationship with Citizens/Community**

Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.

1 - **Unacceptable** – Abrupt, belligerent, demeaning, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills. Communications are confusing to the public.

4 - **Acceptable** – Courteous, friendly, and empathetic to citizen’s perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service-oriented and contacts the
Hillsborough Police Department

public in non-enforcement situations. Good "non-verbal" skills. Communicates well when interacting with the public.

7 - Superior – Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Routinely exhibits strong communication skills when interacting with the public.

7. Relationship with Other Department Members

Evaluates the trainee's ability to effectively interact with Department members of all ranks, capacities, and positions.

1 - Unacceptable – Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.

4 - Acceptable – Adheres to the Chain of Command. Good FTO, superior, and peer relationships. Demonstrates a teamwork attitude.

7 - Superior – Is at ease in contact with all members of the organization while displaying professionalism. Understands supervisors’ responsibilities and their positions. Actively assists others.

8. Community Organizing and Problem-solving

Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

1 - Unacceptable – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as “sole authority” and does not include the public in problem-solving process.

4- Acceptable – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.

7 - Superior – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.
PERFORMANCE

9. Driving Skill: Normal Conditions
Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

1 - Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.

4 - Acceptable – Obeys traffic laws. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

7 - Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking mobile computer terminals (MCTs), etc. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

10. Driving Skill: Moderate/High Stress Conditions
Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

1 - Unacceptable – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.

4 - Acceptable – Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.

7 - Superior – Displays high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.
11. Use of Map Book/GPS: Orientation/Response Time
Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

1 - Unacceptable – Unaware of location on patrol. Does not properly use map book or GPS. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

4 - Acceptable – Is aware of location while on patrol. Properly uses map book or GPS. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.

7 - Superior – Remembers locations from previous visits and seldom needs map book or GPS. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. Routine Forms: Accuracy/Completeness
Evaluates the trainee's ability to properly utilize departmental forms.

1 - Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

4 - Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

7 - Superior – Consistently completes detailed forms rapidly and accurately with little or no assistance.

Evaluates the trainee's ability to organize reports, supply the necessary details for a good report, obtain all necessary information from reporting person and/or witnesses, and to complete a report in an appropriate amount of time.

1 - Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect. Routinely requires an excessive amount of time to complete a report.

4 - Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.
7 - Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.


Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

1 - Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Reports are confusing and not easily understood by the reader/evaluator.

4 - Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.

7 - Superior – Reports are very neat and legible. Contain no spelling or grammatical errors. Reports are thorough, complete, and easily understood by the reader/evaluator.

15. Field Performance: Non-stress Conditions

Evaluates the trainee's ability to perform routine, non-stress police activities.

1 - Unacceptable – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.

4 - Acceptable – Properly assesses aspects of routine situations; determines appropriate action, and takes same.

7 - Superior – Properly assesses aspects of both routine and complex situations. Quickly determines and employs appropriate course of action.

16. Field Performance: Stress Conditions

Evaluates the trainee's ability to perform in moderate to high stress conditions.

1 - Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts, or acts in unsafe or ineffective manner.
4 - **Acceptable** – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.

7 - **Superior** – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines and employs best course of action. Handles situations safely, efficiently, and effectively.

### 17. Investigative Skills

Evaluates the trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1 - **Unacceptable** – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow up obvious investigative leads.

4 - **Acceptable** – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects useable fingerprints from crime scenes, with little assistance, when conditions allow. Knows when to consult a supervisor, investigator, or crime scene technician when processing is needed at involved or unusual crime scenes.

7 - **Superior** – Consistently follows proper investigatory procedure and is routinely accurate in identifying the nature of the offense committed. Connects evidence with suspect even when not readily apparent. Collects useable fingerprints from crime scenes, with little to no assistance, when conditions allow. Actively seeks to improve evidence collection and processing skills.

### 18. Interview/Interrogation Skills

Evaluates the trainee's ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

1 - **Unacceptable** – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda admonishment. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.
4 - Acceptable – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.

7 - Superior – Consistently uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects. Fully understands the legalities associated with the Miranda admonishment, and administers the admonishment appropriately.

19. Self-initiated Field Activity

Evaluates the trainee's desire and ability to observe and act upon suspicious activity and to address situations where citizens may require law enforcement assistance.

1 - Unacceptable – Fails to observe and/or avoids suspicious activity. Does not investigate same. Rationalizes suspicious circumstances. Avoids or does not recognize situations where citizens may require law enforcement assistance.

4 - Acceptable – Recognizes and acts upon situations requiring law enforcement contact or attention. Develops cases from observed activity. Displays inquisitiveness.

7 - Superior – Routinely acts on situations requiring law enforcement contact. Maintains "Watch Bulletins" and information provided at roll call for later use in the field. Appropriately uses the information as reasonable suspicion to detain, or to develop probable cause to arrest. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious. Maintains vigilance for suspicious activity and/or situations where citizens may require law enforcement assistance.

20. Officer Safety: General

Evaluates the trainee's ability to perform police tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

1 - Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:

1. a) Exposes weapons to suspect (handgun, baton, chemical agents, etc.).
2. b) Fails to keep weapon hand free in enforcement situations.
3. c) Stands in front of/next to violator's vehicle door.
4. d) Fails to control suspect's movements.
5. e) Fails to use illumination when necessary or uses it improperly.
6. f) Does not keep violator/suspect in sight.
7. g) Fails to advise Communications when leaving vehicle.
8. h) Fails to maintain good physical condition.
9. i) Fails to properly maintain personal safety equipment.
10. j) Does not anticipate potentially dangerous situations.
11. k) Stands too close to passing vehicular traffic.
12. l) Is careless with gun and/or other weapons.
13. m) Fails to position vehicle properly during traffic stops.
14. n) Stands in front of door when making contact with occupants.
15. o) Makes poor choice of which weapon to use and when to use it.
16. p) Cannot articulate why a particular weapon was employed.
17. q) Fails to cover other officers or maintain awareness of their activities.
18. r) Stands between police and violator’s vehicle on a vehicle stop.
19. s) Fails to search police vehicle prior to duty and after transporting other than police personnel.

4 - Acceptable – Follows acceptable safety procedures. Understands and applies them.

7 - Superior – Consistently works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

21. Officer Safety: Suspicious Persons, Suspects, and Prisoners
Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

1 - Unacceptable – Violates officer safety practices as outlined in SEG 20 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.

4 - Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners. Routinely works with an officer safety mindset.

7 - Superior – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts in the field. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.
22. Control of Conflict: Voice Command
Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

1 - Unacceptable – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.

4 - Acceptable – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

7 - Superior – Completely controls situations with voice tone, word selection, inflection, and command bearing. Restores order in even the most trying situation through voice and language usage.

23. Control of Conflict: Physical Skill
Evaluates the trainee's ability to use the proper level of force for the given situation.

1 - Unacceptable – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

4 - Acceptable – Obtains and maintains control through the proper use and amount of force. Uses restraints effectively.

7 - Superior – Displays above average knowledge and skill in the use of restraints. Extremely adept in employing the proper use of force for a given situation. Understands the legalities involved in the use of force.

24. Problem-solving Techniques/Decision Making
Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

1 - Unacceptable – Acts without thought or good reason. Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive, naive. Cannot recall previous solutions and apply them in similar situations.
4 - **Acceptable** – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.

7 - **Superior** – Able to reason through most routine and complex situations and reach appropriate conclusions. When confronted with a problem, uses department-endorsed problem-solving approach/model. Has keen perception. Identifies root causes of problems, not just symptoms. Anticipates problems and prepares potential resolutions in advance. Relates past solutions to present situations, and selects workable solutions. Properly assesses response, adjusts accordingly, and plans for follow-up.

**25. Communications: Appropriate Use of Codes/Procedure**
Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

1 - **Unacceptable** – Violates policy concerning use of communications equipment. Does not follow correct procedures. Does not understand or use proper communication codes/language.

4- **Acceptable** – Complies with policy and accepted procedures. Has good working knowledge of most common codes/language and uses communication equipment appropriately.

7 - **Superior** – Consistently adheres to department communications policies. Has superior working knowledge of codes/language used during communications, and properly applies that knowledge as appropriate.

**26. Radio: Listens and Comprehends**
Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

1 - **Unacceptable** – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

4 - **Acceptable** – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

7 - **Superior** – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.
27. **Radio: Articulation of Transmissions**
Evaluates the trainee's ability to communicate with others via the law enforcement radio.

1 - **Unacceptable** – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly. Multiple complaints regarding trainee’s use of the radio.

4 - **Acceptable** – Uses proper procedure with clear, concise, and complete transmissions. Few complaints regarding trainee’s use of the radio.

7 - **Superior** – Transmits clearly, calmly, concisely, and completely, even in stressful situations. Transmissions are well thought out and do not have to be repeated. No complaints regarding trainee’s use of the radio.

28. **Mobile Computer Terminal (MCT): Use/Comprehension/Articulation**
Evaluates the trainee’s ability to operate the terminal and receive and send clear communications via MCT.

1 - **Unacceptable** – Does not understand dispatch and/or message formats. Does not recognize messages addressed to his/her unit. Fails to properly update the status of the unit. Is unfamiliar with formats necessary for routine operation and inquiries. Is unable to compose understandable text. Does not recognize officer safety issues involved in dispatch calls. Violates FCC regulations and/or department policy.

4 - **Acceptable** – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Types clear and brief messages. Adheres to FCC regulations and department policy.

7 - **Superior** – Consistently recalls dispatch information without running summaries. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys, administrative messages, and BOLO file retrieval.

**KNOWLEDGE**

29. **Department Policies and Procedures**
Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

A. Reflected by Verbal/Written/Simulated Testing:
1 - **Unacceptable** – When tested, answers with less than 70% accuracy.

4- **Acceptable** – When tested, answers with at least 70% accuracy.

7 - **Superior** – When tested, answers with 100% accuracy.

B. Reflected in Field Performance:

1 - **Unacceptable** – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.

4- **Acceptable** – Familiar with most commonly applied department policies, regulations, procedures, and complies with same.

7- **Superior** – Has an excellent working knowledge of department policies, regulations, and procedures, including those less known and seldom used.

### 30. Criminal Statutes

Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Vehicle Code (VC), Welfare & Institutions (W&I), Business & Professions Code (B&P or BPC), Health & Safety Code (H&S or HSC), and all city/county codes] and his/her ability to apply that knowledge to field situations.

A. Reflected by Verbal/Written/Simulated Testing:

1 - **Unacceptable** – When tested, answers with less than 70% accuracy.

4 - **Acceptable** – When tested, answers with at least 70% accuracy.

7 - **Superior** – When tested, answers with 100% accuracy.

B. Reflected in Field Performance:

1 - **Unacceptable** – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.

4 - **Acceptable** – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.

7 - **Superior** – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.
31. Criminal Procedure

Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

A. Reflected by Verbal/Written/Simulated Testing

1 - Unacceptable – When tested, answers with less than 70% accuracy.

4 - Acceptable – When tested, answers with at least 70% accuracy.

7 - Superior – When tested, answers with 100% accuracy.

B. Reflected in Field Performance

AGENCY-SPECIFIC

1 - Unacceptable – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.


7 - Superior – Follows required procedure in all cases, accurately applying the law relative to searching, seizing evidence, release of information, and effecting arrests.
SECTION 10

PROCEDURE FOR RECOMMENDING TERMINATION OF EMPLOYMENT

If, during any phase of the Field Training Program, it is concluded by consensus that a recruit officer should be recommended for termination, all supporting evaluations and other documentation should be gathered and a report made by the FTP Supervisor and the Training Manager. This report, summarizing the recruit officer's performance, shall be directed to the Captain and shall include conclusions concerning retention or dismissal. The report shall reflect all aspects of the recruit officer's performance, including both the positive and the negative. This report shall be kept in strict confidence by all involved members.

Although the FTO is encouraged to continually keep the recruit officer appraised of his/her level of performance, it is not the FTO's role to notify the recruit officer of his impending termination; even though, the FTO may decide that such action should be taken. The decision to terminate will be made only after all reports on file are reviewed by the supervisors involved, the Captain, and the Chief of Police. The Chief of Police, with the Captain if so desired, is responsible for notifying the recruit officer of the intention to terminate employment.
THE FOUR-STEP PLAN

The four-step method of instruction is a procedure that is applicable to any instructional situation. It will fit teaching situations in any industry, in any area, or at any level. It seems logical to proceed by first getting the attention and interest of the individual; when this is accomplished, presenting the information to be learned, and finally determining that the learner has actually learned. Its features are summarized in the following paragraphs.

STEP 1: INTRODUCTION - The goal of the first step of the teaching process is to arrange ideas and experiences, already present from the learner, into such an order that he/she will be receptive towards the new ideas and experiences to be taught. No new knowledge is added. The instructor is interested in developing a basis upon which the instruction can rest. It is also essential that the introduction step be designed to focus the interest of the student on the lesson to be learned and to provide him/her with a motive and enthusiasm for learning. These steps must all be thorough and complete if the new instruction is to have effective reception.

STEP 2: PRESENTATION - The objective of the second step in the teaching process is to impart the new knowledge or skills to the learner. This step must be related to known ideas and experiences. The instructor's challenge is to arrange the material to be taught in an effective order, placing emphasis on the most essential aspects.

STEP 3: APPLICATION - The third step of the teaching process affords the learner the opportunity to put to use the information prepared for and presented in the previous steps. The intent is to disclose the learner's grasp of the details of the new subject and the ability to progress.

STEP 4: TEST - The last step may be regarded as the final inspection of the learner's accomplishment. The instructor is concerned with determining the present abilities of the learner and his/her readiness to move on to a new phase of the instruction. Whether the instructor gives an oral test, a written test or a performance test, the student must know the nature and extent of his/her successes and failures.
SECTION 12

PROGRAM OVERVIEW:

All Trainees will go through a minimum two-week orientation program and are also given the opportunity to spend a day in dispatch, records, and property during that period. The Field Training Program is delivered over a minimum of 16 weeks in four (4) phases of training. The four (4) phases will be broken down as follows:

Phase One: 5 Weeks assigned to FTO # 1
Phase Two: 5 Weeks assigned to FTO # 2
Phase Three: 5 Weeks assigned to FTO #3
Phase Four: 1 Week assigned to FTO #1

Academy graduates must perform in each of the four phases for a minimum of 13 weeks (adjust this number based on the number of weeks desired). Accelerated Lateral Officers must be evaluated by at least two (2) FTOs if they are to be considered for expedited release from the program.

EVALUATION PROCESS:

Trainees will be evaluated daily, by their assigned FTO, using the POST (numeric) Daily Observation Report 2-237 (DOR), and the Standard Evaluation Guidelines (SEGs). The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. Additionally, a Trainee's progress will be reviewed on a weekly basis by the FTO SAC; and the progress will be documented using the Supervisor's Weekly Report (SWR), and at the end of each phase by using the End of phase Report (EPR).

At the completion of the FTO Program, the Trainee will complete a Field Training Officer Critique for each Field Training Officer, and a Field Training Program Critique (FTP) of the training program.

The Field Training Officer's attestation of each trainee's competence and successful completion of the Field Training Program must be completed at the end of the program, and a statement that releases the trainee from the program, along with the signed concurrence of the department.

After consultation with the Training Team, which consists of all current FTOs, the FTP Supervisor and the Training Manager, the FTP Supervisor will meet with the Captain to determine if the recruit officer is prepared to advance to probationary solo officer status or should be retained for remedial training in Phase IV, or whether a recommendation for termination should be presented to the Chief of Police. The Captain will review the findings with the Chief of Police. The Training Team will be at the disposal of the Chief should a special meeting be needed.
After completing the Field Training Program the recruit officer is assigned as a solo officer and will be assigned to various shifts and duties as prescribed by the Command Staff. The 12 month probationary period during which the recruit officer will be monitored by his/her Duty Supervisors. While no daily written evaluations are necessary (unless otherwise determined) verbal communications as to his/her progress will remain open between staff. The Duty Supervisor to whom the recruit officer is assigned in Phase IV shall complete a monthly evaluation as required by Section 1002 of the HPD Policy Manual.

“TEN MONTH” EVALUATION: At the completion of ten months of probation and before the end of the probationary period, the Duty Sergeant to whom the officer is assigned will complete a final evaluation of the recruit officer for the purposes of the FTO program only. The evaluation will be reviewed by the FTP Supervisor who will meet with the Captain and make a final recommendation to be presented to the Chief of Police.

Upon a favorable recommendation in the ten month evaluation, the recruit officer will continue into the remaining time of the probationary period. If the officer does not pass the ten month evaluation, one of the following will occur: the officer will be sent back for remediation in the areas specified by the team, or termination recommendations will be made to the Chief of Police.
JOB TASK ELEMENT LIST FOR POLICE OFFICERS

1. Working knowledge of public relations / human behavior.

2. Ability to properly evaluate the quality of information elicited from an individual under a variety of situations.

3. Ability to effectively communicate.

4. Ability to give directions clearly and accurately.

5. Ability to read and interpret city maps.

6. Ability to effectively communicate in writing.

7. Working knowledge of the English language.
   - Knowledge of good grammar.
   - Ability to spell correctly.
   - Good vocabulary, adaptable to various classes.

8. Ability to write legibly.

9. Good physical conditioning.
   - Physical coordination.
   - Endurance, stamina

10. Self-confidence.

11. Ability to understand and carry out complicated verbal instructions.

12. Ability to understand and carry out complicated written instructions.
   - Ability to work with complicated forms.

13. Ability to function under emergency situations.
   - Ability to work quickly and calmly under stress.
   - Ability to make quick, reasonable decisions under stress.
   - Ability to take command under stress.


15. Deductive reasoning capabilities.

16. Ability to plan and organize.

17. Good attention to detail.
18. Ability to maintain and uphold personal convictions.

19. All five senses must function properly.
   - Must have good eyesight, correctable to 20/20.
   - Good peripheral vision.
   - Good night vision.
   - Attentive to sounds and smells.

20. Ability to determine and note important, relevant details.

21. Ability to recognize potential danger.

22. Ability to be flexible in method and decision-making.

23. Ability to assume command over peers if necessary.

24. Working knowledge of basic arithmetic.

25. Ability to work well with others (teamwork).

26. Verbal reasoning ability (ability to make sense out of incoherent, excited or disorganized verbal communication).

27. Ability to remember faces, places, vehicles, etc.
CORE COMPETENCIES FOR POLICE OFFICERS

1. Communication Skills
   - Ability to express clearly in writing and speech.
   - Ability to read with good comprehension.
   - Ability to write a report that faithfully describes what happened.
   - Ability to speak clearly and be understood.

2. Problem Solving
   - Knowing how to 'size-up' a situation, identify the problems and make a logical decision.
   - Knowing when to take action and what kind of action is appropriate.
   - Using good judgment in making decisions.
   - Ability to see the similarities and differences between the many situations confronted on a daily basis.

3. Learning Ability
   - Ability to comprehend and retain good detail of factual information.
   - Ability to recall factual information pertaining to laws, statutes, codes, bulletins, etc.
   - Ability to learn and apply what has been learned.
   - Capability of learning the factual material which is required of a police officer.

4. Judgment Under Pressure
   - Applying good sense in dealing with pressure situations.
   - Capability of making sound decisions 'on the spot.'
   - Using good judgment in dealing with potential dangerous and volatile situations.
   - Ability to make effective, logical decisions under pressure.

5. Observation Skills
   - Mental alertness, good observation skills, memory for detail.
   - Alertness to signals that indicate something is wrong.
   - Suspicious and inquisitive, able to sense when something may be wrong.

6. Willingness to Confront Problems
   - Ability to be assertive when necessary.
   - Willingness to confront a problem doesn't back away or make excuses.
   - Willingness to stop people who are behaving in a suspicious manner.
   - Ability to confront a potentially dangerous situation.

7. Interest in People
   - Wanting to understand people and work with them.
   - Having an active interest in people.
   - Fairness in dealing with the public regardless of race, sex, etc.
• Having a public service orientation, wanting to help people.

8. Interpersonal Sensitivity
• Resolving problems in a way that shows sensitivity for other's feelings.
• Showing empathy in working with people.
• Effective in dealing with people without arousing antagonism.
• Understanding the motives of people and how they may possibly react.

9. Desire for Self-Improvement
• Desire to go out and seek the knowledge needed to be a competent police officer.
• Seeing one’s self as being responsible for learning the job.
• Willing to put in the time needed to stay well informed.
• Having a high degree of interest and self-motivation in wanting to improve skills and knowledge.

10. Appearance
• Demeanor as determined by physical appearance, grooming, and personal care.
• Having and showing personal pride in demeanor and appearance.
• Professional bearing as determined by neatness and personal appearance.

11. Dependability
• Having the habit of submitting reports on time, not malingering on calls, well-motivated.
• Dependable, follows through with assignments.
• Taking the extra effort to be accurate in all areas of work.

12. Physical Ability
• Showing the endurance required to do the job.
• Measuring up to the physical demands of police work.
• Maintaining good physical conditioning.
• Being able to handle oneself when physically necessary.

13. Integrity
• Refusing to yield to the temptation of bribes, gratuities, payoffs, etc.
• Refusing to tolerate unethical or illegal conduct on the part of others in law enforcement.
• Showing strong moral character and integrity in dealing with the public.
• Being honest when dealing with the public and others.
EVALUATION FORMS

The forms on the following pages shall be used to document the training provided to and received by the recruit officer during the field training program.
FIELD TRAINING PROGRAM

Recruit Officer: ____________________________  Entered Program on: ______

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTO: ____________________________ From: __________ To ____________

FTP Supervisor: _________________________________

Training Manager: _______________________________

Recruit Officer ___________________________ has satisfactorily completed Phase II.
OFFICER SURVIVAL

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

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

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

COMMENTS:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Recruit Officer: ______________________________ Date: ____________________

FTO: ______________________________________ Date: ____________________
**REPORT WRITING SKILLS MASTERY CHECKLIST**

The following reports / forms will be completed by the recruit officer either through actual cases or scenario training.

<table>
<thead>
<tr>
<th>Case / Incident Number</th>
<th>FTO / Date</th>
</tr>
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<tbody>
<tr>
<td>460/488 PC – Vehicle</td>
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<tr>
<td>460 PC – Residential</td>
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<tr>
<td>460 PC – Commercial</td>
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<tr>
<td>211 PC – Robbery</td>
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<tr>
<td>487 PC/488 PC – Petty/Grand Theft</td>
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<tr>
<td>459.5/490.2 PC – Shoplifting</td>
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<tr>
<td>Suicide/Attempted Suicide</td>
<td></td>
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<tr>
<td>273.5 PC – Domestic Violence</td>
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<tr>
<td>243(e) PC – Domestic Violence</td>
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<tr>
<td>Victim of Violent Crime Notification</td>
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<tr>
<td>Domestic Disturbance</td>
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<tr>
<td>Receipt for Deadly Weapons</td>
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<tr>
<td>Emergency Protective Order</td>
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<tr>
<td>293 PC form</td>
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<tr>
<td>240/242 PC – Assault/Battery</td>
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<tr>
<td>/Recovered 10851 Vehicle</td>
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<tr>
<td>Towed/Stored Vehicle – CHP 180</td>
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<tr>
<td>Booking / PCD (in RIMS)</td>
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<tr>
<td>849 PC Release</td>
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<tr>
<td>O.R. Denial</td>
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<tr>
<td>DUI Investigation</td>
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<td>DUI forms (DS367/M &amp; BPD202)</td>
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<tr>
<td>DMV DL310 – Verbal Notice</td>
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<tr>
<td>DMV DS427 – Re-exam of Driver</td>
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<tr>
<td>Collision – PDO/555-03</td>
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<tr>
<td>Collision – Injury w/ Transport</td>
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<tr>
<td>Juvenile Contact Report – JCR</td>
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<td>Juvenile – PCD</td>
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<td>Juvenile Diversion Contract</td>
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<td>Juvenile – Felony Notice to Appear</td>
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<td>Animal Bite Report</td>
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<td>Death – attended / unattended</td>
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<tr>
<td>Rape / Sexual Assault</td>
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<tr>
<td>Child Abuse (including CPS form)</td>
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<td>Elder Abuse (including APS form)</td>
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<tr>
<td>5150 WI form</td>
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<tr>
<td>Medical Records Release Forms</td>
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</tbody>
</table>

1. Set the Stage/Scene
2. Consider Verbatim Quotes
3. Quantify When Appropriate
4. Use Lists As Appropriate
5. Report Facts/Avoid Conclusions
6. Think Remedial
7. Don’t Predict

---

The following reports / forms will be completed by the recruit officer either through actual cases or scenario training.
1. SET THE STAGE/SCENE
2. CONSIDER VERBATIM QUOTES
3. USE LISTS AS APPROPRIATE
4. REPORT FACTS/AVOID CONCLUSIONS
5. THINK REMEDIAL
6. INCORPORATE CONCURRENCY
7. QUANTIFY WHEN APPROPRIATE
8. DON'T PREDICT

| Missing Person (incl. DOJ & HPD forms) | ____________________   ______________ |
| APBnet Flyer                        | ____________________   ______________ |
| Notice To Appear                    | ____________________   ______________ |
| Parking Citation                    | ____________________   ______________ |
| Administrative Citation             | ____________________   ______________ |
| Loud Party Notice                  | ____________________   ______________ |
| Truancy Notice                     | ____________________   ______________ |
| CHP Pursuit Report (CHP187)         | ____________________   ______________ |
| Trespass Notice                    | ____________________   ______________ |
| Health Hazard Incident Report       | ____________________   ______________ |
| Communications Evidence Request     | ____________________   ______________ |
| Subpoena Service completion         | ____________________   ______________ |
| Field ID / Photo ID Admonition      | ____________________   ______________ |
Field Training Program
Completion Record / Competency Attestation

(Name of Recruit Officer) (Date of completion)

I have been instructed in all items in the Field Training Manual.

(Signature of Recruit Officer) (Date)

I certify 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.

(Signature of Primary FTO) (Date)

(Signature of FTP Supervisor) (Date)

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

(Signature of Chief of Police) (Date)
### Daily Observation Report – No. ______

**RATING INSTRUCTIONS:** Rate observed behavior with reference to the Standardized Evaluation Guidelines. A narrative evaluation must be attached. Use the category number below to reference your comments. The trainee is required to verify, in writing, the rating in the left hand column. Check “N.O.” if not observed. If the trainee fails to respond to training, check “N.R.T.” box and comment on back. List minutes of remedial training in right hand column. Note: A rating of “4” indicates that a trainee has progressed to a minimum acceptable standard and performed at a solo patrol officer standard, in that category, this shift.

<table>
<thead>
<tr>
<th>Unacceptable by FTP Standards</th>
<th>RATING SCALE</th>
<th>Superior by FTP Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
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<td>4</td>
<td>5</td>
<td>6</td>
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<td>7</td>
<td></td>
<td>N.O.</td>
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<tr>
<td>N.R.T.</td>
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</table>

#### BY CATEGORY

<table>
<thead>
<tr>
<th>1.</th>
<th>2.</th>
<th>3.</th>
<th>4.</th>
<th>5.</th>
<th>6.</th>
<th>7.</th>
<th>N.O.</th>
<th>N.R.T.</th>
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</tbody>
</table>

#### ATTITUDE

1. Acceptance of feedback
2. Attitude toward police work
3. Integrity/Ethics
4. Leadership

#### APPEARANCE

5. General appearance

#### RELATIONSHIPS

6. With citizens/community
7. With other department members
8. Community organizing

#### PERFORMANCE

9. Driving skill: Normal conditions
10. Driving skill: Moderate/high stress conditions
11. Use of map book: Orientation/response time
12. Routine forms: Accuracy/completeness
15. Report writing: Appropriate time used
16. Field performance: Non-stress conditions
17. Field performance: Stress conditions
18. Investigative skills
19. Interview/interrogation skills
20. Self-initiated field activity
21. Officer safety: General
22. Officer safety: Suspicious persons/suspects/prisoners
23. Control of conflict: Voice command
24. Control of conflict: Physical skill
25. Problem-solving/decision-making
26. Problem-solving techniques
27. Communications: Use of codes/procedure
28. Radio: Listen and comprehend
29. Radio: Articulation of transmissions
30. MDT: Use/comprehension/articulation

#### KNOWLEDGE

31. Department policies and procedures: Reflected by verbal/written/simulated testing Reflected in field performance
32. Knowledge of the criminal statutes: Reflected by verbal/written/simulated testing Reflected in field performance
33. Knowledge of criminal procedure: Reflected by verbal/written/simulated testing Reflected in field performance

---

1. SET THE STAGE/SCENE
2. CONSIDER VERBATIM QUOTES
3. USE LISTS AS APPROPRIATE
4. REPORT FACTS/AVOID CONCLUSIONS
5. QUANTIFY WHEN APPROPRIATE
6. THINK REMEDIAL
7. DON'T PREDICT
8. QUANTIFY WHEN APPROPRIATE
9. REPORT FACTS/AVOID CONCLUSIONS
10. USE LISTS AS APPROPRIATE

**Total minutes of remedial training time today (note specific remedial plan if appropriate):**
THE MOST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER:

A SPECIFIC INCIDENT WHICH JUSTIFIES THIS RATING IS:

THE LEAST SATISFACTORY PERFORMANCE AREA OF THE DAY WAS IN CATEGORY NUMBER:

DOCUMENTATION OF PERFORMANCE AND COMMENTS

CATEGORY

WRITE ANY FURTHER COMMENTS ON NARRATIVE CONTINUATION FORM
SUPERVISOR’S WEEKLY REPORT

Recruit Officer: ___________________________ Supervisor: ___________________________

I have reviewed the above listed recruit officer’s Daily Observation Reports for the week of _____________ to _______________. I have also discussed his/her overall performance with FTO _________________________.

Additional methods(s) by which the trainee’s performance was evaluated:
 Report Review    Meetings    Direct Observation
 Other _________________________________________________

Regarding the recruit officer’s performance:

I  have  have not discussed the recruit officer’s significant strengths with him/her.

I  have  have not discussed the recruit officer’s significant weaknesses with him/her.

The recruit officer’s significant weaknesses  have  have not required remedial training.

Remedial training, if provided, consisted of:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Comments regarding significant strengths, weaknesses, and progress to date:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

The recruit officer’s progress to date is  acceptable  not acceptable based on the above information.

Recruit Officer                Date                Supervisor                Date

FTP Supervisor:______________________________ Date: __________________

1. SET THE STAGE/SCENE  4. USE LISTS AS APPROPRIATE  7. THINK REMEDIAL  10. DON’T PREDICT
2. CONSIDER VERBATIM QUOTES  5. REPORT FACTS/AVOID CONCLUSIONS  8. QUANTIFY WHEN APPROPRIATE
END OF PHASE REPORT

Recruit Officer: ___________________________ FTO: ___________________________

Week(s) ________ to ________
Date Phase Began: _____________________ Date Phase Ended: ___________________

Significant Strengths

1. 
2. 
3. 

Significant Weaknesses

1. 
2. 
3. 

Additional Comments / Remedial Efforts:

The recruit officer ☐ is ☐ is not performing at a solo patrol officer level.

Recruit Officer: ___________________________ Date: _____________

FTO: ___________________________ Date: _____________

FTP Supervisor: ___________________________ Date: _____________
REMEDIAL TRAINING ASSIGNMENT WORKSHEET

Recruit Officer: ________________ Date: ________________ Week #: ________

Your FTO has identified one or more areas of deficient performance that need your immediate attention and improvement. You will be expected to fully complete the training assignment below by ______________.

(Date)

PERFORMANCE DEFICIENCIES:
Define the problem specifically giving examples. Describe the training already conducted.

TRAINING ASSIGNMENT:
Describe the specific assignments given to the recruit officer. FTO will describe the specific assignment(s) given to the recruit officer to correct the above-described problem(s). Assignment(s) will be given in terms of specific performance goals (i.e.: practice self-initiated car stops daily for 3 shifts resulting in, at least, satisfactory level in identified areas).

Recruit Officer’s Signature: _____________________________ Date: ____________
FTOs Signature __________________________________________________________________________ Date: ____________

ASSIGNMENT COMPLETION:
Has recruit officer satisfactorily completed the training plan?
Is the officer now performing at a competent level?
Has an additional assignment been given?

COMMENTS:
If the training plan in not satisfactorily completed, specific recommendations MUST be made regarding the recruit officer’s continued substandard performance. Additional REMEDIAL TRAINING WORKSHEETS should be generated outlining a follow-up training plan.

**It is the responsibility of the ORIGINATING FTO to ensure that this assignment is communicated to the recruit officer’s next FTO so that follow-up can be monitored.

Recruit Officer’s Signature: _____________________________ Date: ____________
FTOs Signature: __________________________________________________________________________ Date: ____________
FTP Supervisor Signature: __________________________________________________________________ Date: ____________
HILLSBOROUGH POLICE DEPARTMENT EVALUATION OF FIELD TRAINING OFFICER

Field Training Officer: __________________________  Date: _____________
Recruit Officer: ________________________________

In an effort to ensure that the Field Training Officer maintains a high level of skill, performance and interest, this evaluation form is presented to the recruit officer for completion. It is to the FTO's benefit to know the impression that he/she is making and the effectiveness of their training. It is the Department's belief that an FTO who is truly interested in doing his/her best would welcome this type of objective feedback. With that in mind, please complete the evaluation honestly and objectively for the Field Training Officer. The FTOs will not receive these forms but may be presented with a summary of your comments. You are asked to sign your name, but the source of the comments will not be made known to the FTOs. Please complete the evaluation form and turn in the form to the FTO supervisor.

INSTRUCTIONS: Choose one of the responses, which are beneath each of the seven statements below. An indication of poor or fair must be explained on the lines following. Average, good or excellent ratings do not have to be explained, unless you wish to include a narrative. Please do not give one of the latter ratings just to avoid writing an explanation, remember that only an objective and honest evaluation will serve any purpose.

ABOUT YOUR TRAINING OFFICER, HOW WOULD YOU RATE:

1. His / her ability as a Police Officer?
   - Poor   - Fair   - Average   - Above Average   - Excellent
   Explanation:__________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

2. The example set for you?
   - Poor   - Fair   - Average   - Above Average   - Excellent
   Explanation:__________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

3. Knowledge of the training material covered?
   - Poor   - Fair   - Average   - Above Average   - Excellent
   Explanation:__________________________________________________________________________
   ___________________________________________________________________________________
   ___________________________________________________________________________________

4. Skill as an instructor/teacher/trainer?
   - Poor   - Fair   - Average   - Above Average   - Excellent
   Explanation:__________________________________________________________________________
   ___________________________________________________________________________________
5. Ability to communicate with you and provide clear/ reasonable direction?
   □ Poor   □ Fair   □ Average   □ Above Average   □ Excellent

Explanation: __________________________________________________________

6. Application of honesty, fairness and objectivity in rating you?
   □ Poor   □ Fair   □ Average   □ Above Average   □ Excellent

Explanation: __________________________________________________________

7. Overall attitude for the work he/she is doing?
   □ Poor   □ Fair   □ Average   □ Above Average   □ Excellent

Explanation: __________________________________________________________

List the area(s) in which you think your FTO puts forth his/her best effort.

List the area(s) in which you think your FTO puts forth his/her least effort.

Any additional comments you may wish to make:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Recruit Officer: ________________________________   Date: ________________
FIELD TRAINING PROGRAM CRITIQUE FORM

The Field Training Program personnel are determined to provide new employees with an effective training experience. Below is a list of questions pertaining to the training you received while involved in the Field Training Program. The purpose of the form is to present objective feedback to program personnel to be used to improve and enhance the program’s effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to the FTP Supervisor.

Did the orientation process help you prepare for the Field Training Program and did you understand the program expectations as they were presented to you?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Was the length of the program adequate? If not, why?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Do you feel that the training you received in the program was meaningful in relation to the job you are now doing? Did it follow what you learned in the academy?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Were there any areas of training you felt were ignored which should have been included or extended? Is there anything you would have liked to see done differently?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Was the instruction and training provided by the FTOs generally consistent with one another?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Do you feel the evaluations in the Field Training Program were helpful for your development as a police officer?
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________


Upon completion of the Field Training Program, do you feel you were proficient in each of the following areas?

<table>
<thead>
<tr>
<th>Area</th>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
<td>Department Policies and Procedures</td>
<td></td>
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<tr>
<td>Patrol Vehicle Operations</td>
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<td>Officer Safety</td>
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<td>Report Writing</td>
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<td>Codes and Law</td>
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<td>Patrol Procedures</td>
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<td>Handcuffing and Searching Techniques</td>
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<td>Use of Force</td>
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<td>Traffic (including DUI &amp; Accidents)</td>
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<td>Search and Seizure</td>
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<td>Radio Procedures</td>
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<td>Investigations and Evidence</td>
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<tr>
<td>Conflict Resolution</td>
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<tr>
<td>Courtroom Procedures</td>
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</table>

What is the greatest strength of the FTO Program and are there any changes that could be made to improve the program?

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Use the space below to add anything that may not have been covered above.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

Recruit Officer Signature ___________________________ Date __________________
CODE OF CONDUCT FOR LAW ENFORCEMENT OFFICIALS
Adopted by General Assembly resolution 34/169 of 17 December 1979

Article 1
Law enforcement officials shall at all times fulfill the duty imposed upon them by law, by serving the community and by protecting all persons against illegal acts, consistent with the high degree of responsibility required by their profession.

Commentary:
(a) The term "law enforcement officials", includes all officers of the law, whether appointed or elected, who exercise police powers, especially the powers of arrest or detention.
(b) In countries where police powers are exercised by military authorities, whether uniformed or not, or by State security forces, the definition of law enforcement officials shall be regarded as including officers of such services.
(c) Service to the community is intended to include particularly the rendition of services of assistance to those members of the community who by reason of personal, economic, social or other emergencies are in need of immediate aid.
(d) This provision is intended to cover not only all violent, predatory and harmful acts, but extends to the full range of prohibitions under penal statutes. It extends to conduct by persons not capable of incurring criminal liability.

Article 2
In the performance of their duty, law enforcement officials shall respect and protect human dignity and maintain and uphold the human rights of all persons.

Commentary:
(a) The human rights in question are identified and protected by national and international law. Among the relevant international instruments are the Universal Declaration of Human Rights, the International Covenant on Civil and Political Rights, the Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, the United Nations Declaration on the Elimination of All Forms of Racial Discrimination, the International Convention on the Elimination of All Forms of Racial Discrimination, the International Convention on the Suppression and Punishment of the Crime of Apartheid, the Convention on the Prevention and Punishment of the Crime of Genocide, the Standard Minimum Rules for the Treatment of Prisoners and the Vienna Convention on Consular Relations.
(b) National commentaries to this provision should indicate regional or national provisions identifying and protecting these rights.

Article 3
Law enforcement officials may use force only when strictly necessary and to the extent required for the performance of their duty.

Commentary:
(a) This provision emphasizes that the use of force by law enforcement officials should be exceptional; while it implies that law enforcement officials may be authorized to use force as is reasonably necessary under the circumstances for the prevention of crime or in effecting or assisting in the lawful arrest of offenders or suspected offenders, no force going beyond that may be used.
(b) National law ordinarily restricts the use of force by law enforcement officials in accordance with a principle of proportionality. It is to be understood that such national principles of proportionality are to be
respected in the interpretation of this provision. In no case should this provision be interpreted to authorize
the use of force which is disproportionate to the legitimate objective to be achieved.
(c) The use of firearms is considered an extreme measure. Every effort should be made to exclude the use
of firearms, especially against children. In general, firearms should not be used except when a suspected
offender offers armed resistance or otherwise jeopardizes the lives of others and less extreme measures are
not sufficient to restrain or apprehend the suspected offender. In every instance in which a firearm is
discharged, a report should be made promptly to the competent authorities.

Article 4
Matters of a confidential nature in the possession of law enforcement officials shall be kept confidential,
unless the performance of duty or the needs of justice strictly require otherwise.

Commentary:
By the nature of their duties, law enforcement officials obtain information which may relate to private lives
or be potentially harmful to the interests, and especially the reputation, of others. Great care should be
exercised in safeguarding and using such information, which should be disclosed only in the performance
of duty or to serve the needs of justice. Any disclosure of such information for other purposes is wholly
improper.

Article 5
No law enforcement official may inflict, instigate or tolerate any act of torture or other cruel, inhuman or
degrading treatment or punishment, nor may any law enforcement official invoke superior orders or
exceptional circumstances such as a state of war or a threat of war, a threat to national security, internal
political instability or any other public emergency as a justification of torture or other cruel, inhuman or
degrading treatment or punishment.

Commentary:
(a) This prohibition derives from the Declaration on the Protection of All Persons from Being Subjected to
Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment, adopted by the General
Assembly, according to which: "[Such an act is] an offence to human dignity and shall be condemned as a
denial of the purposes of the Charter of the United Nations and as a violation of the human rights and
fundamental freedoms proclaimed in the Universal Declaration of Human Rights [and other international
human rights instruments]."
(b) The Declaration defines torture as follows:
"...torture means any act by which severe pain or suffering, whether physical or mental, is intentionally
inflicted by or at the instigation of a public official on a person for such purposes as obtaining from him or
a third person information or confession, punishing him for an act he has committed or is suspected of
having committed, or intimidating him or other persons. It does not include pain or suffering arising only
from, inherent in or incidental to, lawful sanctions to the extent consistent with the Standard Minimum
Rules for the Treatment of Prisoners."
(c) The term "cruel, inhuman or degrading treatment or punishment" has not been defined by the General
Assembly but should be interpreted so as to extend the widest possible protection against abuses, whether
physical or mental.
Article 6
Law enforcement officials shall ensure the full protection of the health of persons in their custody and, in particular, shall take immediate action to secure medical attention whenever required.

Commentary:
(a) "Medical attention", which refers to services rendered by any medical personnel, including certified medical practitioners and paramedics, shall be secured when needed or requested.
(b) While the medical personnel are likely to be attached to the law enforcement operation, law enforcement officials must take into account the judgment of such personnel when they recommend providing the person in custody with appropriate treatment through, or in consultation with, medical personnel from outside the law enforcement operation.
(c) It is understood that law enforcement officials shall also secure medical attention for victims of violations of law or of accidents occurring in the course of violations of law.

Article 7
Law enforcement officials shall not commit any act of corruption. They shall also rigorously oppose and combat all such acts.

Commentary:
(a) Any act of corruption, in the same way as any other abuse of authority, is incompatible with the profession of law enforcement officials. The law must be enforced fully with respect to any law enforcement official who commits an act of corruption, as Governments cannot expect to enforce the law among their citizens if they cannot, or will not, enforce the law against their own agents and within their agencies.
(b) While the definition of corruption must be subject to national law, it should be understood to encompass the commission or omission of an act in the performance of or in connection with one's duties, in response to gifts, promises or incentives demanded or accepted, or the wrongful receipt of these once the act has been committed or omitted.
(c) The expression "act of corruption" referred to above should be understood to encompass attempted corruption.

Article 8
Law enforcement officials shall respect the law and the present Code. They shall also, to the best of their capability, prevent and rigorously oppose any violations of them.

Law enforcement officials who have reason to believe that a violation of the present Code has occurred or is about to occur shall report the matter to their superior authorities and, where necessary, to other appropriate authorities or organs vested with reviewing or remedial power.

Commentary:
(a) This Code shall be observed whenever it has been incorporated into national legislation or practice. If legislation or practice contains stricter provisions than those of the present Code, those stricter provisions shall be observed.
(b) The article seeks to preserve the balance between the need for internal discipline of the agency on which public safety is largely dependent, on the one hand, and the need for dealing with violations of basic human rights, on the other. Law enforcement officials shall report violations within the chain of command and take other lawful action outside the chain of command only when no other remedies are available or effective. It is understood that law enforcement officials shall not suffer administrative or other penalties because they have reported that a violation of this Code has occurred or is about to occur.
(c) The term "appropriate authorities or organs vested with reviewing or remedial power" refers to any authority or organ existing under national law, whether internal to the law enforcement agency or
independent thereof, with statutory, customary or other power to review grievances and complaints arising out of violations within the purview of this Code.

(d) In some countries, the mass media may be regarded as performing complaint review functions similar to those described in subparagraph (c) above. Law enforcement officials may, therefore, be justified if, as a last resort and in accordance with the laws and customs of their own countries and with the provisions of article 4 of the present Code, they bring violations to the attention of public opinion through the mass media.

(e) Law enforcement officials who comply with the provisions of this Code deserve the respect, the full support and the co-operation of the community and of the law enforcement agency in which they serve, as well as the law enforcement profession.
LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or my agency. I will 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 law 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, political beliefs, aspirations, 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. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.
Law Enforcement Oath of Honor

On my honor,
I will never betray my badge,
my integrity, my character,
or the public trust.
I will always have the courage
to hold myself and others
accountable for our actions.
I will always uphold the
Constitution,
the community and
the agency I serve,
so help me God.

Developed by the
International Association of Chiefs of Police
Committee on Police Ethics

Before Police Officers take upon themselves the
"LAW ENFORCEMENT OATH OF HONOR,"
it is vital that they understand what it truly means. An oath
is a solemn pledge someone voluntarily makes when they
sincerely intend to do what they say. The key words in the
"LAW ENFORCEMENT OATH OF HONOR"
are defined thusly:

HONOR means giving one's word as a bond and guarantee.
BETRAY is defined as breaking faith and proving false.
The BADGE is a visible-symbol of the power of your office.
INTEGRITY is firm adherence to principles, both in our private and public life.
CHARACTER means the qualities and standards of behavior that distinguish an individual.
The PUBLIC TRUST is a duty imposed in faith to those we are sworn to serve.
COURAGE is having the "heart," the mental, and the moral strength to venture, persevere,
withstand, and overcome danger, difficulty, and fear.
ACCOUNTABILITY means that we are answerable and responsible for our actions.
COMMUNITY is the municipalities, neighborhoods, and citizens we serve.
IN HOUSE TRAINING

• ORIENTATION:
  o Uniform / Equipment Checklist
  o Station Orientation
  o US Constitutional Rights
• ETHICS
  o Code of Conduct for Law Enforcement Officials
  o Law Enforcement Code of Ethics
  o Law Enforcement Oath of Honor
• LEADERSHIP
• COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS
• FIRST AID
• REPORT WRITING / COMPUTERS
• ARREST CONTROL / BATON
• CROWD CONTROL
• DEPARTMENT POLICY MANUAL
• HILLSBOROUGH TOWN ORDINANCES
• TESTS:
  o Use of Force
  o Police Pursuits
  o Less than Full Access
  
    o Range Qualification
    o Defensive Tactics Review
**ORIENTATION:**

The officer will read and review the introductory sections of the FTO Manual.

---

Explain the officer's relationship with the FTO and what is expected during the progression of the program.

---

Assure that the officer knows his/her own radio call sign and enough radio procedure to request help/cover if necessary.

---

The officer will qualify at the range with a Range Master and understand the policy regarding the carrying of off duty weapons.

---

The office will explain the hours of all shifts and be able to explain the absence reporting requirements.

---

The officer will possess the proper uniform, equipment and supplies. The officer will be inspected for completeness and serviceability.

---

Refer to In-House Recruit Officer Equipment Checklist for list of equipment and supplies to be provided or possessed by new officers.
ORIENTATION, cont.
The officer will be shown where to locate various reference materials.

Policy Manual
Penal Codes
Vehicle Codes
Traffic Collision Manual
ABC Book
Health and Safety Codes
Welfare and Institutions Codes
Legal Source Book
Report Forms

The officer will be familiar with the following equipment / locations.

Radios
Telephone systems
APBnet Flyers
Gun locker
Armory
Fingerprint stations/LiveScan
Evidence Processing/Lockers
Copy/Fax machine/Scanner
Computer/Reverse directory
Shift Bulletins
BOLs/Teletypes

The officer 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:
First – Freedom of religion, speech, press, and public assembly

Fourth – Search and seizure only by warrant or good cause

Fifth – Right to trial; no double jeopardy; no self-incrimination; right to due process; and no confiscation without compensation

Sixth – Right to a speedy trial

Eighth – Excessive bail prohibited

Fourteenth – Civil rights (18 USC, 242 Color of law/authority)

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<th>DATE</th>
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</table>

**ETHICS**

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

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

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

An officer shall not engage in any conduct or activities on or off duty that bring discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.

Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy,
and professionalism in their dealings with one another.

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

Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.

 Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.

While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s Use of Force policy and shall observe the civil rights and protect the well-being of those in their charge.

The officer shall recognize his/her responsibility to intervene to stop offenses (unlawful/ unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.
The officer shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

The officer shall identify and discuss problems associated with some common ethical decisions, including:

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

The officer shall review and explain the policies and procedures from the Policy Manual associated with conduct both on and off duty.

The officer shall explain the most common limitations of their discretionary authority, to include:

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

The officer shall identify the potential consequences of inappropriate discretionary decision making, including:

Death or injury

- Additional crime
- Civil and vicarious liability
Discipline

Embarrassment to department

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

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

LEADERSHIP

The officer shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to coworkers and community members.

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

- Integrity
- Credibility
- Trust
- Discretion
The officer shall assess and explain his/her leadership role within the department with clear consideration of the organization’s vision, mission, and values statement.

**COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS**

The officer will locate and explain each of the following within the Town.

<table>
<thead>
<tr>
<th>Location</th>
<th>DATE</th>
<th>TRAINED</th>
<th>COMP. DEM.</th>
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</thead>
<tbody>
<tr>
<td>Town Hall</td>
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<tr>
<td>City Manager's office</td>
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<tr>
<td>Council Chambers</td>
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<tr>
<td>City Clerk’s office</td>
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<tr>
<td>Community Development Department</td>
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<tr>
<td>Finance Department/Business Licenses</td>
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<tr>
<td>Parks and Recreation Department</td>
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<tr>
<td>Public Works Operations</td>
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<td>Public Works Engineering/Administration</td>
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<td>North Elementary School</td>
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<tr>
<td>South Elementary School</td>
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<tr>
<td>West Elementary School</td>
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<tr>
<td>Bridge School</td>
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<tr>
<td>Crocker Middle School</td>
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<tr>
<td>Nueva Learning Center</td>
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<tr>
<td>Location</td>
<td>DATE</td>
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<tr>
<td>Crystal Springs/Uplands School</td>
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<tr>
<td>Vista Park</td>
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<tr>
<td>Crossroads Park</td>
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<tr>
<td>District Fields</td>
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<tr>
<td>Centennial Park</td>
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<tr>
<td>Darrell Water Tank</td>
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<tr>
<td>Tournament Water Tank</td>
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<tr>
<td>Marlborough Water Tank</td>
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<tr>
<td>Fawn Water Tank</td>
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<tr>
<td>Skyfarm Water Tanks</td>
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<tr>
<td>Black Mountain Road Water Tank</td>
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<tr>
<td>Crocker Lake</td>
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<tr>
<td>Spencer Lake</td>
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</tbody>
</table>

The officer will identify the locations of the following support agencies.

<table>
<thead>
<tr>
<th>Support Agency</th>
<th>DATE</th>
<th>TRAINED</th>
<th>COMP. DEM.</th>
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</thead>
<tbody>
<tr>
<td>San Mateo Medical Center (ER/Registration)</td>
<td>_____</td>
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<tr>
<td>Keller Center</td>
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<tr>
<td>Psychiatric Emergency Services</td>
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<tr>
<td>Sequoia Hospital</td>
<td>_____</td>
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<tr>
<td>Mills Hospital</td>
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<tr>
<td>Peninsula Hospital</td>
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<tr>
<td>Kaiser Hospital (SSF / RWC)</td>
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<tr>
<td>Emergency Pet Hospital (ECR, SNC)</td>
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<tr>
<td>San Mateo County Sheriff’s Office</td>
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</tbody>
</table>
FIRST AID

The officer shall review and explain the agency’s policy on administering first aid, including use of the AED.

The officer shall discuss why a law enforcement officer is morally, ethically, and legally (per 1799 HS) required to maintain proficiency in first aid techniques.

The officer shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.
The officer shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens.

The officer shall explain department policies concerning providing aid and transportation to sick or injured persons.

The officer will list four ways of controlling bleeding.

- Elevation
- Direct pressure
- Pressure points
- Tourniquet

The officer will review the two types of CPR with a qualified CPR instructor. *(Use fire dept. to complete this section as necessary. If no valid CPR card make arrangements through Training Manager.)*

- One man CPR
- Two man CPR

The officer will identify the symptoms and first aid procedures for an epilepsy incident.

The officer will discuss the benefits of locating medic alert badges/bracelets/necklaces and/or I.D. cards in emergency first aid situations.
The officer will identify those symptoms that distinguish Huntington's Disease from alcohol intoxication.

- Lack of alcohol odor on breath
- Uncontrollable body movements

The officer will discuss those situations which may require a multi-paramedic response.

- Major accidents
- Major disasters
- Airplane crashes
- Large fires/explosions

**REPORT WRITING / COMPUTERS**

The officer will become familiar with the following department report forms

- Crime Report
- Supplemental Report
- CAD/Incident Report
- Emergency Protective Order (EPO)
<table>
<thead>
<tr>
<th>DV-279</th>
<th>DATE</th>
<th>TRAINEED</th>
<th>COMP. DEM.</th>
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</thead>
<tbody>
<tr>
<td>Victim of Violent Crime Notification</td>
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<tr>
<td>DV Resource Guide &amp; CORA</td>
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<td>CHP 180</td>
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<td>DL310</td>
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<td>DS 427</td>
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<td>DS367/DS367M/DS367SP</td>
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<td>HPD202</td>
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<tr>
<td>5150 WI/72 Hour Hold</td>
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<tr>
<td>849 PC</td>
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<tr>
<td>Citizen’s Arrest Form (CA)</td>
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<tr>
<td>Missing Person – DOJ CJIS8568</td>
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<tr>
<td>HPD Missing Person Investigation</td>
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<tr>
<td>Suspected Child Abuse/CPS Referral</td>
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<tr>
<td>Property/Evidence</td>
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<tr>
<td>Suspected Elder Abuse/APS Referral</td>
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<tr>
<td>Field ID/Photo Lineup Admonition</td>
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<tr>
<td>Medical Release</td>
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</table>
The officer will be able to login and access the CAD/report writing system (RIMS).

Review County Protocols to include:

Homicide

Elder & Dependent Adult Abuse

Missing/Abducted Child

Officer Involved Critical Incident

Child Sexual Assault

Human Trafficking

Electronic Tracking System (ETS)

Deaths to Coroner Reporting
DEFENSIVE TACTICS INSTRUCTOR: ___________________________
(This section should be completed with a certified DT Instructor prior to entering Week 1)

ARREST CONTROL / BATON

The officer will demonstrate the proper weaponless defense tactics.

- Wrist locks
- Twist locks
- Take downs
- Personal Body Weapons
- Handcuffing
- Cursory searches

The officer will identify those body points that are recognized as "good baton target areas" and those body points which are potentially lethal when struck by a baton.

The officer will demonstrate evasive tactics with the baton starting at the port position.

- Counter jab
- Counter defensive blow
- Counter wrist blow
- Wrist release
- Twist release

The officer will identify the reasons for two-handed use of the baton in riot formation.

Prevent use of baton in a striking manner
<table>
<thead>
<tr>
<th>Date Trained</th>
<th>Trained</th>
<th>Comp. Dem.</th>
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<tbody>
<tr>
<td>Minimize the chances of losing baton to an adversary</td>
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<tr>
<td>Minimize adverse public reaction to using a baton</td>
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<tr>
<td>Two handed blow is more effective</td>
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<tr>
<td>Expandable Baton (Optional)</td>
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</tbody>
</table>
The officer shall successfully complete department approved training in the use and application of the Carotid Control Hold.

The officer will demonstrate the riot control baton positions and discuss riot formations.

- Ready position
- Port position

The officer shall explain the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.

The officer shall explain the use of the baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.
<table>
<thead>
<tr>
<th>POLICY MANUAL</th>
<th>DATE</th>
<th>TRAINED</th>
<th>COMP. DEM.</th>
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<tbody>
<tr>
<td>Sec 100 - Law Enforcement Authority</td>
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<tr>
<td>Sec 102 - Chief Executive Officer</td>
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<td>Sec 104 - Oath of Office</td>
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<td>Sec 106 – Hillsborough Policy Manual</td>
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<td>Sec 200 - Organizational Structure &amp; Responsibility</td>
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<td>Sec 204 - Interim Directives</td>
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<td>Sec 206 - Emergency Management Plan</td>
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<td>Sec 208 - Training Policy</td>
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<td>Sec 212 - Electronic Mail</td>
<td>______</td>
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<td>Sec 214 - Administrative Communications</td>
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<td>Sec 216 - Staffing Levels</td>
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<td>Sec 300 - Use of Force</td>
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<td>Sec 306 - Handcuffing and Restraints</td>
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<td>Sec 308 - Control Devices and Techniques</td>
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<td>Sec 309 - Conducted Energy Device</td>
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<td>Sec 310 - Officer Involved Shooting</td>
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<td>Sec 312 - Firearms and Qualifications</td>
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<td>Sec 314 - Vehicle Pursuits</td>
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<td>Sec 328 - Discriminatory Harassment</td>
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<td>Sec 340 - Professional Standards Policy</td>
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<td>Sec 342 - Information Technology Use</td>
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<td>Sec 343 - Report Writing Format &amp; Form Use</td>
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<tr>
<td>Section</td>
<td>Topic</td>
<td>Date Trained</td>
<td>Complete Demonstration</td>
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<tr>
<td>Sec 344</td>
<td>Report Preparation</td>
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<td>Sec 376</td>
<td>Chaplains</td>
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<td>Sec 430</td>
<td>Emergency Utility Services</td>
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<td>Sec 436</td>
<td>Field Training Program</td>
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<td>Sec 444</td>
<td>Watch Commanders</td>
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<td>Sec 600</td>
<td>Investigation and Prosecution</td>
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<td>Sec 810</td>
<td>Protected Information</td>
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<td>Sec 1000</td>
<td>Recruitment and Selection</td>
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<td>Sec 1002</td>
<td>Evaluation of Employees</td>
<td></td>
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<td>Sec 1005</td>
<td>Grievance Procedure</td>
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### Sec 1040 - Grooming & Personal Appearance

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### Sec 1041 - Personal Appearance Standards

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### Sec 1043 - Uniform Regulations

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### Sec 1049 - Department Badges

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### HILLSBOROUGH MUNICIPAL CODE

The officer will read all of the following Hillsborough Municipal Codes. They will be reviewed / signed off with their FTO during the Training Week they correspond to.

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- **10.72** - Skateboarding on sidewalk/ street
- **2.24** - Park hours
- **2.24** - Curfew
- **8.35** Unruly Gathering
- **6.28** - Leash law
- **6.28** - Barking dog
- **5.20** – Soliciting w/o permit
- **9.88** - Fireworks
- **9.88** – Discharge of firearms
- **14.04** - Removing trees
- **10.48** – Hauling permit required
- **10.48** - Truck Routes/Weight Limits
- **10.48** - Truck Routes/Weight Limits
- **10.76** - Mistreat/Interfere - Police Dog
- **8.16** - Unsafe Buildings
- **5.12** - Alarms
IN-HOUSE WEEK

Dates:________________________

The training material for In-House Training was reviewed with me and I acknowledge receipt of the training.

Recruit Officer:________________________ Date:___________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO:________________________ Date:___________

FTP Supervisor:________________________ Date:___________

Test #1 – Use of Force Date: ________ Score: ________
Test #2 – Police Pursuits Date: ________ Score: ________
Arrest / Control Review Date: ________ with: ____________ Pass ☐ Fail ☐
Duty Weapon Qualification Date: ________ with: ____________ Pass ☐ Fail ☐
AR-15 Qualification Date: ________ with: ____________ Pass ☐ Fail ☐
WEEK 1

- FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION
- RADIO PROCEDURES
- COMMUNITY RELATIONS AND SERVICE
- PROFESSIONAL DEEMAMOR AND COMMUNICATIONS
- CULTURAL DIVERSITY
- RACIAL PROFILING
- COMMUNITY / PROBLEM ORIENTED POLICING
- TACTICAL COMMUNICATIONS
FIRST SHIFT CHECKLIST / PATROL VEHICLE INSPECTION

Explain the officer's relationship with the FTO, what is expected the first shift and the progression of the program. Be certain that the officer knows what is expected of him/her on this first shift and that he/she is mentally and physically prepared.

Assure that the officer knows his/her own radio call number and enough radio procedure to request help/cover if necessary.

Discuss various emergency situations and techniques that will allow each officer to react in a compatible manner.

- Prowler response
- Felony car stop
- Routine car stop
- Disturbance calls
- Domestic violence
- 5150 calls
- Arrest situations
- Officer hostage situations

The officer will conduct a vehicle inspection and complete an inspection card prior to each duty shift. Inspection shall include:

- Mechanical condition (tire, lights, etc.)
- Check fluids
- Search for contraband
• Check flares
• Check fire extinguisher
• Check first aid kit
• Check emergency equipment
• Check shotgun/AR-15 rack and releases
  o Construction and parts
  o Safety
  o Carrying/handling
  o Loading and unloading
  o Checking for obstructions
  o Clearing jams / fixing malfunction

Check radio operation

Check for new damage/How to report damage

Check mobile computer, ensure functional

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

Prevent collisions

• Promote operational efficiency
• Reduce maintenance and repair costs
• Locate contraband/evidence/property
The officer will know where the Fuel Tank is and how and when to:

Get gas (including if PD pumps are out of service)

- Complete Vehicle Maintenance Form

RADIO PROCEDURES

The officer will recite from memory department recognized radio codes and will use them during all transmissions.

The officer will demonstrate how to transmit properly.

- How and when to key the microphone
- Position of microphone when talking
- Voice clarity and speed
- Using assigned call sign
- Brevity
- Phonetic alphabet
- Accuracy of transmissions
- Do not clip initial part of transmission
- Radio Etiquette and Courtesy

The officer will define the following radio terminology.

- Back-up
- Cover (Code 2 cover, Code 3 cover)
The officer will demonstrate how to run the following information on the radio.

- Warrants (AWS, WPS, NCIC)
- Driver license and Identification Cards
- Records (city/county alpha, SR, CII)
- Property (APS/AFS)
- License Plates

COMMUNITY RELATIONS AND SERVICE

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

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

Protect life and property

- Maintain order
- Crime prevention
- Public education
- Delivery of service
- Enforcement of law(s)
- Community partnerships
• Problem Oriented Policing
• Hillsborough Watchlist Program

PROFESSIONAL DEMEANOR AND COMMUNICATIONS
The officer shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

The officer shall identify verbal factors that could contribute to a negative response from the public, including:
Profanity
Derogatory language
Ethnically offensive terminology

The officer shall identify non-verbal factors that could contribute to a negative response from the public, including:
Officious and disrespectful attitude
• Improper use of body language
• Improper cultural response

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

The officer shall conduct telephone conversations in a professional manner.
CULTURAL DIVERSITY

The officer shall explain how the culture of the community can have an effect on its relationship with his/her agency.

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

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

RACIAL PROFILING

The officer shall understand that effective police work profiles behavior rather than race.

The officer 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.

The officer shall explain the 4th and 14th amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.
The officer shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.

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

COMMUNITY/PROBLEM ORIENTED POLICING

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

The officer shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

The officer shall explain the agency’s problem-solving model (e.g. SARA) and be able to document information gleaned from various community sources.

TACTICAL COMMUNICATIONS

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

The officer shall identify the benefits of tactical communication including:

- Enhanced safety (reduces likelihood of physical confrontation and injury)
- Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)

The officer shall demonstrate an ability to perform in a calm, professional demeanor while deescalating hostilities or conflicts (i.e., without resorting to physical force).

The officer shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows “but” is professional language that is goal directed. Examples might include:

- I appreciate that, but I need to see your driver’s license.
- I understand that, but I need you to sign the citation.

Given a scenario or an actual incident involving an uncooperative subject(s), the officer shall be able to generate voluntary compliance using the 5-step process:
- **Ask** (Ethical Appeal)  The subject is given an opportunity to voluntarily comply by simply being asked to comply

- **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation

- **Present Options** (Personal Appeal) – Explain possible options

- **Confirm** (Practice Appeal) Provides one last opportunity for voluntary compliance;

- **Act** – (Take appropriate action)

### POLICY MANUAL

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<td>Racial/Bias Based Profiling</td>
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<td>Sec 404</td>
<td>Briefing Training</td>
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<td>16 - Kinds and Degrees of crimes</td>
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<td>17 - Felony / Misdemeanor defined</td>
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<td>18 - Punishment for Felony</td>
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<td>19.6 - Infractions</td>
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<td>26 - Persons capable of committing crime</td>
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<td>31 - Principals</td>
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<td>32 - Accessories</td>
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WEEK 1

Dates: ________________________

The training material for week 1 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ________________________ Date: ___________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ________________________ Date: ___________

FTP Supervisor: ________________________ Date: ___________

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 2

- LAWS OF ARREST
- USE OF FORCE
- ARRESTS AND SEARCHES
- OFFICER SAFETY
- BUILDING SEARCHES
- INTEGRITY OF INFORMATION
- REPORT WRITING / FIELD NOTES
**LAWS OF ARREST**

The officer shall explain a peace officer’s authority to make an arrest. *Reference: 836 PC, 40300.5 through 40302 VC.*

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

- Time of day or night that an arrest may be made.
- The information the person arrested must be provided and at what time it must be provided.
- What must be done with the person arrested. *Reference: 840 PC, 841 PC, 825 PC, 848 PC, 849 PC, 851.5 PC, 853.5 PC, 853.6 PC.*

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

The officer shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest. *Reference: 142(c) PC, 836.5 PC, 847 PC.*

**USE OF FORCE**

The officer shall explain the amount of force that may be used when effecting an arrest. *Reference: 835 PC, 843 PC*
The officer shall explain the legal and ethical considerations pertaining to the use of force, including “reasonable force.” Reference: 835 PC.

The officer shall review and explain department policy, legal ramifications, and the civil liabilities attached to both the officer and the department through the use of physical force and deadly force.

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

**USE OF FORCE - FORCE OPTIONS:**

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

- Non-verbal/police presence
- Verbal (Tactical Communication)
- Physical (Weapons)
- Less lethal weapons, including:
  - O.C.
  - Baton/Impact weapons
  - Taser
  - Beanbag shotgun
  - Carotid Restraint
  - Deadly Force
The officer will explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.

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

- Type of crime and suspect(s) involved
- Threat to lives of innocent persons
- Environment
- Officer's capabilities
- Threatening weapon's capabilities
- Immediacy of threat
- California Law /Department Policy
ARRESTS AND SEARCHES

The officer will recognize and describe the peace officer’s right to search a person when there is reasonable cause to arrest.

The officer will state the instances where a citizen may make an arrest and the requirements placed upon the citizen by signing a Citizen's Arrest Affidavit.

The officer will explain the legal requirement of advising an arrested person of his/her rights per Miranda.

- Criminal case
- Traffic case
- Beheler admonition

The officer will identify and describe the basic degrees of searches.

- Visual
- Pat down/Cursory
- Standing
- Kneeling/Prone
- Strip (not authorized by the department)

Discuss the health hazards of searching persons.

- HIV/AIDS
- Hepatitis
- Body fluids/Blood Borne Pathogens
The officer will demonstrate and discuss the elements of a safe and effective search.

- Constant alertness
- Maintaining control
- Contact and Cover roles
- Thoroughness of search
- Safeguarding weapons

The officer will explain the responsibilities of the cover officer while a search is being conducted.

- Protect the searching officer from outside interference
- Psychological advantage over suspect
- Physically assist searching officer

The officer will identify the purposes for handcuffing a prisoner.

- To prevent attack
- To prevent escape
- To prevent destruction or concealment of evidence

The officer will explain various handcuffing principles that should be met in order to reasonably guarantee the restraint of a suspect.

- Control of suspect
- Control of handcuffs
• Proper positioning of key outlets/double locks
• Degree of tightness
• Double locked
• Proper position of suspect's hands
• Continued observation of suspect

The officer will safely and effectively handcuff and maintain all prisoners.

The officer will safely remove handcuffs from a prisoner.

• In the field
• At the station
• At County Jail
• At First Chance
• On a gurney/at the hospital

OFFICER SAFETY

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

• Primary responsibility for dealing with situation/people
• Records incident information (FIs)
• Performs pat down and custody search of suspect(s)
• Issues all citations
• Recovers evidence and contraband
• Handles routine radio communications
• Relays pertinent info to cover officer & medical personnel

• Watches hand movement

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

• Approach
• Cover positions with vehicle(s) and person(s)
• Position of advantage
• What to watch for:
  • Hands in pockets or otherwise concealed
• Weapons or contraband
• Hostility or anger
• The approach of other persons or vehicles
• Symptoms of intoxication or illness
• Potential reactions and escape
• Communications with contact officer/danger signals
• Position of assistance, if needed, during arrest
• Provides assistance as directed by contact officer

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

Radio responsibilities

• Firearms/Weapons
• Position to assume after the vehicle or person is stopped

• Officer-to-officer communication
The officer shall discuss benefits, limitations, and characteristics of protective body armor, including.

Benefits of wearing (required by policy)

Types of body armor

- Level of protection against firearms
- Level of protection against knives /other penetrating weapons

BUILDING SEARCHES

The officer will conduct a building search while utilizing the following procedures.

- Personnel/perimeter officers
- Announcements/calls into business
- Cover and concealment
- Proper lighting
- Canine

INTERVIEWING

The officer shall explain the systematic steps he/she should take in preparing for an interview.

The officer shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:
• Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
• Controlling the interview. Avoid rambling by the person being interviewed.
• Avoiding leading questions except when absolutely necessary.
• Building rapport
• Putting the person being interviewed at ease.
• Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

The officer shall describe the contents of a good statement. These contents shall minimally include:

• What happened
• When it happened
• Where it happened
• Who it happened to
• How it happened
• Why it happened
• How many are involved

The officer shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.
REPORT WRITING

The officer will demonstrate knowledge of and possess the various report forms used while on patrol. (Forms should be in some orderly manner)

The officer will list the qualities of a good report.

- Accurate
- Complete
- Clear and concise
- Legible
- Objective
- Grammatically and structurally correct

The officer will define the following abbreviations which are acceptable in police reports.

- AKA
- BOL
- CDL/DL
- DOB
- DOT/DOF
- E/B, N/B, W/B, S/B
- FI
- GOA
- HBD
• L/F, L/R, R/F, R/R
• LSW
• MO
• NMN
• R/O
• R/P
• UNK
• VIC
• WIT

The officer will identify the uses of department reports.

• As a permanent record
• As an investigative lead
• Statistical value
• For officer evaluations
• Court
• District Attorney's office
• Probation/Parole
• Insurance companies
• Individuals
The officer will explain when a report should be taken and what type of report is required.

- Crime report
- Information report
- CAD report/ entry
- Collision report

The officer will obtain and record a suspect description from a victim/witness.

- Name, AKA, address, occupation
- Sex, race, age, height, weight, build, hair, eyes
- Distinctive scars, marks, mannerisms
- Clothing, head to toe
- Vehicle description/direction of travel
- Weapons used or simulated

The officer will record his/her observations of a preliminary investigation (field notes) including:

- Significant conditions upon arrival
- Identify witnesses and victims
- Chronological log of actions taken
- Locate/identify physical evidence
The officer shall recognize that the content of field notes and notebooks are discoverable in a court proceeding.

The officer will correctly complete a crime/incident report following approved department format to include:

Who, what, when, where, why, how and how many

- Chronological order
- Appropriate sentence form
- Eliminate unnecessary information
- Correct spelling
- Grammatically correct

- All elements of crime present
- Complete, clear and concise

The officer will record and complete a property report, including:

Report number
Quantity
Item type/name brand

- Model and serial numbers
- Size, shape, color, material
- Condition
- Identifiable markings
- Approximate value
- Complete paperwork/envelope
- Place in evidence locker
The officer will explain how reports are routed after completion.

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Crime reports

Property crime reports

Collision reports

- Information/incident reports
- PCDs

**POLICY MANUAL**

- Sec 406 - Crime & Disaster Scene Integrity
- Sec 440 - Field Interviews & Photographing of Field Detainees
- Sec 447 - Digital Photographs
- Sec 450 – Portable Audio/Video Recorders
- Sec 901 - In-Custody Deaths
- Sec 902 - Custodial Searches

**PENAL CODE**

- 830.6 - Reserve Officer
- 832.6 - Reserve Officer Limitations
- 1538.5 - Motion to Suppress
- 149 - Assault and battery by officer
- 196 - Justifiable Homicide
- 834 - Arrests
- 835a - Reasonable Force
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836 - Arrest by officer
837 - Citizen Arrest
847 - Citizen Arrest/Deliver to Magistrate
17515 - Law Enforcement equipment exempt
22295 – Law Enforcement equipment
WEEK 2

Dates: ______________________

The training material for week 2 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ______________________  Date: _____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________  Date: _____________

FTP Supervisor: ______________________  Date: _____________

Test #3 – Weeks 1-2:  Date: _____________  Score: _____________

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 3

- ARRESTS
- PROBABLE CAUSE
- LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS
- TRANSPORTATION OF PRISONERS
- VEHICLE OPERATIONS
- VEHICLE OPERATION LIABILITY
ARRESTS

The officer will explain the adult arrest procedure.

- Felony arrests
- Misdemeanor arrests
- Jail procedures (male/female)

The officer will identify the department adult misdemeanor non-release criteria.

- The person arrested was so intoxicated/danger to self
- Arrested for one or more offenses listed in 40302 VC
- One or more outstanding arrest warrants
- Could not provide satisfactory evidence of I.D.
- Prosecution of offense would be jeopardized
- Likelihood of offense would continue
- Demanded to be taken to magistrate/refuse to sign
- 40304.5 CVC declaration

The officer will explain the adult misdemeanor release procedure.

- Warrant and records check
- Citation and booking sheet
- Set court date at least 30 days
- Mug and fingerprint
The officer will explain the policy for taking an inebriate into custody and the options for disposition of the arrestee.

- San Mateo County Jail
- Palm Avenue Detox
- First Chance
- San Mateo Medical Center

The officer will explain the policy regarding the release of an arrested person under 849(b) P.C.

- If the arrested person has been booked
- If the arrested person has not been booked
- If arrested person has been booked, but not charged

**PROBABLE CAUSE**

The officer shall review and explain the laws regarding parole, PRCS and probation violations, searches and holds including 3056 PC, 3455 PC and 1203.2 PC.

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

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

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

The officer shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

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

The officer shall explain the requirements for issuing property receipts.
The officer shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

The officer shall identify the provisions of 147 PC pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

The officer shall identify the provisions of 149 PC pertaining to assaulting a prisoner "under color of authority.

**TRANSPORTATION OF PRISONERS**

The officer shall review and explain the agency policy regarding the transportation of prisoners. This explanation shall minimally include:

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

Given a situation in which prisoner(s) must be transported in a patrol vehicle, the officer shall safely place the handcuffed prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.

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

**VEHICLE OPERATIONS**

When the FTO allows the officer to drive, be certain the officer is completely familiar with the operation of the patrol vehicle. The officer will be aware of the public and officer safety issues of driving a patrol vehicle.

The officer will explain the procedures for vehicle repairs.

- Removing vehicle from service
- Immediate repairs at garage
- Routine maintenance

The officer will explain the procedure for requesting a tow for police vehicles.

- Request through dispatch, give reason.
- If tire flat, advise if spare is available
The officer will identify the faulty driver attitudes which greatly contribute to the occurrences of accidents.

- Over confidence
- Self-righteousness
- Impatience

The officer will identify components of defensive driving.

- Driver attitude
- Driver skill
- Vehicle capability
- Seatbelt Usage

The officer will identify and discuss the factors which influence the overall stopping distance of a vehicle.

- Driver condition
- Vehicle condition
- Environmental conditions
- Vehicle speed
- Reaction time and distance
- Braking distance
The officer will identify common driving maneuvers during which the majority of collisions involving police vehicles occur.

- Backing
- Parking
- Turning

The officer shall discuss the effects of driver fatigue, including:

- Lower visual efficiency
- Slower reaction time

The officer will operate a police vehicle in a safe and legal manner under all driving conditions.

The officer will demonstrate his/her defensive driving and observation skills by utilizing commentary driving techniques.

The officer will discuss vehicle speed and its effect upon vehicle capabilities.

- FPS vehicles travel at various MPH
- Effect upon stopping distance
- Effect upon turning movements
Emergency calls DO NOT absolve an officer from personal liability if the emergency vehicle is misused.

The officer will identify the tactics that should be utilized by the driver of an emergency vehicle that will reduce the likelihood of an accident while on an emergency response.

- Do not pass on the right
- Fluctuate pitch of siren
- Drive near the center of the roadway
- Give motorists the opportunity to yield right of way
- Drive with due regard for public safety

The officer will list those factors which he/she should consider in determining whether or not to continue a pursuit.

- Seriousness of offense
- Obvious hazards
- Weather conditions
- Traffic conditions
- Probability of apprehension
- Condition of driver/vehicle
- Whether vehicle can be identified
- Whether driver can be identified
The officer will identify the information that should be broadcast upon initiating a pursuit.

- Advise dispatch of pursuit
- Location, direction of travel and speed
- Reason for pursuit
- Description of vehicle/occupants
- Switch to the green

The officer will identify the department policy and procedures regarding code 3 driving.

- Limited to emergency response
- Safety of officer and public is a primary concern
- Role of supervisor

**VEHICLE OPERATION LIABILITY:**

The officer shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver. (21052 VC)

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

- Responding to an emergency call
• In pursuit of a violator

• Responding to a fire alarm

The officer shall explain the exemption requirements of 21055(b) and 21807 VC regarding the use of red lights and siren,

The officer shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated Code 3, including:

• Failure to drive with due regard for the safety of all persons described in VC Section 21056

• When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7

• A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001

• When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004

POLICY MANUAL

Sec 316 - Officer Response to Calls

Sec 352 - Mutual Aid and Outside Agency Assistance

Sec 358 - Major Incident Notification & Call-Out
Sec 364 - Private Persons Arrests

Sec 420 - Cite and Release Policy

Sec 804 - Records Unit Procedures

Sec 806 - Restoration of Firearm Serial Numbers

Sec 808 – Records Maintenance & Release

**PENAL CODE**

148 - Resisting/Obstructing Officer

148.5 - Falsely reporting crime

151 - Advocating injury/death of peace officer

187 - Murder

203 - Mayhem

207 - Kidnapping

211 - Robbery

240 - Assault

241 - Assault on peace officer

242 - Battery

243 - Battery - Punishment

664 - Attempt defined

833 - Search for dangerous weapons

853.6 - Citation for misdemeanors

3455.5 - Post Release Community Supervision (See also County Probation department video)
VEHICLE CODE

2800.1 - Evading peace officer
21055 - Authorized emergency vehicle
21056 - Duty of driver
40302 - Mandatory appearance
40303 - Optional Appearance
40304.5 - Arrest procedure
WEEK 3

Dates: __________________________

The training material for week 3 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: __________________________ Date: ____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: __________________________ Date: ____________

FTP Supervisor: __________________________ Date: ____________

REMEDICATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 4

- SELF INITIATED ACTIVITY
- TRAFFIC STOPS
- FELONY / HIGH-RISK VEHICLE STOPS
- VEHICLE SEARCHES
- CRIMINAL JUSTICE SYSTEM
- ALCOHOL BEVERAGE CONTROL ACT
SELF-INITIATED ACTIVITY

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

- Vehicle Stops
- Pedestrian Stops
- Directed Patrol/Passing Checks
- DUI enforcement
- COPS Projects
- Arrests
- Field Interview (FI) cards
- Bar checks
- Suspicious circumstances

TRAFFIC STOPS

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

- Traffic violations
- Investigative
- High risk

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

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

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

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

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

• Use of emergency lights
• Use of headlights
• Use of horn
• Use of siren
• Use of hand signals
• Use of public address system
• Proper use of spotlight to include:
  o Not blinding the driver while the vehicle is moving
  o Illuminating the interior of the stopped vehicle
  o Focusing on the rear and side mirrors to blind the occupants of the officer’s approach
The officer shall identify the inherent hazards involved when conducting a vehicle stop. These hazards shall minimally relate to the:

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

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

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

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

- Motorcycles and bicycles
- Campers and vans
- Buses
- Trucks
The officer shall explain why an officer should not argue with a violator.

The officer shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.

The officer will demonstrate his/her role as the assisting officer (two man unit) during a traffic stop.

- Radio location, vehicle description, license, occupants
- Determine if a cover unit is needed
- Good position while primary officer contacts driver
- Constant observation of occupants
- Maintain radio/weapon available

The officer will make a vehicle stop with emphasis on the following:

- Proper distance / offsetting of patrol vehicle
- Proper use of headlights / spotlights
- Exit the vehicle quickly but safely
- Never take the eyes off the vehicle or occupants
- Walk next to the vehicle when approaching
- Check the trunk/back seat when approaching
- Stand to the rear of the driver's door
• Have gun hand free

The officer will identify the advantages and disadvantages of allowing a stopped traffic violator and/or passengers to exit the vehicle and the possible responses to each circumstance.

The officer will identify common violator reactions upon being stopped by a police officer and will discuss techniques for acceptably dealing with those reactions.

• Embarrassment
• Anger

• Fear
• Excuses
• Asking for a break
• Bribes
• Refusal to sign citation

The officer will identify the reasons for obtaining the driver’s license and registration as soon as possible during a traffic stop.

The officer will recognize and identify the importance of checking both the validity and authenticity of a driver license and registration.
The officer will identify the areas which afford the most protection to the officer, from the violator and passing traffic, while issuing a citation including both driver and passenger side approaches.

The officer will safely and effectively perform a traffic stop locate the Vehicle code section and issue a citation.

Adult

- Juvenile
- Misdemeanor
- Infraction

The officer will explain to the violator the court procedures and alternatives in dealing with the citation and that the signature is a promise to appear, not an admission of guilt.

Procedure for correctable citations

- Procedure for moving violations
- Procedure for juvenile citations
- Procedure for bicycle violations

The officer will explain the jurisdictional boundaries of freeway overpasses, on-ramps and off-ramps.
The officer will list the Vehicle Code conditions which require a mandatory appearance (booking).

Fails to present satisfactory identification

- Refuses to sign the citation
- Demands immediate appearance before magistrate
- Charged with one or more offenses in 40302 CVC

**FELONY/HIGH-RISK VEHICLE STOPS**

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

- Seriousness of the crime(s)
- Availability of back up
- Location at which to make the stop
- Tactics to be used after making the stop
- Number of suspects involved

The officer will explain the procedures for a felony vehicle stop. These elements shall minimally include:

- Dispatch/officer communication
- Reason for stop
- Identify primary/secondary units
• Choose location of stop
• Time of day plays a factor
• Try to select the least populated area
• Consider escape routes
• Proper position of vehicles
  • Primary
  • Secondary
• Review commands and guidelines
• Communication between officers
• Search and handcuff
• Safety factors at all times

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

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

• Keep hands in sight at all times
• Exit the vehicle
• Assume position of disadvantage outside the vehicle
The officer shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.

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

- Has the radio responsibilities
- Assumes the rifle responsibilities, if applicable
- Communicates to the occupants
- Searches the vehicle
- Searches the occupants

The officer will make a simulated 'high risk' car stop with emphasis on the following:

- Actions taken before the stop
- Making the stop
- Position of vehicles/officers
- Control of stop/suspects
- Getting suspects from the vehicle
- Searching/clearing the vehicle
VEHICLE SEARCHES

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

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

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

CRIMINAL JUSTICE SYSTEM

The officer will explain the difference in the handling of misdemeanor and felony cases within the criminal justice system.

- Arrest/Bail
- Arraignment
- Preliminary Hearing
- Trial
- Sentencing
- Probation/Parole/PRCS

The officer will explain the functions and jurisdictions of the following mutually assisting agencies:

- Sheriff’s Department
- California Highway Patrol
- Federal Bureau of Investigation
- Alcohol Tobacco and Firearms
• B.A.R.T. Police
• Bureau of Narcotic Enforcement
• Department of Motor Vehicles
• Postal Service
• Secret Service
• Alcohol Beverage Control
• SMCO Transit Police
• SMCO Narcotics Task Force
• SMCO Vehicle Theft Task Force
• SMCO Gang Task Force
• Drug Enforcement Agency
• Peninsula Humane Society

ALCOHOL BEVERAGE CONTROL ACT

The officer will recognize violations of the Alcohol Beverage Control Act and, given a copy of the act, will locate the applicable sections including those prohibiting:

After-hours sale / consumption of alcohol on licensed premises

• Selling / providing alcoholic liquor to any person under the age of 21 years
• Selling / providing alcoholic liquor to a person who is visibly intoxicated.

POLICY MANUAL

Sec 320 - Domestic Violence

Sec 332 - Missing Persons
Sec 408 - Crisis Response Unit (SWAT & CNU)

HILLSBOROUGH CITY CODES

8.35 - Party Ordinance
6.28 - Leash law
6.28 - Barking dog
5.20 - Soliciting w/o permit
10.76.030 – Overnight Parking
9.88.035 - Fireworks

PENAL CODE

166(4) - Violate court order
245 - Assault with deadly weapon
273.5 - Corporal injury to spouse/cohabitant
273.6 - Violation of DV Protective Order
293 - Victim Confidentiality
293.5 - Victim anonymity
417 - Brandishing
418 - Forcible entry
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tr>
<td>602</td>
<td>Trespass</td>
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<tr>
<td>602.5</td>
<td>Unauthorized entry</td>
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<tr>
<td>647(f)</td>
<td>Public Intoxication</td>
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<tr>
<td>647</td>
<td>Disorderly conduct</td>
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<tr>
<td>647c</td>
<td>Obstructing movement on street</td>
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<tr>
<td>647(h)</td>
<td>Loitering</td>
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<tr>
<td>653b</td>
<td>Loitering about schools/ children</td>
</tr>
<tr>
<td>653m</td>
<td>Harassing/annoying telephone calls</td>
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</tbody>
</table>
WEEK 4

Dates: ____________________________

The training material for week 4 was reviewed with me and I acknowledge receipt of the training.

   Recruit Officer: ____________________________    Date: ____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

   FTO: ____________________________    Date: ____________

   FTP Supervisor: ____________________________    Date: ____________

   Test #4 – Weeks 3-4: Date: ____________    Score: ____________

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 5

• DIRECTED PATROL
• HAZARDOUS OCCURRENCES / MAJOR DISASTERS
• AIRCRAFT CRASHES
• CRIMINAL LAW
• SEARCH CONCEPTS
• SEIZURE CONCEPTS
• RULES OF EVIDENCE
• WARRANTS
DIRECTED PATROL

The officer will identify the specific geographical features of the beat.

- Natural and man-made barriers
- Major streets and thoroughfares
- Schools
- Parks
- Public facilities

The officer will identify juvenile problems on the beat.

- Locations
- Types of problems
- Time periods (hours/days/months)

The officer will identify all the high risk businesses, including locations, and will identify the type of risk the business poses. (i.e., 211, 459, etc.)

- Convenience stores
- Fast food restaurants
- Banks
- Liquor stores
- Bars
- Shopping Centers
- Restaurants
HAZARDOUS OCCURRENCES AND MAJOR DISASTERS

The officer will explain his/her requirements under Government Code 835b to eliminate hazards on public streets.

- Large oil spills
- Dangerous conditions to streets/sidewalks
- Hazardous material spills /Hazmat response
- DPW response
- Mid-Peninsula Water response
- Caltrans response
- PG&E response

The officer shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS and OES).

The officer shall review and explain the agency’s policy on hazardous substances or chemical spills (HAZMAT).

The officer shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:

- Recognition
- Safety/Isolation/Area containment
The officer shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

- Requesting needed assistance and equipment
- Providing for emergency medical aid
- Undertaking immediate coordination with appropriate outside agencies
- Establishing a security perimeter
- Establishing ingress and egress corridors
- Identifying and admitting only authorized personnel
- Dealing with the media

The officer shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

- Electrical wires down
- Malfunctioning traffic signals
- Hazards on the roadway
- Damage to fire hydrants
- Gas leaks
- Chemical spills
- Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
• Military incidents requiring police intervention

AIRCRAFT CRASHES

The officer shall review and explain the agency’s policy on aircraft crashes.

The officer shall discuss factors associated with the handling of an aircraft crash, including:

• Civilian Aircraft (FAA / NTSB will investigate)

• Military Aircraft
  o Military authorities are in charge
  o There may be dangerous weapons issues
  o There may be classified materials present
  o Police cannot authorize news media to enter

CRIMINAL LAW

The officer will define various legal terms and explain their relationship to law enforcement.

• Statutes and Ordinances
• Intent
• Criminal negligence
• Attempt
• Probable Cause
• Reasonable suspicion
The officer will explain the Ramey decision and how it applies to physical arrest.

The officer shall identify the elements of a crime. These shall include:

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

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

SEARCH CONCEPTS

The officer will identify and explain the circumstances under which the officer may institute various types of legally authorized searches.

- Consent
- Incident to arrest
- Probable cause
- Search warrant
- Plain sight
- Exigent circumstances
- Vehicle searches
- Pat/cursory searches
• Probation/Parole searches

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

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

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

• Protective sweeps
• Closed containers
• Inventory searches
SEIZURE CONCEPTS

The officer will define the limits of the use of force pertaining to the seizure of evidence from a person's body.

- To prevent swallowing of evidence
- Inducing vomiting
- Extracting blood
- Obtaining fingerprints
- Obtaining handwriting samples

RULES OF EVIDENCE

The officer shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:

- Civil rights
- Inadmissible evidence
- Possibility of false arrest

The officer shall define the Hearsay Rule and give examples of exceptions to the rule, including: (Evid Code 1200,1220)

- Spontaneous statements
- Admissions
- Confessions
- Dying declarations

WARRANTS

The officer shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include:
• Probable cause necessity
• Allowable exclusions (fresh pursuit, exigency, consent)
• Process for obtaining warrants during and after business hours

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

• Hours of service, felony arrest warrant
• Hours of service, misd. arrest warrant
• Hours of service, search warrant

• Knock and notice; exceptions
• “Signing off” warrants/return

POLICY MANUAL

Sec 218 - License to Carry a Firearm
Sec 220 - Retiree Concealed Firearms
Sec 318 - Canine Program
Sec 322 - Search & Seizure
Sec 412 - Hazardous Material Response
Sec 434 - Aircraft Accidents
Sec 812 - Computers and Digital Evidence

PENAL CODE

217.1 - Assault on Government Officer
220 - Assault w/ intent to commit rape.
246 - Shooting into inhabited dwelling
261 - Rape
272 - Contribute to delinquency of minor
406 - Rout
407 - Unlawful assembly
409 - Refusal to disperse
415 - Disturbing the peace

451 - Arson
452 - Unlawfully causing fire
726 - Officer disperse unlawful assembly

VEHICLE CODE

12500a - Unlicensed driver
12951a - No License in possession
21207.5 - Motorized bicycles
23103 - Reckless driving
23104 - Reckless driving -Great Bodily Injury
23109 - Speed contest

HILLSBOROUGH CITY CODES

9.88 – Discharge of firearms
17.56 - Removing trees
8.12 - Hauling permit required
WEEK 5

Dates: ____________________________

The training material for week 5 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ____________________ Date: __________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________________ Date: __________

FTP Supervisor: _____________________ Date: __________

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. ________________________________

2. ________________________________

3. ________________________________

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 6

- INVESTIGATIONS
- BURDEN OF PROOF
- CONCEPTS OF EVIDENCE
- EVIDENCE COLLECTION AND PRESERVATION
- PATROL PROCEDURES
INVESTIGATIONS

The officer shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.

The officer shall describe situations where the skills of an evidence technician or criminalist are required.

The officer shall properly obtain all information necessary for the completion of a thorough preliminary investigation.

The officer shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

- Identity or description of suspect(s)
- Description of loss
- Direction of flight of suspect(s)
- Possibility of weapons being involved
- Radio broadcasts of all known and important information
- Pursuit and/or apprehension of suspects, if possible.

The officer shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:
• Preserving the scene, including the restriction of unauthorized police personnel
• Determining the need for first aid and summoning medical assistance
• Identifying and apprehending suspect(s), if possible
• Making proper notifications
• Locating visible physical evidence
• Locating and interviewing witnesses or possible witnesses as appropriate

**BURDEN OF PROOF**

The officer shall define the term “burden of proof” and determine, in the following situations, whether the “burden of proof” falls upon the prosecution or defense during a criminal trial:

• Criminal guilt (EC 520)
• Corpus delicti (EC 550)
• Jurisdiction (EC 666)
• Double jeopardy (EC 500)
• Self-defense as a defense (EC 500)

**CONCEPTS OF EVIDENCE**

The officer shall recognize the concepts of evidence as defined and used in California law, including:

• Evidence
• Direct evidence
• Circumstantial evidence
The officer shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- Fruits of a crime
- Instrumentalities of a crime
- Contraband

The officer shall explain the purposes for offering evidence in court, including:

- As an item of proof
- To impeach a witness
- To rehabilitate a witness
- To assist in determining sentence

The officer shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (EC 210)

- The evidence must be relevant to the matter in issue
- The evidence must be competently presented in court
- The evidence must have been legally obtained

**EVIDENCE COLLECTION AND PRESERVATION**

The officer will identify the importance of physical evidence.

- To identify a suspect
- To tie a suspect to the crime
• To eliminate persons under suspicion

The officer will identify the common errors made in handling crime scenes or collecting evidence.

• Officers disturbing scene
• Officers leave fingerprints
• Officers destroy tire marks
• Officers destroy/leave footprints
• Officers leave additional evidence
• Maintaining individuality of evidence
• Packaging moist items in plastic
• Allowing unauthorized persons to enter crime scene
• Allowing unauthorized persons to handle evidence

The officer will list common items of evidence found at the following crime scenes:

• Assault/Rape
• Burglaries
• Robberies
• Accidents

The officer will explain the circumstances under which items of evidence may be released in the field.

• Perishables
• Valuables
• Photograph the items prior to release
The officer will explain the circumstances under which items of evidence cannot be released in the field.

Weapons

- Narcotics
- Alcohol

The officer will systematically search a crime scene utilizing one of the following methods.

Point to point

- Grid
- Sector
- Concentric

The officer will explain how to preserve and package the following types of physical evidence:

Clothing

- Clothing with blood/semen/fluid
- Blood/Blood alcohol samples
- Documents/checks
- Bullets/shell casings
- Firearms
- Hair/fibers
- Latent fingerprints
- Paint samples
Narcotics/Syringes

- Photos
- Demonstrate how to identify/seal off a crime scene

The officer shall review and explain, as well as apply, the agency’s policies on:

Handling controlled substances

- Depositing property, evidence, and money
- Withdrawing and returning property
- Depositing firearms, miscellaneous weapons, and explosives

The officer will properly mark all items of evidence in such a manner to be recognized/identified in court and so as not to deface the aesthetic value of the property.

The officer will have an interview with an Evidence Technician and tour the PD Lab/SMCO Crime Lab.

The officer shall review and explain the policy for taking evidence to the crime lab and to court.

The officer shall explain “chain of custody” and “chain of evidence”.
PATROL PROCEDURES

The officer will be able to effectively navigate using a city map, RIMS map or equivalent as directed by the field training officer.

The officer will know where to locate subpoena folders.

The officer will know where to locate the current warrant list and how to properly document service attempts.

The officer will demonstrate preventive patrol methods.

- Shifting patrol patterns
- Frequent checks of businesses
- Frequent checks of suspicious persons
- Maintain visibility

The officer will define "directed enforcement" and will cite a current example.

- Specific violations / crimes
- Specific locations / circumstances

The officer will list factors that determine the size of the beat and assignment of personnel.

- Type of area
- Type of criminal activity
- Frequency of crime
• Type of patrol (foot/motor/bicycle)
• Personnel available
• Frequency of calls for service

The officer will identify the advantages of foot patrol over vehicle patrol.

• Increased personal contact
• Increased observation ability
• Less conspicuous
• Increased ability to gather information

The officer will identify the advantages of vehicle patrol over foot patrol.

• Increased mobility and speed
• More conspicuous
• Increased transportation capability
• Increased availability of equipment

POLICY MANUAL

Sec 362 - Identity Theft
Sec 500 - Traffic Function & Responsibility
Sec 501 - Traffic Collisions Reporting
Sec 502 - Traffic Collision Reporting
Sec 509 - Vehicle Towing & Release
Sec 511 - Vehicle Impound Hearings
Sec 515 - Traffic Citations
Sec 519 - Disabled Vehicles
PENAL CODE

487 - Grand Theft
488 - Petty theft
496 - Possession of Stolen Property
503 - Embezzlement

VEHICLE CODE

10851 - Vehicle Theft
10852 - Injure/Tamper with Vehicle
10853 - Malicious Mischief –Vehicle
14601 - Driving While Suspended
14601.1 - Driving While Suspended

HILLSBOROUGH CITY CODES

10.44 – Commercial Rules of the Road
10.48 - Truck Routes / Weight Limits
10.40 - Loading and Unloading
**WEEK 6**

Dates: __________________________

The training material for week 6 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: __________________________ Date: ____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: __________________________ Date: ____________

FTP Supervisor: __________________________ Date: ____________

Test #5 – Weeks 5-6: Date: ____________ Score: ____________

**REMEDICATION NEEDED**

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 7

- PATROL PROCEDURES
- ADDITIONAL PATROL SAFETY
- HATE CRIMES
- GANG AWARENESS
- FIRES
- ARSON
PATROL PROCEDURES

The officer will explain the importance of positive daily contact with citizens.

The officer shall explain and demonstrate what an officer on nighttime patrol should be looking for:

- Broken glass
- Open doors and windows
- Pry marks
- Suspicious vehicles
- Persons on foot
- Differences in normal lighting (on/off)
- Unusual sounds
- Access to rooftop or upper floors

The officer shall identify ways to determine if a parked vehicle has been recently operated.

The officer shall describe and/or demonstrate how to conduct surveillance, including:

- Invisible deployment
- Radio security
- Use of surveillance/vision devices

The officer shall be able to locate the VIN of various vehicles (i.e., auto, trucks, trailers, motorcycles)
The officer will identify the operational boundaries.

- City and county
- Beat

The officer will explain the San Mateo County Mutual Aid Plan, requests for a Code 30, tactical alerts and protocol books.

The officer will identify those language factors which could contribute to a negative response from the public.

- Profanity
- Derogatory language
- Ethnic slurs
- Deportment

The officer will identify those non-language factors which could contribute to a negative response from the public.

- Disrespectful attitude
- Officious or oppressive manner
- Tone of voice
- Body language
The officer will explain the positions that one or two officers may take to interview one or more subjects so that the officers are least susceptible to attack while still preserving the practicality of the interview.

The officer will make the initial contact with a complainant/victim and do the following:

- Check all the facts/determine if an offense occurred
- Show an interest in complainant/victim
- Understand both sides of situation
- Determine proper course of action

The officer will take field notes in such a manner as not to discourage the person(s) from talking.

The officer will identify the basic alternative methods from which to choose when responding to a crime in progress.

- Proceed to the scene quickly & quietly
- Proceed to a location likely to intercept
- Proceed to scene & coordinate arrival with cover officer

The officer will identify the criteria to be considered when determining the method of response to crimes in progress.

- Distance to location
- Availability of assisting units
The officer will identify tactical considerations to be made when responding to a burglary in progress call.

- Quiet approach / blacked out
- Secure the scene
- Perimeter/use of canine

The officer will identify tactical considerations to be made when responding to a robbery in progress call.

- Determination of response method
- Cover, concealment and silence
- Preplanned deployment

**ADDITIONAL PATROL SAFETY**

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

- No display of recognition until presence acknowledged by plain-clothes officer
- In the absence of acknowledgement, reaction should be identical to any other citizen
The officer shall explain and/or demonstrate how to react to uniformed officers if the officer makes a plain-clothes or off-duty arrest.

The officer shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”

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

- Vehicle(s)
- Radio noises
- Keys and whistle noises
- Loud walking/stomping

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

The officer shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

**HATE CRIMES**

The officer shall recognize indicators of hate-related crimes including:

- Anti-religious symbols/slurs
- Racial/sexual/ethnic slurs
- Racist symbols
- Hate group symbols
The officer shall identify and discuss the possible consequences of hate crimes including:

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

The officer shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

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

**GANG AWARENESS**

The officer shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.
The officer shall identify types of gangs that represent law enforcement concerns, including:

- Street gangs
- Motorcycle gangs
- Prison gangs
- Cult/Ritualistic gangs

The officer shall discuss primary reasons for gang membership, including:

- Peer pressure
- Common interest
- Protection/Safety

The officer shall discuss characteristics that are common to most gangs, including:

- Cohesiveness
- Code of silence
- Rivalries
- Revenge

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

- Tattoos
- Attire and accessories
- Use of monikers
- Use of hand signs
The officer shall identify gang graffiti factors significant to law enforcement, including:

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

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

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

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

- Identification of gang activity
- Coordination with allied agencies
- Participation in County Gang Task Force
- Reduction of the opportunity for criminal activities

**FIRES**

The officer shall identify the following types of fires and the best methods to deal with each:

- Dry combustibles
- Flammable liquids
The officer shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

- Request for fire department
- Request for further law enforcement assistance, if necessary
- Immediate evacuation of any occupants
- Isolation of the immediate area
- Establishment of a perimeter for crowd control

The officer shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.

The officer shall recognize signs that indicate a burning building is unsafe to enter.

**ARSON**

The officer will identify the department procedure for handling an Arson.

- Police responsibilities at scene
- Fire department responsibilities
- Call outs
- Collection of evidence
- Determine crime(s) committed
POLICY MANUAL

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<thead>
<tr>
<th>Section</th>
<th>Title</th>
<th>Date Trained</th>
<th>Date Comp. Dem.</th>
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<td>Sec 324</td>
<td>Temporary Custody of Juveniles</td>
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<td>Sec 326</td>
<td>Adult Abuse</td>
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<td>Sec 330</td>
<td>Child Abuse</td>
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<td>Child Sexual Assault Protocol</td>
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<td>Sec 380</td>
<td>Child &amp; Dependent Adult Safety Policy</td>
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<td>Sec 442</td>
<td>Criminal Organizations</td>
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PENAL CODE

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<td>Throwing Caustic Chemicals</td>
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<tr>
<td>273a</td>
<td>Child Abuse</td>
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<td>459</td>
<td>Burglary</td>
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<td>466</td>
<td>Possession of Burglary Tools</td>
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<td>484</td>
<td>Theft Defined</td>
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HILLSBOROUGH CITY CODES

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<td>8.16</td>
<td>Public Nuisances/Unsafe Buildings</td>
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<td>5.12</td>
<td>Residential Alarms</td>
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WEEK 7

Dates:__________________________

The training material for week 7 was reviewed with me and I acknowledge receipt of the training.

  Recruit Officer:__________________________  Date:___________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

  FTO:__________________________  Date:___________

  FTP Supervisor:__________________________  Date:___________

REMEDICATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

  1.

  2.

  3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 8

- PATROL PROCEDURES
- LINE-UPS
- SOURCES OF INFORMATION
PATROL PROCEDURES

The officer will discuss the responsibilities of the unit when arriving at a crime scene.

- Provide for safety of public/responding personnel
- Provide medical assistance
- Obtain information about the crime
- Protect the crime scene (including evidence)
- Broadcast pertinent information to other units
- Determine whether a Code 666 or BOL is necessary
- Identify, separate witnesses
- Notify special units/coordinate response (K9, Evidence Tech.)
- Protocols

The officer will explain the misdemeanor follow up procedure to a complainant/victim.

- When a suspect is not, and likely will not be, identified
- When a suspect is, or will be, identified
- When a Citizen's arrest is made
- When a known suspect is a juvenile

The officer will explain the procedure for responding to welfare checks.

The officer will contact and communicate effectively with the following types of individuals.

- Suspicious persons
• Victims/complainants
• Witnesses
• Suspects
• Traffic violators
• Very young persons
• Alcoholics

The officer will explain the purpose for and complete an F.I. card without error.

The officer will explain the reasons for not accepting a citizen's wallet in response to a request for I.D.

The officer will explain the acceptability of various forms of identification.

• Driver License with photo
• Driver License without photo
• Military I.D.
• Social Security Card
• Medical I.D.
• Food Stamp I.D.
• Out of state D.L.
• Credit card with signature
• Vehicle registration
• Payroll stubs
• Check and bank books
• Personal telephone contact
• Alien/Immigration Card/Passport
• Sex and Narcotic registration card
• Verbal I.D.
• Explain the importance of separating subjects to verify

The officer will discuss the department policies regarding the transportation of subjects.

• Search back seat before and after
• Search subject for weapons
• Handcuff prisoners
• Transporting females
• Transporting sick and injured
• Transporting suspects
• Position of persons in relation to officer
• Safety first

The officer will explain the use of memos/correspondence and the proper routing of written material.

The officer will identify the circumstances under which a canine unit should be requested. (Officer will discuss this with a current or former K9 officer.)

• Alarm calls
• Prowler calls
• Business searches
The officer will make a security check of City Hall.

The officer will identify when and determine if the following resources are needed. The officer will also identify the reasons for each.

- Evidence Technician
- Crime Lab
- Detectives
- Supervisor

Upon arriving at a scene of a crime that has just occurred and the suspect has fled, the officer will demonstrate his/her ability to perform a satisfactory broadcast.

- Confirmation of crime
- Update suspect description
- Code 666 or pending Code 666

Review with the officer the stress management level of the trainee and advise on techniques to reduce or maintain a lower level of stress.
The officer will explain the policy regarding the photographing and printing of non-arrested suspects.

- Adults
- Juveniles

The officer will demonstrate how to use the following resources and explain why they would be useful.

- RIMS History (alpha)/TLO XP
- NCRIC/ALPR
- Other agency history
- Public Records/Open Source info.

The officer will explain Diplomatic Immunity, what it means and what the policies are.

The officer will describe his/her duties and department policy upon arriving at the scene of the following crimes.

- Rape
- Child molest
- Bank robbery
LINE-UPS

The officer will explain the procedure for the various types of line-ups.

- Field Identification
- Photo Line-up
- Physical Line-up

The officer shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of “line ups:”

- In custody
- In the field
- Photographic

The officer shall explain and/or demonstrate the following procedures for a photographic identification:

- Use of multiple photos
- Sources of photos (RIMS/CalPhoto/County Mugshots)
- Sequential line up
- Use of “double blind” technique if possible
- Instructions to witness(es)
- Keeping lineups as evidence (including list of what photos were used)

- Control of the situation/environment
- Similar appearances
SOURCES OF INFORMATION

The officer shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

The officer shall explain the types of public and private records that may be of assistance when collecting investigative information.

POLICY MANUAL

Sec 350 - Reserve Officers

Sec 359 - Death Investigation - Attended & Hospice

Sec 360 - Death Investigation - Unattended Death

Sec 416 - Response to Bomb Calls

Sec 424 - Active Shooter/Rapid Deployment Team Policy

Sec 426 - Reporting Police Activity Outside of Jurisdiction

Sec 428 - Immigration Violations

PENAL CODE

273a(b) - Assault on Child

288 - Lewd Act on Child

381 - Possessing Toluene

518 - Extortion
WELFARE & INSTITUTION

300 - Jurisdiction of Juvenile Court
305 - Temp Custody of Juvenile w/o warrant
601 - Ward of Court/Incorrigible
602 - Ward of Court/Criminal Behavior
603 - Criminal Proceedings

HEALTH & SAFETY

11357(a) - Possess <28.5g Marijuana or <8g
Concentrated Cannabis
11357(b) - Possess >28.5g Marijuana or >8g
Concentrated Cannabis
11357(c) - Possess ≤ Marijuana or ≤8g
Concentrated Cannabis on school
grounds
11358 - Cultivation of Marijuana
WEEK 8

Dates: ____________________________

The training material for week 8 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ____________________________ Date: _____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ____________________________ Date: _____________

FTP Supervisor: ____________________________ Date: _____________

Test #6 – Weeks 7-8: Date: _____________ Score: __________

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 9

- PATROL PROCEDURES
- SUSPICIOUS PERSONS / PEDESTRIAN STOPS
- JUVENILES
PATROL PROCEDURES

The officer will list the four types of informants.

- Citizen
- Confidential
- Reliable
- Unreliable

The officer will explain the laws which allow an officer to keep an informant confidential.

- Refusal to disclose identity
- 'In camera hearing'
- Evidence Code 1041
- Evidence Code 1042

The officer will list the investigative steps to follow in a forgery, check and credit card case for patrol purposes.

The officer will discuss elder abuse and the mandatory reporting requirements.

The officer will identify and explain the basic crime prevention methods to a resident or business person.

- Various types of deadbolts
- Security devices for doors and windows
- Lighting
- Home security measures
The officer will explain the policy for enforcing domestic restraining orders pursuant to 273.6 P.C.

- Current orders
- Temporary orders
- Emergency Protective Orders

The officer will explain the policy for handling a call where a special crew is needed to respond.

- PG&E
- DPW
- Mid-Peninsula Water
- Caltrans
- Caltrain/Amtrak

The officer will explain the policy for handling non-vehicular accidents which occur on city property.

- Sidewalk fall
- Tree limb (city tree) on vehicle

The officer will explain the legal requirements governing private patrol operations, security guards and patrol persons.

- Carry and use of firearm
- Wearing of uniforms
- Types of licenses and permits
• Carrying of baton

The officer will explain when a private citizen is permitted to carry chemical mace/pepper spray.

• Training

• Licenses and permits

The officer will explain the department policy/procedures on responding to alarm calls.

• Audible alarms
• Silent alarms
• Mandatory cover
• Alarm permits
• Alarm complaints

SUSPICIOUS PERSONS/PEDESTRIAN STOPS

The officer shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.

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

• The existence of suspicious activity
• The time of day or night
• Reasonable suspicion to believe that the person being stopped may be involved in criminal activity
The officer will contact suspicious persons without placing anyone, including the cover officer, in a hazardous position.

- Pedestrians
- Vehicles
- Citizens who walk up on preoccupied officers

The officer will describe and demonstrate safe and effective tactics for approaching pedestrians while in a vehicle.

The officer will identify the reasons why an officer should contact pedestrians on foot.

The officer will discuss the variables to consider when confronted by a suspicious person who is on foot.

- Determine whether or not to stop
- Determine when and where to stop
- Determine method of stop

The officer shall explain the role and use of CLETS in determining a person’s wanted status.

**JUVENILES**

The officer will identify the scope of the authority of the Juvenile Court (601, 602, 707 WI).

- Age requirements
- Dependent of the court
The officer will describe the requirements of 625 W&I and department policy as they relate to advising a juvenile taken into custody of his/her rights per Miranda and custody issues.

- Ward of the court
- Law violators

The officer will describe the circumstances under which an officer may take a juvenile into temporary custody.

- Fingerprinting juveniles
- Secure detention requirements
- Separation of adult/juvenile offenders

The officer will describe the procedural alternatives open to the officer upon taking a juvenile into temporary custody.

- Truants
- 300/305 W&I
- 625 W&I

The officer will explain the following upon taking a juvenile into custody (627 WI).

- 626 W&I
- Taken into custody at school
- Sick, injured and law violations

- Parental notification
- Right to telephone calls
• Responsibility when parent is hospitalized or arrested

The officer will explain the criteria for secure and non-secure detention of juveniles (206, 207, 207.1, 207.2 WI).

POLICY MANUAL

Sec 366 - Anti-Reproductive Rights Crimes Reporting
Sec 370 – Communications with Persons with Disabilities
Sec 372 - Mandatory School Employee Reporting
Sec 374 - Biological Samples
Sec 608 - Confidential Informants

PENAL CODE

594 - Vandalism
21510 - Possession of Switchblade
29800(a) - Felon Possess Firearm
29800(b) - Conv Person Poss/etc firearm
21110 - Poss/Mfg/Sell Ballistic Knife
22210 - Poss/Mfg/Sell Billy/Blackjack etc
21810 - Poss/Mfg/Sell Metal Knuckles
21310 - Carry Concealed Dirk or Dagger
25850(a) - Carrying Loaded Firearm
29900(a) - Illegal Possession of Firearm

WELFARE & INSTITUTIONS

607 - Retention of Jurisdiction
625 - Temporary Custody
626 - Alternative Disposition
627 - Notification to Parents
628 - Probation Officer Duty

HEALTH AND SAFETY

11350 - Possession of a controlled substance
11351 - Possession of a controlled substance for sales
11352 - Transportation of a controlled substance for sales
**WEEK 9**

Dates: ______________________

The training material for week 9 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ______________________ Date: ____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________ Date: ____________

FTP Supervisor: ______________________ Date: ____________

**REMEDIATION NEEDED**

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 10

- MISSING PERSONS
- HOSTAGE/BARRICADED SUBJECT
- PROWLER CALLS
- SNIPER ATTACK
- DISTURBANCE CALLS
- DOMESTIC VIOLENCE/DISPUTES
- COURTROOM TESTIMONY
- SUBPOENAS
- ANIMAL COMPLAINTS
MISSING PERSONS

The officer shall review and explain state law (including statutory reporting requirements) and the agency policies and procedures for handling missing persons, both adults and juveniles.

The officer shall explain the agency policy regarding search procedures for missing persons.

The officer shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

The officer will properly investigate a missing person report.

- Identification of subject
- Date/time missing
- Possible DOT/Destination
- Associates
- Vehicles
- Condition of subject (mental/physical)
- MUPS entries
- Supplemental Investigation forms
- Three day follow by patrol
HOSTAGE/BARRICADED SUBJECT

The officer will explain the procedures for dealing with a barricaded subject and/or hostage situation.

- Advise supervisor
- Call outs (Detectives, SWAT/CNU Command staff, etc.)
- Code 33
- Perimeter
- Use of SWAT/CNU Team

DATE TRAINED DATE COMP. DEM.
PROWLER CALLS

The officer will identify procedures to be followed in responding to a prowler call.

- Quiet and/or blacked out approach
- Search of area, use all senses
- Look for "tell-tale" signs
- Check for warm vehicles
- Contact complainant

SNIPER ATTACK

The officer shall explain those steps that should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

- Cover/Concealment
- Isolating and clearing
- Calling for assistance
- Determining possible location of assailants

The officer shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- Accelerate/Reverse out of “kill zone”
- Abandonment of target vehicle
- Turning into nearest available cover
- Awareness of possible secondary ambush
The officer shall discuss tactics that should be used when the police vehicle has been hit with a fire bomb:

- Accelerate
- Roll-up windows
- Abandon vehicle (after initial flame burst, if vehicle is incapacitated)
DISTURBANCE CALLS

The officer shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- Remaining impartial/Preserving the peace
- Determining whether or not a crime has been committed
- Conducting an investigation if a crime has been committed
- Providing safety to individuals and property
- Suggesting solutions to the problem
- Offering names of referral agencies
- Considering arrest if a crime has been committed

The officer will explain the crisis intervention method for resolving a dispute.

- Defusing
- Brief interview
- Mediation
- Referral

The officer will demonstrate department approved safety tactics while responding to and handling disturbance calls.

- Use dispatch information (weapons, circumstances, drugs, hazards, etc.)
- Plan simultaneous arrival with cover officer(s) or wait for cover
- Park at least one house away
- Avoid illuminating the house
- Do not park under street lights
- Do not sit in car with interior lights on
- Use parking lights only when necessary
- Avoid undue noise
- Leave patrol car doors locked
- Check area for suspicious persons
- Observe windows/doors on approach
- Use shadow areas at night
- Listen at door for at least 10 seconds (if possible)

- Stand to side of door
- Initial knock should be non-threatening
- Check to see if screen door is locked
- Wait for person to come to door
- Look inside before entering
- Allow eyes to adjust to light before entering
- Once inside, door should be closed
- Have dogs locked in another room
- Visually search subjects
- Do Not let subjects get out of sight
- Initially separate the subjects
- Seating may stabilize situation (search area first)
- Avoid "crowding" subjects
- Living room is generally safer than kitchen, etc.
- Remain alert
The officer will explain the advantages/disadvantages of using the following tactics in a domestic dispute.

- Separating the involved parties
- Keeping parties from potential weapons
- Listening to both sides before making a decision

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\]

- Importance of remaining neutral
- Importance of arresting one party
- Importance of using a restraining order
- Importance of referrals to outside agency(ies) (AA, Legal Aid; etc)

**DOMESTIC VIOLENCE & DISPUTES**

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

- Difference between domestic violence and a domestic dispute
- Impact of domestic violence on victims, children, and batterers
- Duty to provide maximum protection to the victim (EPOs)
- Provide safety to other persons and property
- Verification and enforcement of court orders

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- Responsibility/authority with tenancy issues related to DVs
- Determine if a crime has been committed and if arrest is mandatory
- Completion of appropriate documentation and required reports
• Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the DA’s Office

• The safekeeping of firearms

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

The officer will explain his/her role in civil matters pertaining to child custody, property settlement, and divorce proceedings.
COURT TESTIMONY

The officer will identify the principles of effective testimony.

- Honesty
- Accuracy and brevity
- Objectivity and clarity
- Emotional control

The officer will list those steps taken prior to testifying in court.

- Acquiring necessary reports
- Acquiring necessary evidence
- Refreshing memory
- Personal appearance

The officer will explain how he/she can contact the court liaison and District Attorney's Office. Also explain the Goldenrod Procedure.
SUBPOENAS

The officer shall review and explain the agency’s practices and policies concerning the subpoena process.

The officer shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- Who may exercise the power of a subpoena.
- Who may serve a subpoena.
- How a subpoena is served.
- Who is subject to the power of a subpoena.
- How a subpoena is enforced.

ANIMAL COMPLAINTS

The officer shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- Injured animals
- Dead animals
- Rabid animals
- Noisy animals
- Stray animals
- Wild animals
- Nuisances created by unsanitary keeping of animals
- Protective custody of animals
- Animal bites
The officer shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:

- Whom to notify prior to dispatching the animal.
- Who may shoot the animal.
- What reporting is to be completed following the dispatch.
- How disposal of the dead animal is handled.

Given an incident, the officer shall effectively assess and handle an animal control situation.

**POLICY MANUAL**

- Sec 348 - Court Appearance & Subpoenas
- Sec 410 - Ride-Along Policy
- Sec 414 - Hostages & Barricade Incidents
- Sec 422 - Arrest or Detention of Foreign Nationals
- Sec 438 - Obtaining Air Support

**PENAL CODE**

- 25400(a)(1) - Concealed Firearm in Vehicle
- 25400(a)(2) - Concealed Firearm on Person
- 23900 - Altered Serial Numbers
22810(a) - Felon in poss. of Tear Gas
22900 - Unlawful poss. or sales of Tear Gas

BUSINESS AND PROFESSION

25658a - Sales to Minors
25658b - Purchase by Minor
25661 - False I.D.
25662 - Possession by Minor
25665 - Presence of Minor
WEEK 10

Dates: ______________________

The training material for week 10 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ______________________ Date: __________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________ Date: __________

FTP Supervisor: ______________________ Date: __________

Test #7 – Weeks 9-10: Date: __________ Score: _______

REMEDIATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 11

- DEATH / SUICIDE / HOMICIDE
- TRAFFIC COLLISION INVESTIGATION
- PEOPLE WITH DISABILITIES
- MENTALLY ILL PERSONS
- BOMB THREATS
- TRAFFIC CONTROL
DEATH/SUICIDE/HOMICIDE

The officer shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

- Apparent homicide, suicide, or occurring under suspicious circumstances
- Resulting from the use of dangerous or narcotic drugs
- The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- Apparently accidental or following an injury
- By injury, or toxic agent during or arising from employment
- While not under the care of a physician during the period immediately previous to death
- Death related to disease that might constitute a threat to public health.

The officer shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

- Limits to which an officer may search a dead person
- Legalities involved in transporting an obviously dead person in an ambulance

The officer will describe his/her duties and department policy upon arriving at the following scenes:
### Homicide or injury(ies) likely to result in a homicide:

<table>
<thead>
<tr>
<th>DATE TRAINED</th>
<th>DATE COMP. DEM.</th>
</tr>
</thead>
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<tr>
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- Advise supervisor
- Coordinate medical response
- Protect scene
- Call outs
- Identify victim/witnesses/suspects
- Code 666 if needed
- Locate/identify evidence

### Suicide:

- Advise supervisor
- Coordinate medical response
- Protect scene
- Identify victim/witnesses
- Call outs
- Contact Coroner
- Locate/identify evidence

### Attempted Suicide:

- Medical attention
- Advise supervisor
- Protect scene
- Interview victim
- 72 hour hold
**Attended/Unattended Death:**

Advise supervisor

- Coordinate medical response
- Protect scene
- Call outs
- Identify/Interview witnesses
- Identify victim
- Locate/identify evidence
- Contact Coroner

**TRAFFIC COLLISION INVESTIGATION**

The officer will state the conditions which require a collision investigation.

- Fatal or severe injury
- Hit and run
- Enforcement action contemplated
- School bus
- City property

The officer will identify the duties of an officer upon first arriving at the scene of an accident and list them by priority.

- Request emergency medical assistance
- Request additional police units
• Remove any hazardous situation
• Provide immediate medical care
• Identify drivers/witnesses
• Facilitate the flow of traffic
• Set flare pattern if needed and safe

• Call for tow trucks

The officer will conduct an accident investigation and satisfactorily complete a collision report.

Identify driver at fault

• Obtain all necessary ID information
• Collision sketch/diagram
• Identify and record facts
• Obtain driver and witness statements
• Determine cause of collision
• Determine and record Point of Impact
• Make appropriate recommendations

The officer will identify the procedure for handling an intoxicated driver at the scene of an accident.

Injured and requiring hospitalization

• Slightly injured or uninjured
• Other parties injured
The officer will identify investigative leads to follow while investigating a hit and run collision.

Driver and vehicle description

- Registration information
- Physical evidence
- Physical evidence

The officer will explain the policy and procedure when a juvenile is involved in an accident.

Non-injury

- Injury
- Intoxicated (with or without injury)

The officer will explain his/her duties at the scene of a felony traffic collision.

Protecting the scene

- Traffic control
- Locating drivers/witnesses
- Physical evidence
PEOPLE WITH DISABILITIES

The officer shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

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

The officer 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.

The officer shall recognize and demonstrate effective communications with persons with cognitive impairments, to minimally include:

Give one direction or ask one question at a time.

- Allow the person to process statements and respond (10-15 seconds)
- Avoid questions that tell the person the answer you expect
- Avoid questions with yes/no answers.
• Avoid questions about time, complex sequences, or reasons for behavior
• Use concrete terms and ideas. Avoid jargon or figures of speech.

• The officer 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.

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 officer shall explain and demonstrate standard tactical assessments and safeguards, including:

His/her own abilities to physically control the person

Escape routes

Use of cover

Call for backup

• The T.A.C.T. Model
  Tone (Present a calm and firm demeanor/Maintain respect and dignity)

• Atmosphere (Reduce distractions/Respect personal space)

• Communication (Establish contact/Develop rapport)

Time (Slow down/Reassess)

Reference: POST Field Guide – Police response to people with mental illness or developmental disability
CONTROL OF MENTALLY ILL ADULTS AND JUVENILES

The officer shall review mental disorders and recognize that mental illness is primarily a brain disorder which can:

- Create problems with feeling, thinking and perception
- Affect a person’s behavior by causing bizarre and/or inappropriate behavior
- Can be short term (acute) or long term (chronic)
- Can occur at any time during a person’s life

The officer shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder and dementia. Indicators of mental illness may include, but are not limited to:

- A known history of mental illness
- Threats of or attempted suicide
- Loss of memory
- Incoherence, disorientation or slow response
- Delusions, hallucinations, perceptions unrelated to reality
• Social withdrawal

• Manic or impulsive behavior, extreme agitation, lack of control

• Lack of fear

• Anxiety, aggression, rigidity, inflexibility or paranoia

**Neurological Disorders**

Neurological disorders can be caused by illness or injury. Two of the most common neurological disorders are stroke and dementia.

**Signs and symptoms of a stroke:**

• Muscular weakness

• Facial paralysis

• Incontinence

• Loss of balance, labored breathing

• No or slurred speech

• Loss of basic motor skills

**Signs and symptoms of dementia:**

• Memory loss

• Verbal repetition

• Unable to follow directions

• Loss of communication skills

• Disorientation of time and place

• Neglectful personal care or safety

• Wandering or lost

• Erratic driving

• Mistakenly reporting crimes

• Indecent exposure
Post-Traumatic Stress Disorder (PTSD)
Post-Traumatic Stress Disorder is an anxiety disorder that can develop after exposure to a traumatic event or ordeal in which grave physical harm occurred or was threatened to the individual or someone close to them.

Symptoms can include dreams and nightmares about the incident, flashbacks, hyper arousal, distress caused by reminders of the event, survivor guilt, hyper-vigilance, emotional numbing, exaggeration and a startle response.

Anyone who has gone through a life-threatening event can develop PTSD. These events can include:

- Combat or military exposure
- Child sexual or physical abuse
- Terrorist attacks
- Sexual or physical assault
- Serious accident
- Natural disaster events

Traumatic Brain Injury (TBI)
Traumatic Brain Injury may be caused by:

- A bump or blow to the head
- Violent shaking
- A pressure wave from an explosion

A person with TBI may appear to be intoxicated.

Intellectual Disability
Formerly called mental retardation, intellectual disability is characterized by below average intelligence of cognitive ability.
• Difficulty understanding or answering questions
  Mimics responses or answers
• Difficulty reasoning
• Limited vocabulary
• Takes a long time to answer questions
• Is easily distracted
  
An officer contacting a suspected intellectually disabled person in the field should consider:

Approaching in a calm and respectful manner

• Use simple language
• Speak slowly and clearly
• Proceed slowly
• Give praise and encouragement

**Substance Use Disorders (SUD)**
Substance use disorder, also known as drug use disorder, is a condition in which the use of one or more substances leads to a clinically significant impairment or distress. Substance use disorder affects:

• A person’s body
• A person’s thoughts
• A person’s behavior
Autism Spectrum Disorder
People with autism spectrum disorder may exhibit one or more of the following behavioral indicators, ranging from mild to profound:

- Difficulty relating to people
- Aversion to being touched, especially by strangers
- Sensitivity to noise
- May act as if hurt when touched lightly, while totally ignoring painful injuries
- May cover their eyes or ear to prevent unpleasant stimulus
- May be fascinated by shiny objects
- Repetitive movement (e.g. rocking, spinning, hand twisting, etc.)
- Few social skills
- Social isolation

- Impaired communication skills
- Echolalia (repeating what others say)
- May be non-responsive to questions or commands
- May stare or avoid eye contact
- May not recognize appropriate physical or social boundaries/cues
- Insistence that the environment and daily routine remain exactly the same
- Possible limited intellectual ability
- Tantrums, self-stimulation, or self-mutilation
- Eating non-food or objects
- Inability to respond to commands, directions and questions
**Genetic Disorders**

A genetic disorder is caused by abnormalities in an individual’s genetic material. An example of a genetic disorder is Down Syndrome which causes delays in physical and intellectual development.

**Conflict Resolution and De-escalation**

If there is no immediate danger to anyone except the person in crisis, officers should consider taking no action or passively monitoring the situation. This may be the most reasonable response to a mental health crisis.

Officers should consider the following points in potentially hazardous situations involving the mentally ill:

- Evaluate safety conditions (continually)
- Introduce yourself and attempt to obtain the person’s name (build rapport)
- Be patient, polite, calm, courteous and avoid over-reacting
- Speak and move slowly and in a non-threatening manner
- Moderate the level of direct eye contact
- Remove distractions or disruptive people or objects from the area
- Demonstrate active listening skills
- Provide for sufficient avenues of retreat or escape should the situation become volatile
Responding officers should generally avoid:
Using stances or tactics that can be interpreted as aggressive
Allowing others to interrupt or engage the person

• Cornering a person not believed to be armed, violent or suicidal
• Argue, speak with a raised voice or use threats to obtain compliance

• Discuss alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities.

Officers should consider the perspective of individuals or families who have experience with persons with mental illness, intellectual disabilities and substance use disorders.

Community and State Resources
There are a variety of resources available to serve persons with mental illness or intellectual disabilities at the local and state level which can be utilized by law enforcement. Officers should discuss and be familiar with:

Agency related assessment or crisis team (CIT trained personnel and county PERT team)

• Private organizations offering support groups
• Substance abuse facilities (e.g. P90, Our Common Ground)
• County mental health agencies (PES, BHRS)

• Community counseling centers
Regional developmental disabilities centers (e.g. Golden Gate Regional Center)

- Independent/assisted living centers
- National support/information organizations (e.g. NAMI)
- Local missions or shelters
- Faith-based organizations
- Senior Citizen centers
- Dependent adult resources
- Veteran’s Administration

The officer shall review the video on the San Mateo County Mental Assessment and Referral Team (SMART Team) video (online).

**MENTAL ILLNESS CASES**

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

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

- Ignoring verbal abuse
- Avoiding excitement
- Avoiding unnecessary deception
- Requesting backup to minimize resistance
Requesting ambulance prior to confronting subject, if necessary

- Keeping the disturbed person in sight constantly
- Continual alertness
- Seizing firearms for safekeeping

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

The officer shall identify and explain the criteria as set forth in the Welfare and Institutions Code (5150 & 5585.50) by which an individual may be committed for a 72-hour hold:

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

The officer shall explain the procedural requirements for safeguarding the rights of a person detained under the authority of 5150 W&I including:

The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment.
• Advisement of Miranda rights, as appropriate, when criminal action is involved.
• Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
• The person must be informed of the officer’s name and agency and the reason the person is being detained.
• If taken into custody at a residence, inform person of personal items that may by brought along (with approval), right to a telephone call, and right to leave a note to friends or family.
The officer shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

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

The officer shall explain the process for confiscation of weapons pursuant to 8102 W&I. This discussion shall minimally include:

- Legal authority to seize weapons
- Consent
- Probation/Parole
- Plain view
- 1524(a)(10) PC
- Receipt for confiscated weapons

The officer will explain the procedure for taking a mentally ill person into custody:

- Use of force
- When injured
- When arrested for a felony
- When arrested for a misdemeanor
The officer will properly take a mentally ill person into protective custody and complete the appropriate form(s).

**BOMB/BOMB THREAT CALLS**

The officer will explain the policy and procedure to be followed in response to a bomb or bomb threat call.

- No radio transmissions
- Neutralize potential hazards
- Fire Department/medics staging
- Notify SMCO Sheriff’s Bomb Squad
- Notify ATF
- When device is located
- When device is not located
- Reporting requirements

**TRAFFIC CONTROL**

The officer will safely and efficiently direct the flow of traffic, using universally recognized signals and gestures. (Practical application mandatory)

- Proper stance
- Point control of traffic
- Hand signals (stop/go/left/right turns)
- Assisting turning vehicles
- Maintaining a clear intersection
- Use of Whistle
- Orders and directions
• Leaving the scene

POLICY MANUAL

Sec 336 - Victim and Witness Assistance
Sec 418 - Mental Illness Commitments (5150 W&I)
Sec 452 - Medical Marijuana
Sec 466 - Crisis Intervention Incidents
Sec 602 - Sexual Assault Victims’ DNA Rights

VEHICLE CODES

13353 VC - Implied Consent
21055 VC - Exemption/Authorized Emergency Vehicles
21056 VC - Effect of Exemption
40302 VC - Mandatory Appearance
40300.5 VC - Arrest without Warrant
40304.5 VC - Arrest on Warrant – Bail
17004 VC - Authorized Emergency Vehicles
17004.7 VC - Public Agency Immunity
**WEEK 11**

Dates: __________________________

The training material for week 11 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: __________________________ Date: ___________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: __________________________ Date: ___________

FTP Supervisor: __________________________ Date: ___________

**REMEDIGATION NEEDED**

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 12

- LABOR DISPUTES
- LANDLORD - TENANT DISPUTES
- MEDIA / PRESS RELEASES
- STOLEN / TOWED VEHICLES / PARKING
- DUI INVESTIGATIONS
LABOR DISPUTES

The officer will explain the department policy for handling labor disputes.

- Notify supervisor
- Incident report, unless crime report warranted

The officer will explain the law relating to labor disputes.

- First Amendment guarantees right to picket
- Blocking ingress/egress
- Enter and disrupt business
- Violate court order

LANDLORD-TENANT DISPUTES

The officer will advise the parties of a dispute the legal steps that can be taken.

- Arrest if crime committed
- Proper eviction procedures
- Small claims action
- Landlord obligation/premises fit for occupancy

The officer will recognize the difference between criminal violations and civil torts in dispute situations and handle each in accordance to department policy and law.

- Tenant lock out
- Removal of doors/windows
- Termination of utilities
• Trespass
• Seizure of tenant's property
• Apartment keeper's lien
• Notice to terminate lease
• Destruction of landlord's property
• Tenant repairs
• Review Legal Source Book

The officer will explain calls pertaining to repossession.

• Laws violated
• Rights of creditor
• Rights of debtor
• Officer's duties

MEDIA/PRESS RELEASES:

The officer shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

The officer shall recognize press credentials most commonly honored by law enforcement agencies.
The officer shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public. Reference: Penal Code Section 409.5

The officer will identify the type of information that can be released to the news media.

- Defendant's name/age
- Substance of charges
- Circumstances surrounding arrest

The officer will identify the types of information that cannot be released to the news media.

- Remarks about suspect's character
- Statements/admissions made by suspect
- Reference to fingerprints, etc.
- Statements concerning evidence and its use in court
- Implications suspect is responsible for other crimes
- Statements concerning witnesses
- Relate that the suspect refused to make a statement
- Express personal opinion about suspect or case
- Suspects shall not be posed for media photographs
- Descriptions of items seized
- Contents of suicide notes
- Death release prior to next of kin notification
- Any juvenile's name/address
• Victims of certain sex crimes
• Witnesses that may be endangered

STOLEN/TOWED VEHICLES/PARKING

The officer will identify methods of recognizing stolen vehicles.

• Ignition wires/no keys
• Punched locks
• Other indicators

The officer will investigate a stolen vehicle and will complete the CHP 180 form.

• Check for repossession/private tow
• Confirm the vehicle is stolen
• Notify dispatcher
• Be certain to have waiver signed

The officer will investigate a recovered stolen vehicle and will complete the CHP 180 form.

• Verify license plate and VIN
• Request tow, if needed
• Notify dispatch of the condition of vehicle
• Notify Evidence Tech if necessary (through Sgt.)

The officer will explain the difference between an “impound” and “stored” vehicle, and will explain the department procedure for each.
The officer will explain the conditions under which a private party can have a vehicle towed from their property.

The officer will locate and mark an abandoned vehicle.

The officer will identify the types of tows available and why dispatch needs to know what type, in order to send the appropriate tow.

- Rotation tow (storage/impound)
- Special request
- Police vehicle tow
- Large truck (Heavy Duty) tow
- Nature of problem
- Causing a traffic hazard (expedite)
- Color, make and model of vehicle

The officer will explain the different methods that identify a disabled person's vehicle.

- Disabled person plate
- Disabled veteran plate
- Disabled placard

DUI INVESTIGATIONS

The officer will identify methods of detecting a motorist who is driving under the influence of alcohol or drugs.

- Driving patterns
- Objective symptoms after stop
The officer will administer Field Sobriety Tests on a suspected intoxicated driver, using at least five accepted tests.

- Rhomberg
- One Leg Stand
- Finger to Nose
- Heel to Toe
- Finger Count
- Horizontal Gaze Nystagmus (HGN)
- Alphabet (verbal/written)
- P.A.S. device

The officer will explain the importance of timeliness in advising the driver of the following.

- Arrest
- 13353 CVC obligation/ Admin Per Se
- Miranda advisement
- Trombetta advisement

The officer will explain the elements required on a 13353 CVC form (Admin Per Se).

- Probable Cause
- Lawful arrest
- Admonition
- Refusal
The officer will explain the procedure for obtaining a chemical test from an arrested person.

- Blood
- Breath
- Urine (Specific circumstances only)
- When a search warrant is necessary

Assure that the officer has been certified in the use of the Draeger. If the officer has not, make arrangements for training through the Training Manager.

The officer will complete an arrest, booking and report of a person arrested for driving while under the influence of alcohol/drugs.

- Detecting the violator
- Determine the intoxication
- Vehicle disposition
- Proper admonitions
- Miranda
- Admin Per Se
- Obtaining the chemical test
- Maintain the chemical test
- Trombetta
- Complete arrest report
- Complete intoxication summary
- Complete 13353 CVC refusal, if required
Date Trained | Date Comp. Dem.
--- | ---

- Book/Citation for adults
- Juveniles - Citation/release to parent/Hillcrest

**POLICY MANUAL**

Sec 346 - News Media Relations

Sec 514 - Drunk Driving and Evidence Collection

**VEHICLE CODE**

12509 - Instruction Permits
12804.9 - License Classifications
22651a-p - Towed Vehicles
22651.5 - Towed Vehicle/Nuisance
22658 - Private Property Tow
23152 - DUI
24002 - Unsafe Vehicle

**EVIDENCE CODE**

1041 - Informant Identity
1042 - Informant Identity/Searches
WEEK 12

Dates: __________________________

The training material for week 12 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: __________________________ Date: _____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: __________________________ Date: _____________

FTP Supervisor: __________________________ Date: _____________

Test #8 – Weeks 11-12: Date: _____________ Score: ___________

REMEDICATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
WEEK 13

There is no formal curriculum for week 13. Week 13 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.
WEEK 13

Dates: __________________________

The training material for week 13 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: __________________________  Date: ___________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: __________________________  Date: ___________

FTP Supervisor: __________________________  Date: ___________

REMEDICATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
There is no formal curriculum for week 14. Week 14 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.
**WEEK 14**

Dates: ______________________

The training material for week 14 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ______________________ Date: __________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________ Date: __________

FTP Supervisor: ______________________ Date: __________

**REMEDIAITION NEEDED**

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1. 

2. 

3. 

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
Week 15

There is no formal curriculum for week 15. Week 15 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.
WEEK 15

Dates: ________________________

The training material for week 15 was reviewed with me and I acknowledge receipt of the training.

   Recruit Officer: ________________________  Date: ____________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

   FTO: ________________________  Date: ____________

   FTP Supervisor: ________________________  Date: ____________

REMEDIAATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.  
2.  
3.  

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
**WEEK 16**

There is no formal curriculum for week 16. Week 16 is intended to give the recruit officer additional time for training in areas he or she feels would be beneficial and to allow the recruit to ensure all of the material in the previous weeks has been absorbed in a way the recruit can recall it and apply it as a functioning solo beat officer. This week also allows the FTO an opportunity to provide additional training in areas where the recruit or FTO feels further or more focused training would benefit the recruit officer.
WEEK 16

Dates: ______________________

The training material for week 16 was reviewed with me and I acknowledge receipt of the training.

Recruit Officer: ______________________ Date: ______________

The recruit officer has satisfactorily completed the skills mastery checklist for this week.

FTO: ______________________ Date: ______________

FTP Supervisor: ______________________ Date: ______________

REMEDICATION NEEDED

The recruit officer did not satisfactorily complete the skills mastery checklist for this week. The following area(s) will need to be addressed with remedial training:

1.

2.

3.

The FTO will complete the Remedial Training Assessment Worksheet. A training plan will be developed, implemented and evaluated before the Remedial Training Assessment Worksheet can be signed off.
PHASE III

Recruit Officer ___________________________ Entered Phase III on ____________

FTO: ___________________________ From ____________ To ____________

FTO: ___________________________ From ____________ To ____________

FTO: ___________________________ From ____________ To ____________

FTO: ___________________________ From ____________ To ____________

FTO: ___________________________ From ____________ To ____________

FTP SUPERVISOR: ________________________________

TRAINING MANAGER: _____________________________
OFFICER SURVIVAL

Survival, quite simply, means STAYING ALIVE! No one else can do that for you, nor can anyone else die for you. In Law Enforcement, your chances for survival are directly relative to your willingness to survive, to overcome complacency and to expend the effort to keep yourself mentally and physically alert.

FTO: Each FTO will discuss Officer Safety and Officer Survival with each trainee during the first week they are assigned together. Develop and formulate a plan of action to rely upon in the event of an emergency situation.

PHASE III

FTO: ___________________________ Date:___________
FTO: ___________________________ Date:___________
FTO: ___________________________ Date:___________
FTO: ___________________________ Date:___________
FTO: ___________________________ Date:___________
FTO: ___________________________ Date:___________

COMMENTS:________________________________________________________________________
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PHASE III

Recruit Officer ____________________________ has satisfactorily completed Phase III of the Field Training Program and will proceed to PHASE IV, functioning as a solo unit officer.

Officer __________________________ will be re-evaluated in ten months or prior to the end of probation, whichever comes first.

FTO: ____________________________  Date: __________  

FTP SUPERVISOR: ________________________  Date: __________  

TRAINING MANAGER: ________________________  Date: __________  

DIVISION CAPTAIN: ________________________  Date: __________  
PHASE IV

GUIDELINES FOR SOLO OFFICER UNITS

Phase IV is designed to ascertain the officer's ability to function as a solo officer unit. Phase IV will last to the end of the probationary period. During Phase IV, the officer will be assigned to a solo officer unit along with other officers and will be a member of the shift he/she is assigned to. A solo officer unit is usually a primary beat unit that will frequently become involved in all facets of police work. To prepare the officer for a solo officer unit assignment, we offer the following guidelines:

1. Do not leave your vehicle to check any type of suspicious activity or circumstances until you have advised dispatch of the circumstances and location. Wait for dispatch to acknowledge the transmission before leaving the vehicle, unless safety presides. This includes vehicle stops.

2. Cover units will not be routinely dispatched for vehicle stops during daylight hours. If there is a possibility that cover will be needed, request the cover unit. If necessary, wait for cover to arrive before committing yourself.

3. Request the ETA of other units responding to hazardous type calls so you can coordinate a simultaneous arrival. If the other unit is responding from a distance, wait for their arrival before becoming involved in the situation.

Officers assigned to solo officer units have to use more judgment and discretion in all of their police duties. Remember, discretion is the better part of valor. Tasks that you performed in the past often become more difficult working alone, i.e.; taking someone into custody (which should not be done alone), handling a minor disturbance, driving and using the radio during a pursuit, etc.

Instructions to the FTO: The last FTO assigned during Phase III will discuss the various aspects of working a solo officer unit with the new officer to ensure he/she understands the preceding guidelines.

THESE ASPECTS OF TRAINING WERE DISCUSSED WITH OFFICER _________________

BY FTO _____________________ ON ____________.