

Chino Police Department Field Training Guide

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Chino Police Department Field Training Guide

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■ PART I

Program Orientation



Part I – Program Orientation

Field Training Overview

The Chino Police Department's Field Training Program is intended to facilitate a police officer's transition from the academic setting to uniform patrol. Although an officer graduating from the POST Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, he/she cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers must receive additional training in the field, on actual calls for service, where he/she may learn from officers who have practical patrol experience. Field training introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the Chino Police Department.

In order to make the new officers' field training as effective as possible, he/she is assigned to a Field Training Officer (FTO). The FTO is an experienced officer selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training program guide materials with the newly assigned officer (henceforth referred to as the trainee) and to demonstrate proper patrol procedures. A trainee will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and the Field Training Program Coordinators and Manager. The trainee's performance will be evaluated by the FTO and monitored by the coordinators and manager through daily and weekly reviews.

Field training has a significant impact on the individual trainee in terms of imprinting the attitudes, style, values, and ethics of the Chino Police Department. Their experience in the training program will remain with them throughout their career. Because of this, the field-training program is one of the most critical programs in the department, since it creates habits that last an entire career. The Chief of Police and his field training staff must be certain that the field-training program not only develops the necessary technical skills but also reflects the policing philosophy of the Chino Police Department.

The field training staff has the responsibility of building the future of the Chino Police Department through the people they train. The field training program must have a training philosophy that ensures that each trainee is given the maximum opportunity to show that they can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and trainees are able to perform to the best of their ability. The approach must be fair, firm, friendly and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should trainees be demeaned or ridiculed.

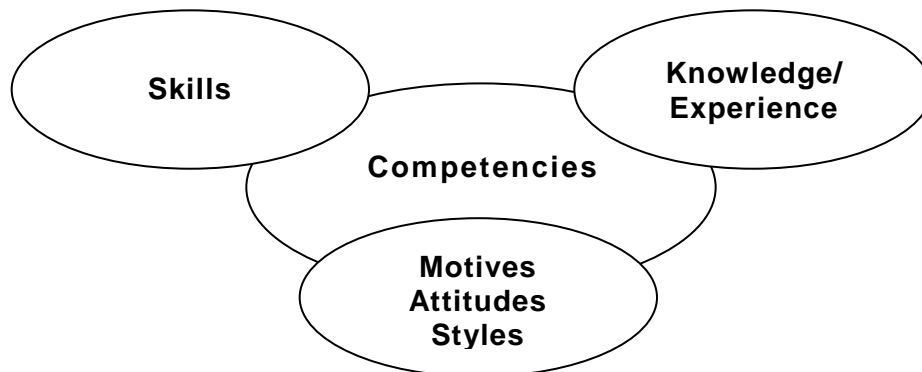
To accomplish the field training task requires the utmost dedication and patience throughout the department. All levels must support the training mission and accommodate training needs. The future of the department rests in the implementation of a well-organized and administered field-training program. Support of the

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program and the program staff will result in successful trainees who can perform the duties of a patrol officer in a safe, effective and competent manner.

POST's Role/Expectations of Field Training Programs

The POST Field Training Program and the collaborative field training regulations are intended to support a competency-based training system. Trainees need to develop competencies relevant to their position as new patrol officers. The program helps trainees achieve specific objectives in order to be successful in their new organizational role and to develop skills, knowledge, abilities, and attitudes at a personal and professional level. In this program, competency includes behaviors that demonstrate effective (acceptable) or superior performance. These behaviors may not always include specific knowledge (i.e., exact penal code references) but do include learned or practical experience, or the behavioral application of knowledge that produces a successful result. Competencies are not necessarily specific skills but, rather, the application of skills that produces a successful result.



Objectives of Competency-based Training System

As shown above, competencies have several components. Many of these are addressed in the hiring process; however, it's usually only in the field training program, when these components actually have to work and come together, that potential success and true competence is revealed. The field training program staff has the responsibility to evaluate that competence and the success of each trainee. The future of the department rests in their hands.

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Field Training Program Elements

The Chino Police Department’s Field Training Guide is based upon the POST model, which is based upon research and input from numerous law enforcement departments throughout California and the nation. POST’s regulatory standards and requirements for program approval are incorporated into these elements.

Scope of the Program

The *Chino Police Department Field Training Guide* is designed to be completed by peace officers that have successfully completed the POST Regular Basic Course (Academy) and have been assigned to perform general law enforcement uniformed patrol duties.

This program also meets the 400-hour field-training requirement for Level 1 Reserves. Another POST exemption allows department heads to hire their own Level 1 Reserves if the officer: 1) is appointed to a full-time peace officer position within the same department and previously completed the department’s entire POST-approved Field Training Program within 12 months of the new appointment, or 2) has the signed concurrence of the department head attesting to the individuals competence, based upon experience and/or other field training, as a solo general law enforcement uniformed patrol officer.

Length of the Program

The Chino Police Department’s Field Training Program is 18 weeks long *and* is designed to provide maximum flexibility in the time required to present its objectives. 18 weeks is required to provide a trainee time to become minimally proficient in general law enforcement uniformed patrol duties to the extent that he/she can operate independently of a field training officer. This period allows sufficient time for the FTO and program supervisors to provide department-specific training, guidance, and evaluation to the trainee. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each trainee. *Trainees need time to learn.*

Program Length Exemptions

POST regulations **exempt lateral officers** from the Field Training Program requirement following completion of the Regular Basic Course if the officer is a lateral entry officer possessing a POST Basic Certificate and who has either completed a POST-approved Field Training Program, **or** has one year previous experience performing general law enforcement uniformed patrol duties, **or** if the officer was a Level I Reserve and is appointed to a full-time peace officer position within the same department and has previously completed the department’s entire POST-approved Field Training Program within the last 12 months of the new appointment, **or** has the signed concurrence of the department head attesting to the individual’s competence, based upon experience and/or other field training as a solo general law enforcement uniformed patrol officer. However, a structured training program is highly recommended to introduce new

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officers to the department's philosophies, procedures, and community services. A lateral officer who meets these requirements may be exempted from or accelerated through the program with the recommendation of the Field Training Program Manager and the approval of the Chief of Police. The lateral officer should be observed by the Program Coordinator or Program Manager in a Check-Out Ride format to ensure competency.

The following is an outline of the 18 week training program for an officer who has completed the Basic Academy and has no Law Enforcement Experience.

Orientation

The field-training program shall begin with a 2-week orientation. The length of this orientation may be modified based upon the trainee's previous experience. This orientation allows for a smooth transition from the academy or prior department to the field-training program. The trainee's first few days in the field training program may prove to be the most critical in terms of "setting the stage" for trainee learning and development.

The orientation will include firearms and less lethal weapons qualification as well as trainee demonstrated proficiency in arrest and control techniques. The introduction to the field-training program should also include a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the trainee in order to attain those goals.

Orientation should provide a familiarization with the City of Chino, the department's personnel, equipment, policies, and basic tactics and patrol principles and procedures. The trainee's performance is **not** evaluated during the orientation period; however the training received will be documented in a Daily Observation Report (DOR). The goal of this orientation is to provide the trainee with basic skills and knowledge that he/she can build on as he/she progresses through the FTO program.

Standardized/Phase Training

In order to maintain uniformity, a concentrated effort must be made to standardize certain aspects of field training that fall within each topic/area of performance skills. FTO's must have confidence in the training that has preceded their segment of training. Without standardized training, the second FTO (or third, or fourth, etc.) is evaluating the trainee not only on the trainee's shortcomings but on the training deficiencies of the other FTO(s) as well. Training must take place before evaluation and must be uniform if the evaluation is to be valid.

The Chino Police Department's Field Training Guide is designed to *minimize problems* that arise from inconsistent training **and** is intended to ensure maximum uniformity in the training process. A fundamental element of the field-training program is phase training. Phase training is designed to provide the following:

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1. A systematic approach to field training,
2. Consistent and standardized training,
3. The means of assuring the trainee's capability to perform competently as a solo patrol officer.

During each phase, the trainee will complete a portion of the program including specific performance objectives designed to ensure that the trainee has learned specific skills. The Chino Police Department Field Training Program is divided into five phases. The following is a brief overview of each phase and the typical length of time a trainee may expect to be in each phase.

Orientation (Week 1) See description above.

Phase I (Week 2-4) is the introductory phase. During this phase, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. The primary objective of this phase is orientation, familiarization and to stress the importance of basic safety procedures. Heavy emphasis has been placed on learning through observation. A consideration of this phase is to place a trainee with a senior FTO so the trainee may return to them for evaluation in Phase V.

Phase II (Week 5-8) is somewhat more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. The trainee will be expected to contribute more actively and assume full responsibility as a junior officer in the car. The trainee will begin to drive in this phase.

Phase III (Week 9-14) is the last phase of formal patrol training. Trainees will be expected to handle all patrol details, except those he/she have not yet been exposed to, with minimal assistance. He/she should be initiating all patrol activities on his/her own. During Phase III, training continues to a lesser extent in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the next phase.

Phase IV (Week 15-16) consists of two weeks of training in the Traffic Services Unit. During this phase, the trainee will receive instruction on various aspects of traffic collision investigation.

Phase V (Week 17-18) is the test phase. It is predominantly an evaluation phase, which generally consists of two weeks of observed patrol activity. A consideration of this phase is to return the trainee to his or her Phase I FTO for evaluation. This is done so that the FTO, who originally observed the trainee, during phase one and two, will be able to evaluate the final product and compare performance levels. To ensure the trainee

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acts as the lead officer during this phase, the primary FTO should observe the actions of the trainee from a “ride-along” position. It is encouraged that the FTO wear plain clothes during this Phase to help the focus of the public remain on the trainee. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

1. *Officer Safety* – If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
2. *Illegal and Unethical Activity* – The FTO must ensure that the trainee’s actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
3. *Embarrassment to a Citizen, the Department, or the FTO* – The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or himself/herself at any time.

Check-Out Ride: When the trainee has successfully completed phase five, he/she will be scheduled for a Check-Out Ride with the FTO Coordinator. The Coordinator will ensure that the trainee has benefited from their training and has the requisite knowledge and skills to be released from training.

If it is determined the trainee has demonstrated a pattern of difficulty, an inability to perform to the established standards of achievement in any phase or fails to pass their Check Out Ride, he/she should either receive an extension of training, be given a remedial training assignment or “contract”, or be terminated from the program.

Phase Training Overview

Standardization and consistency of phase training are essential to the success of the field-training program. The table below describes the preferred method in which the trainee will be rotated to different FTO’s. Although this is the favored method, there are many variables that may require deviation from these methods. In order to ensure that the program meets the changing needs of the department, it is important that the methods for rotating trainees remain flexible. The FTO Manager has the discretion to modify the manner in which trainees are rotated, according to the needs of the department.

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Phase	FTO	Evaluations
Orientation	Training Unit	Daily Evaluations End of Phase
Phase I	FTO "A"	Daily Evaluations Weekly Evaluation Supervisor Weekly Evaluation End of Phase
Phase II	FTO "B"	Daily Evaluations Weekly Evaluation Supervisor Weekly Evaluation End of Phase
Phase III	FTO "C"	Daily Evaluations Weekly Evaluation Supervisor Weekly Evaluation End of Phase
Phase IV	FTO "D"	Daily Evaluations Weekly Evaluation Supervisor Weekly Evaluation End of Phase
Phase V	FTO "A"	Daily Evaluations Weekly Evaluation Supervisor Weekly Evaluation End of Phase Supervisor Certification Report Competency Attestation/Completion Record

Rotating Trainers/Trainees

When a phase has been completed, the trainee should be assigned to another FTO and, if possible, to another shift. The assignment of a different FTO will expose the trainee to a variation of training styles and personal approach to the job. Trainees who are having difficulty in the program will sometimes improve their performance after such a change. The FTO Coordinator/Manager should attempt to match any training difficulties of the trainee with the specific expertise of an FTO (e.g., a trainee having report writing difficulties should be assigned to an FTO who is an exemplary report writer, or a trainee who needs exposure to enforcement activity, should be assigned to the area or shift with the highest number of calls for service).

If the department can provide FTO's on each shift, trainees should be rotated to a different shift to provide exposure to the variation of responses that are appropriate at different times of the day. Although rotating trainees is desirable for the above reasons, it is essential that the program remain flexible. There may be situations in which the needs of the department or the trainee require that the trainee remain with a single

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training officer for the duration of the training process. As stated above, the Program Manager has the discretion to change the rotation method as necessary.

Evaluation Frequency

Each trainee's progress, as he/she proceeds through the field-training program, is recorded by means of written evaluations. The evaluation process is as important as the training process. One without the other would make the learning process unachievable. Evaluations have many purposes. The obvious is to document a trainee's progress, but there are other purposes as well. Evaluations are excellent tools for informing trainees of their performance level. They are also used for identifying training needs and documenting training. Further, they chronicle the skills and efforts of the trainers. In essence, the evaluation process represents feedback on many aspects of the program.

Evaluation should be immediate, constant, and fair. POST field training regulations require that evaluation come in several ways from several levels of involvement in the field-training program. FTO's are expected to complete Daily Observation Reports (DORs), Weekly Observation Reports (WOR), and End of Phase Reports on each trainee. FTO Coordinators are expected to review and sign each DOR and WOR and complete their own Supervisor's Weekly Report (SWR). FTO Managers are expected to review and sign each WORs, SWRs, and End of Phase (EFRs), while the Division Commander is expected to review and sign the Supervisor Check-Out Ride Report and the Completion Record/Competency Attestation. The Chief of Police or their designee will sign the Completion Record/Competency Attestation.

Collectively, over the duration of the program, these written evaluations relate a chronological story of performance. These evaluations describe the trainee's successes, failures, improvements, digressions, and attempts to manage each of these occurrences. Honest and objective evaluations of trainees must be a prime consideration of all members of the field training staff.

Training and Testing Methods

Because of the very nature of patrol work, not every field incident that a trainee should perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the trainee's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

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Competency Demonstration Methods

Initially, the trainee must be provided with, and allowed the opportunity to study written documents, policy directives, training bulletins, or general orders that the trainee is responsible for knowing. The FTO should then proceed through the field training guide discussing, instructing, or demonstrating each performance objective. The FTO should encourage the trainee to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the trainee has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. Based on a variety of reasons (calls for service, shift assignment, etc.); however, trainees may have to demonstrate successful comprehension and competency through alternative means. The methods for “competency demonstration” are:

1. **Department-Constructed Knowledge Tests.** Some portions of the field training program may require department-constructed knowledge tests that measure the skills and knowledge required to achieve one or more performance objectives. These tests may be in written or verbal format. When a written department-constructed knowledge test is used, trainees should earn a score equal to or greater than 80%. When a trainee completes a test, the test type and results will be documented in the DOR on the date the test is taken. The test will then be attached to the back of the DOR.

Trainees who fail a written department-constructed knowledge test on the first attempt should:

- a. Be provided with an opportunity to review the test results in a manner that does not compromise test security;
- b. Have a reasonable time, established by the department, to prepare for a retest; and
- c. Be provided with an opportunity to be retested with a department-constructed, parallel form of the same test.
- d. This remediation testing should be documented in the DOR. If the trainee fails the retest, the FTO Program Manager will determine if the trainee should be given another retest or terminated from the field training program.

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Special Note: These tests are standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.

2. **Scenario Tests.** Some portions of the field training program may require scenario tests, which are job simulation tests, that measure the skills and knowledge required to achieve one or more performance objectives. When a scenario test is used, trainees should demonstrate their competency in performing the tasks required by the scenario test. Competency means that the trainee performed at a level that demonstrates he/she is able to perform as a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency when first tested should be provided with an opportunity to be retested. The retest should occur after a qualified field training officer has provided documented remedial training to the trainee. The duration of, and subject matter covered in, the remedial training shall be determined by FTO Program Administrators. If the trainee fails to demonstrate competency on the retest, it will be the FTO Program Manager's responsibility to determine if the trainee should be given another retest or terminated from the field training program.

Special Note: Officer Safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program.

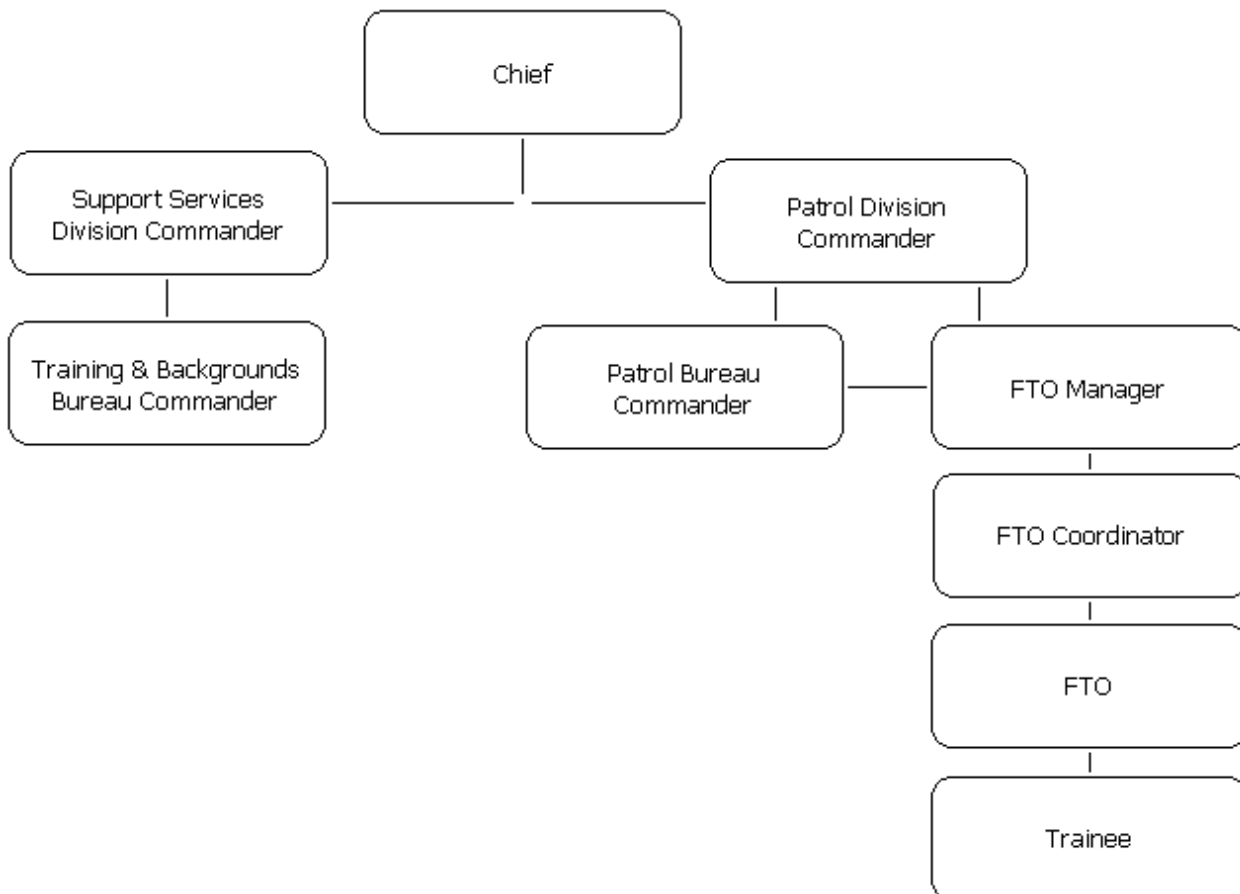
3. **Field Performance Tests.** Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their competency in performing the tasks required of a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency during a field performance test should be provided remedial training. The remedial training should be provided and documented by a qualified field training officer. The duration of, and subject matter covered in, the remedial training shall be determined by the FTO Program Administrators. If the trainee does not respond to remedial training and fails to demonstrate competency on subsequent and/or repeated field performance tests, it will be the FTO Program Manager's responsibility to determine if the trainee and/or department will benefit from additional remedial training and testing or if the trainee should be terminated from the field training program.

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Organizational Structure/Chain of Command

The Chino Police Department Field Training Program is supervised by the Patrol Division. This usually includes the selection, training, and daily supervision of the FTOs, as well as the day-to-day operation of the program. The FTO Manager is a Lieutenant and is responsible for the overall operation of the FTO program. The FTO Coordinator(s) is/are Sergeant(s) who are responsible for the daily supervision of the FTO's and their trainees. The FTO Coordinator(s) is/are responsible for coordinating tasks such as trainee/FTO assignments, remediation, review of the DORs and other weekly and end of phase reports. Patrol provides the framework and virtually all of the opportunity for trainees to apply the skills he/she learned in the academy. Patrol also has a chain of command that can be adapted to administering a field-training program. The patrol division can effectively handle administration of the field-training program as long as there is communication with other interested units (i.e., Training Unit). The flow chart below represents a patrol-supervised chain of command for the field-training program.

Patrol-Supervised Field Training Program Chain of Command



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This chain of command is to be adhered to as long as the business being conducted relates to the field training program and its goals. There may be times when the program manager or a program coordinator is not available. In this case, a departure from this procedure is allowable if a matter of urgency exists and action must be taken immediately. In most cases, however, time is not a factor and the chain of command should be followed.

It is important that each member of the field training program staff have a sense of organizational loyalty. As information flows up and down the chain of command, decisions get made and the program runs smoothly. Decisions made at an inappropriate level may interfere with program staff and department goals and create feelings of anxiety among the staff as well as with the trainees. The field-training program staff operates as a team and, consequently, decisions made affect every member of that team. Decisions made at the proper level, with sufficient input, benefit all.

Role/Expectations of Trainees

Role of the Trainee

The role of the field training program trainee is to demonstrate the ability to perform at a solo uniformed patrol officer level by the end of the program. This is the standard by which the trainee will be measured throughout the training program.

The trainee's primary responsibility while assigned to the field-training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the trainee's life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must give their best effort each and every day and dedicate themselves to successfully completing the FTO Program.

Expectations of Trainees

- Trainees are to be respectful to their FTOs and other program staff. The FTO's direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTO Coordinator. If the trainee still has a concern or problem, the trainee may ask the FTO Coordinator to set up a meeting with the FTO Manager. The FTO Coordinator shall notify the FTO Manager, and a meeting shall be scheduled.
- Trainees will complete all assignments in a prompt, timely manner. He/she will follow all policy and procedures as outlined in the department manual.

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- Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern he/she may have. **Trainees are expected to make mistakes.** He/she should not be overly concerned with errors when they are made. Instead he/she must channel their efforts into recognizing and correcting the error(s).
- While off duty, trainees should not respond to police calls, nor should he/she engage in any police actions unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.
- Trainees should use the feedback provided in evaluations to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. He/she may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field-training program itself.
- The trainees' relationships with field training program staff, other trainees, and co-workers shall be respectful and strictly professional, both on and off duty, while he/she is in the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the department head or field training program commanding officer is aware of the relationship. Department policy regarding these issues should be fully explained and followed.

Role/Expectations of Field Training Officers

Role of the Field Training Officer

- Field Training Officers (FTO's) have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, while trainees closely watch, FTO's must slow their pace to review the purpose and detail of every new encounter. FTO's must guide trainees through a comprehensive curriculum that produces the blending of knowledge, skills and good judgment.
- It is essential that the FTO utilize coaching techniques and lead by example, providing encouragement and direction to the trainee to apply what has been taught. The FTO must follow that up by giving feedback on the trainee's performance. It is important that this assessment have a positive impact on the performance of the trainee. The FTO's appraisal of the trainee's abilities should always be followed with positive reinforcement to encourage better performance.

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- FTO's must be flexible, adapting to varying challenges; otherwise, the trainee, the program, and the department will suffer.

Expectations of Field Training Officers

Teacher/Trainer

- Any officer who becomes a Field Training Officer must have a passion for teaching. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTO's are often selected for their subject matter expertise (formal training and education) and their practical experience. FTO's must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTO's should be willing to accept the responsibility for the progress of the trainee, or lack of it, until he/she can identify any other uncontrollable factors that are the cause of the trainee's performance.
- FTO's should recall how they felt when they began training in order to appreciate the trainee's state of mind. The trainee's problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and their success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.
- FTO's should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO's role and the trainee's role, and it should be explained to the trainee. Explain to them the concept of phase training, including the length of each phase and how each phase requires them to operate at a higher level of responsibility. At the beginning of each new phase, the FTO should explain the requirements of the new phase. The sooner a trainee knows the training program expectations, the less apprehensive and more responsive he/she will be.
- During phase one and two of training, the FTO and the trainee should both write reports. This will allow the trainee to learn how to write reports by observing the FTO and comparing the FTO's report with their own.
- FTO training methods should be conducive to producing a successful trainee. Ineffective training methods can seriously alter a trainee's self image. The use of loud, profane speech or humiliation tactics are not acceptable methods and do not contribute to the learning environment.

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

Role Model

- FTO's must be positive role models. They must lead by example exhibiting the Chino Police Department's Core Values and Mission Statement. They must also adhere to the FTO Program guidelines in terms of policies and confidentiality and have a positive attitude toward the department, the training program, the job, and the trainee. FTO's dedicated to the goals and success of the field-training program will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.
- During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important to communication because a trainee is not likely to share their ideas, questions, or feelings unless he/she feels their FTO is open or empathetic to them.
- FTO's should also convey an attitude that trainees can succeed in the training program. A trainee is not likely to develop when he/she feels or is told that success is not possible. Trainees need to believe that their FTO's want them to succeed and that the FTO's will help them achieve success. There is nothing more disconcerting than facing a "stacked deck." Everyone needs to know that they have a chance to succeed. FTO's should expect trainees to succeed.
- It is particularly important that FTO's maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed and base their judgments on their own independent observations. It is entirely possible that the change of FTO's and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

Evaluator

- FTO's are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary.
- FTO's are expected to accompany trainees on all tasks. This will ensure evaluations will be based upon direct observation of the trainee's performance.

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- Evaluation skills are of primary importance to the field-training program. FTO's must give critical feedback and clear direction to guide the trainee to an acceptable level of competence.
- If FTO's cannot evaluate, they cannot train.
- As the trainee advances through the training program, the FTO will begin to shift from teacher to evaluator. Phase one is an intensive training phase as compared to the final phase, in which the purpose is to test and evaluate the trainee's ability to operate as a solo officer.
- Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, Weekly Observation Reports, End of Phase Reports, and through the use of remedial training, evaluation sessions, and verbal feedback.
- If the trainee performs well, the FTO is encouraged to write a description of the acceptable performance under the heading of "Most Competent Performance". This serves as an opportunity to reinforce positive behavior.
- If a trainee receives a "Needs Improvement" in a particular category, the FTO **will** provide a detailed description of the trainee's performance, why it is in need of improvement and what remedial steps have been taken to correct the performance. The FTO shall use a heading that provides the number of the category being rated and the description of that category. For example, if the FTO writes about the trainee's driving skills during routine conditions, the heading would be:
"3. Driving Skill: Routine"
- If an FTO begins to perceive a pattern of behavior that "Needs Improvement", the FTO needs to identify the pattern within the evaluation and describe what steps will be taken to correct it. For example, if the trainee does not know their hundred blocks, this should be documented along with specific recommendations for correcting the problem. In this example, the trainee would be directed to learn the hundred blocks by a specific date, at which time a hundred-block test would be administered.
- FTO's will ensure that trainees complete self-evaluations that are meaningful and accurately reflect their performance. If the trainee's performance "Needs Improvement", the trainee will write a narrative describing their performance, explaining the impact their performance might have on their ability to do their job and what remedial steps he/she will take to correct their performance.
- FTO's should evaluate specific, observable performance and should not predict possible future performance by making comment such as "This should improve with time".

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- FTO's will be required to maintain computerized records of all evaluations until a program coordinator authorizes their deletion. This will insure that backs up files are available, should evaluations be misplaced or lost.
- The principle element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (SEGs) when completing the Daily Observation Reports (DORs) and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.
- In order to ensure consistency in the training program, FTO's will adhere to the patrol tactics protocols.
- FTO's should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee's performance are discussed and documented. He/she should also ensure that the comments are based on direct observation and not on speculation.
- FTO's will evaluate trainees based upon the trainee's ability to operate as a solo officer.
- Trainees are expected to carry notebooks to record noteworthy information. FTO's will reinforce the importance of this practice by periodically inspecting the trainee's notebook. When inspection occurs, the FTO will record the results in the daily evaluation.
- FTO's are expected to provide feedback to the FTO coordinator in order to keep them apprised of the trainee's progress. The coordinator should not have to ask the FTO for feedback. It is the responsibility of the FTO to regularly communicate with the coordinator (at least once at the end of each week), keeping them informed of the trainee's progress. This is especially critical if the trainee is having issues that require remediation. The feedback should be meaningful, providing the coordinator with an accurate summary of the trainee's strengths and weaknesses and any plans for remediation. The above will be documented within the Weekly Observation Report.
- If the trainee completed a written product during the shift, the FTO will mention it in the Daily Observation Report and will attach copies of all drafts, including the final submission. The draft number will be written across the top of the copy to indicate how many drafts were submitted.
- Evaluations shall be submitted at the end of each shift, unless authorized by the field supervisor.

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- Evaluations shall be placed in the front sleeve of the Training Evaluation Binder for later review by the coordinator. The evaluation shall be hole-punched and stapled.
- FTO Forms will be maintained by the FTO Managers/Coordinators.
- The assigned FTO is responsible for maintaining the binder containing the trainee's evaluations and the Field Training Manual. The FTO will ensure that the binders are up to date and contain all of the required documents and signatures. It is the FTO's responsibility to have all training evaluations completed and signed before the trainee moves onto the next FTO.
- It will be the FTO's responsibility, who has the trainee in the last portion of the Phase, to ensure all training topics, tests, and Principle Enforcement Sections in the Field Training Manual have been covered **and** signed off for that Phase before the trainee moves on to the next Phase.
- FTO's will review all trainee reports prior to submitting them to a sergeant. The FTO will ensure that the report is complete, accurate and does not contain any errors.

Leader

- FTO's should exemplify the department's vision, mission, and core values. FTO's should share responsibility with their trainee, delegating through problem solving, and training them to engage in pre-planning.
- FTO's are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding them accountable for their own success in the training program. Trainees should want to succeed because of the FTO's leadership.
- FTO's will take accountability for the success of the FTO Program and will dedicate themselves to constantly evaluating the program and looking for ways to improve it.

Role/Expectations of the Field Training Program Coordinator

Role of the Field Training Program Coordinator

The role of the Field Training Program Coordinator is to ensure that the standards and objectives of the department's field training program are adhered to. To meet these requirements, the coordinator must

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monitor the training activities of the FTOs and conduct weekly meetings to discuss the trainee's progress in the program.

Expectations of the Field Training Program Coordinator

- While it is not necessary to routinely respond to calls that are assigned to a training team, the coordinator should, in the course of their duties, observe the trainee's performance. Since the coordinator is responsible for providing feedback to both team members, the interaction between the trainee and their FTO should also be observed.
- Direct feedback from the coordinator to the trainee can have a significant impact (sometimes officers can recall these incidents throughout their entire careers); therefore, it should be done judiciously. To praise a trainee, or both the trainee and the FTO, openly for an incident of good performance, will serve to positively reinforce the program. Negative comments on the trainee's performance should be made to the FTO privately, while giving support to their role in bringing the trainee's performance up to an acceptable level.
- Just as a coordinator would assess and guide officers in their other law enforcement duties, he/she must counsel and support the FTO through the training process. A personal style that the FTO has may have an adverse impact on trainees, or other issues such as a personal relationship, favors, or a serious conflict with a trainee must be detected and remedied.
- The coordinator has the responsibility to seek feedback from trainees who are participating in or who have completed the field-training program. The feedback should encompass both the program and its FTOs. Meetings with the trainees and reviewing evaluations can accomplish this. The coordinator must ensure that FTOs understand the FTO evaluation procedure.
- In order to closely synchronize field training with the Regular Basic Course (Academy), the coordinator should carefully analyze how both are organized, administered and evaluated. Insight on special training needs of individual trainees can be gained by contacting academy staff.
- Coordinators should assign FTOs to trainees who are in the academy, to aid in establishing a rapport with the trainee and to participate in practical scenarios.

Role/Expectations of the Field Training Program Manager

The role of the Field Training Program Manager is to conduct oversight of the program and to ensure that the standards and objectives of the Chino Police Department's Field Training Program are adhered to. To meet

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these requirements, the manager must direct the efforts of the program coordinator (s). The manager is responsible for ensuring that the department's program is in compliance with the minimum standards established by POST. The manager must be trained in the various components of the program and should be the rank of Lieutenant. The manager is expected to protect and promote the department's field training program through the following:

Extending/Terminating Trainees in the Program

- Based on the recommendation of the FTO, the FTO Program Coordinator and a review of trainee performance and evaluation reports, the FTO Manager has the authority to extend field training for a trainee who is not responding to remedial efforts. The manager should also recommend the termination of a trainee who is not responding to remedial training efforts.

Program Personnel Training

POST, with input from field training participants and experts throughout the state, has established minimum training requirements for field training program Coordinators, Managers and the FTO's because they have the greatest influence over and the most direct responsibility for trainees.

The Chino Police Department embraces the POST training requirement, whereby any peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field-training program shall successfully complete a 24 hour, POST-certified Field Training Program Management Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position. Because the Chino Police Department's FTO program is a POST program it is only required to appoint one FTO manager; however, it is recommended that any and all officers with direct day-to-day responsibility over FTOs and trainees attend the POST-certified Field Training Program Management Course.

FTO Selection/De-selection

FTO's will successfully complete a 40 hour, POST-certified, Basic Field Training Officer Course prior to training new officers and complete 24 hours of update training every three years. This update training can be satisfied by completing a 24 hour, POST-certified, Field Training Officer Update Course or by completing 24 hours of department-specific training in the same field training topics contained in the Field Training Officer Update Course.

Every reassigned officer who has served as an FTO, after a three-year or longer break in service as an FTO, must successfully complete a 24 hour, POST-certified, Field Training Officer Update Course prior to training new officers. They must further complete the same 24 hours of update training described above, while he/she remains in the FTO assignment.

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Selection, training, and supervision of FTO's are key elements to successful field training programs. Field Training Program Staff (Coordinators and Manager) are expected to develop, maintain, and oversee the selection process for FTO's in the Program.

The following are identified as pre-requisites for the position of Field Training Officer:

- Possession of a POST Basic Certificate.
- Minimum of two years patrol experience (not limited to Chino PD).

Selection Process

The FTO selection process should follow the department's most current specialty assignment / ancillary duty selection process. The FTO Manager or their designee will have the discretion to modify the selection process as necessary.

De-selection

FTO Managers are also responsible for the process of de-selection or de-certification of FTO's who no longer wish to participate in the program, who have demonstrated unacceptable performance as a trainer, or where their overall job performance drops below a Meets Expectations Rating on any Performance Evaluation. Being removed from the FTO program does not constitute disciplinary action as this is an ancillary duty, but removal from the program could be used in conjunction with disciplinary action.

Nothing in the preceding paragraph would preclude an individual from reapplying to the Program at a later date should he/she reassess their desire to train new personnel or feel he/she would now be qualified to fulfill the functions of a Field Training Officer.

Special Assignments

As a rule, trainees should be under the direct and immediate supervision (physical presence) of a qualified field training officer throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. If the resources are available, assignments can be made for brief periods to allow the trainee to work with another senior officer (non-FTO) or civilian (non-law enforcement duties) on special investigations or in specialized training areas (i.e., records, criminal investigations, narcotics, etc.). A few hours spent in the communications center or at the front desk can also be productive. Special occurrences, such as a mutual aid request for a demonstration or anticipated civil disobedience, or a request for added manpower at a department-involved event, should be met by assigning

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the trainee(s) as a group and with as much supervision as practical. These assignments must have the prior approval of the FTO Coordinator or Administrator whenever possible.

At no time should another officer (or civilian) who has not attended a POST-certified Field Training Officer Course, and who is not a current FTO evaluate a trainee. However, documentation of the special assignment as well as significant training or action that occurred will be documented on a FTO Narrative form in the additional comments section. The officer, detective, dispatcher, or civilian to whom the trainee was assigned may write a brief narrative of the assignment and any significant training and/or performance that was accomplished. This action can also be followed if the FTO misses a shift due to illness, court, etc., and another employee provided training and/or supervision. Again, these assignments must have the prior approval of the FTO Coordinator or Manager whenever possible.

FTO and Program Critique

An important element of running a consistent and successful field training program is the continuous evaluation of FTO performance and the relevance of the program itself. The FTO Manager has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. This feedback should encompass both the program and its FTOs. Feedback or Critiques can be completed in writing or done verbally and should be structured so that the trainee is encouraged to offer candid opinions concerning the training program and the FTO's performance as an instructor. Critiques completed by the trainees offer insights into the training ability of particular FTOs and an overall assessment of the effectiveness of the field training program from the perspective of the trainee. To the extent possible, the FTO Manager should maintain trainee confidentiality and any information provided from the critiques to program staff should be in the form of general training and improvement material. The FTO Manager must ensure that FTOs understand the purposes of the program critique/evaluation policy. The FTO Manager/Coordinator shall provide feedback in the FTO's annual evaluation on his/her performance as a Field Training Officer.

Competency Attestation/Completion Record

Once the FTO program is completed, the trainee's successful completion of the training program must be documented. At the end of Phase V, the FTO Coordinator will complete a Competency Attestation/Completion Record which will attest to the trainee's competence and successful completion of the field training program. This attestation document releases the trainee from the program, with the signed

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concurrence of the department head, or his/her designee. This document shall be retained in department FTO records.

Principle Enforcement Sections/Practical Application Completion Record

Principle Enforcement Sections are selected applicable laws and codes that a trainee needs to become familiar with. The instruction of the Principle Enforcement Sections is broken up into the first three phases of training. This is done so that the FTO can thoroughly instruct, discuss, and or demonstrate each of these sections. In addition to the sign-off sheet in each phase, a Principle Enforcement Sections/Practical Application Completion Record is to be completed. This Completion Record records when a trainee has actual hands on training in the application of the Principle Enforcement Section (demonstrated, helped to complete, or completed on their own). At the end of the FTO Program all sections in the Practical Application Completion Record may not be signed off as the trainee having actually handled one of these types of cases. However, it provides an overview of the types of calls the trainee has handled. Not all Principle Enforcement Sections are included in the Completion Record as some sections are for reference purposes only.

Field Training Staff Meetings

The field training staff should meet at least once a year, preferably quarterly, for additional training, information and ideology exchange, and review of evaluation standards. This will allow the FTOs the opportunity to enhance the department's standardization and consistency within the program. These meetings could also serve as one way to meet the POST requirement for FTO update training.

Field Training Program Revisions

FTO Coordinators/Managers will review the field training program structure, goals, policies, related written materials, etc. once a year. Any changes to the program should be made in compliance with POST regulations.

■ PART II

Evaluation, Documentation, and Remediation



Part II – Evaluation, Documentation and Remediation

Evaluation

During the field training process, trainees must be guided, directed, and apprised of their progress through verbal and written feedback and evaluations. The Chino Police Department utilizes several written evaluations including Daily Observation Reports (DORs), Weekly Observation Reports (WORs), Supervisor Weekly Reports (SWRs), and End of Phase Reports (EPRs). Evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The performance objectives in the field training manual, the judgment used by the trainee, and the skills, knowledge, and competency demonstrated in performing the job-related duties of a solo uniformed patrol officer will serve as the basis for these evaluations.

The Process

Each trainee shall be evaluated in a number of categories which, when taken together, reflect their ability to perform as a solo police officer.

The Chino Police Department's evaluation procedure is based on the behavioral anchor approach, which uses Behavior Anchored Ratings (BARs). This system lists the relevant job-related categories that have been identified as critical tasks that must be mastered by the trainee. *How* to rate these categories now becomes the issue. *How* is based upon the employee's performance as measured against the department's standards. The Chino Police Department uses Standardized Evaluation Guidelines (SEGs). The SEGs have been established to ensure each FTO's rating of a trainee will be equal and standard throughout the program. They are designed to provide a definition, in behavioral terms, of various levels of performance. The SEGs must be applied equally to all trainees, regardless of their experience, time in the program, or other incidental factors.

Because law enforcement has a wide variety of techniques and procedures, it becomes extremely important that standardization of performance appraisal occurs. *Proper* evaluation without standardization is not possible. In order to promote standardization of the evaluation process within each department, there is a need to articulate and document reference points. These reference points need to explain the rationale supporting the scores, such as "NI" (Needs Improvement) or "C" (Competent).

Rating Behavior/Performance

A written department standard or "scale" should accompany each category evaluated on the DOR or Weekly Training Progress Reports. **All trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as "competent."**

The FTO's role is to examine the trainee's performance and choose the appropriate description as provided in the relevant SEG. The FTO selects the description that "fits" the behavior that they are evaluating,

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selecting either the “NI,” or “C”. Performance, however, does not always “fit” into the nice, neat rating box. A trainee’s performance may be somewhat better or worse than the rating descriptor. In these cases, where behavior is not “anchored” by the appropriate description, the FTO must select or choose the rating that best typifies the trainee’s behavior.

The most difficult part of the evaluation process for FTOs is to surrender their own opinions of what the trainee’s performance *should* be. FTOs **MUST** rate the trainee pursuant to the language in the guidelines (SEGs) if the trainee’s performance is consistent with the language of that guideline. **FTOs shall have no discretion in this matter.** It is the only way that objective evaluations will be accomplished. If each evaluator (FTO) uses the same measuring device (SEGs), you should see the same results and the same scores.

Common Performance Evaluation Errors

If the objectivity of the evaluation process is called into question, it is most likely because one or more FTOs did not follow the guidelines or standards established by the department. It may be that one or more of the following “errors” entered into the evaluation process.

The **ERROR OF LENIENCY** occurs when the FTO assigns scores beyond those that are deserved. In a field-training program, this often occurs because the FTO introduces the variable of “experience” or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate but considers it “OK” given the amount of experience the trainee has had. The same performance, seen several weeks later, may result in the awarding of an “Unacceptable” score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Remember... **All trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as “competent.”**

The **ERROR OF PERSONAL BIAS** (also called the “Halo” or “Horns” effect) occurs when the FTO allows personal feelings about the employee to affect the ratings. Particular “likes” or “dislikes” limit appraisal objectivity. What is rated in the field training program is whether or not an individual can safely, effectively, and competently do the job as described...that’s all!

The **ERROR OF RELATED TRAITS** happens when the FTO gives the same rating to traits that he/she considers related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.

The **ERROR OF EVENT BIAS** comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An

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outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the “Halo” or “Horns” effect.

The **ERROR OF “ROOM TO GROW”** occurs when the FTO, wanting to “motivate” the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that he/she deserves, there may be a loss, rather than a gain, in terms of motivation.

The **ERROR OF AVERAGING SCORES.** FTOs who assign a score based on an average of the trainee’s performance for the day have selected a score that is not accurate. For example, a trainee, stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that “on the average” the trainee obeys traffic signals and an acceptable rating is given. It is not acceptable to go through a red light but the score suggests to the trainee that it is “OK.” Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

FTOs are often uncomfortable about giving a “Needs Improvement” rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluation requires that the FTO acknowledge the mistake(s) by assigning a score of “Needs Improvement”. The FTO **must** give the trainee a “Needs Improvement” rating in an area regardless of how minor or infrequent the mistake(s) when weighed against the trainee’s otherwise good performance. The FTO will mediate any hard feelings on the part of the trainee by adding documentation that acknowledges the good performance as well as the mistake.

Finally, there are other errors that trainers must guard against. These are biases that have a tendency to influence us when rating the performance of another. Taking into account a trainee’s standing in the academy class; relationship to another member of the department; the presence or absence of educational achievement; age, gender, race or sexual orientation; physical appearance; etc., are only a few of a person’s characteristics that dilute objectivity. Performance-related evaluations tend to be more objective and to center on *what* the individual does rather than *who* the individual is. Employees want their performance, not their personality, discussed during a performance review. In this way, defensiveness on the part of the trainee will diminish, and the FTO will be able to avoid these common appraisal errors.

The only measure that FTOs should use when evaluating the behavior and performance of a trainee is the Chino Police Department’s Standardized Evaluation Guidelines.

Standardized Evaluation Guidelines

PERFORMANCE

1. REPORT WRITING/DICTATION

NEEDS IMPROVEMENT

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General inability to accurately organize a concise, understandable report in a timely fashion:

- a. Omission or misstatement of facts
- b. Elements of crime missing/incomplete investigations
- c. Confusing or misleading narrative
- d. Continual spelling errors
- e. Consistent improper grammar
- f. Illegible written product
- g. Excessive time used in completion of necessary reports

COMPETENT

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

- a. Complete statements of facts
- b. Specific crime elements identified/completes thorough investigations
- c. Legible written product
- d. Correct spelling, grammar and sentence structure
- e. Concise, understandable word usage
- f. Reasonable time used in completion of reports

2. **ROUTINE FORMS: ACCURACY/COMPLETENESS**

NEEDS IMPROVEMENT

General inability to complete routine forms in a timely manner:

- a. Incorrect information
- b. Incomplete
- c. Continual spelling errors
- d. Consistent improper grammar
- e. Illegible writing
- f. Excessive time used to complete forms

COMPETENT

General ability to accurately complete routinely utilized forms in a timely fashion:

- a. Correct information
- b. Complete
- c. Minimal/non-recurring spelling errors
- d. Proper grammar
- e. Legible writing
- f. Appropriate time used

3. **DRIVING SKILLS: ROUTINE**

NEEDS IMPROVEMENT

Incorrect evaluation of driving situations with loss of vehicle control:

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- a. Continually violates Vehicle Code
- b. General disregard for public safety/department policy
- c. Involvement in preventable accident(s)
- d. Inappropriate use of lighting equipment
- e. Excessive and inappropriate speed
- f. Inability to exit vehicle safely

COMPETENT

Correct evaluation of driving situations with proper corresponding vehicle control:

- a. Lawful, courteous, defensive driving
- b. Concern for public safety
- c. Control of vehicle at all times
- d. Appropriate use of lighting equipment
- e. Vehicle speed consistent with conditions
- f. Ability to properly exit vehicle

4. **DRIVING SKILLS: MODERATE/HIGH STRESS CONDITIONS**

NEEDS IMPROVEMENT

Incorrect evaluation of emergency situations with proper corresponding vehicle control:

- a. General disregard for public safety
- b. Excessive and inappropriate speed
- c. Poor judgment at intersections
- d. Improper lane usage
- e. Inability to communicate properly
- f. Unaware of procedures governing Code-3 driving

COMPETENT

Correct evaluation of emergency situations with proper corresponding vehicle control:

- a. Concern for public safety
- b. Vehicle speed consistent with roadway, weather and traffic conditions
- c. Proper judgment/caution at intersections
- d. Proper lane usage
- e. Good radio communications
- f. Thorough knowledge of manual sections

5. **SELF-INITIATED ACTIVITY**

NEEDS IMPROVEMENT

- a. Does not see suspicious activity
- b. Avoids suspicious activity/lack initiative
- c. Insufficient follow-up for circumstances encountered

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- d. Rationalizes suspicious behavior
- e. Unable to use computer/resources

COMPETENT

- a. Recognizes and observes suspicious behavior
- b. Initiates the contact/displays good initiative
- c. Sufficient follow-up for circumstances encountered
- d. Avoids rationalization
- e. Utilizes the computer/resources

6. **CITY GEOGRAPHY: ORIENTATION/RESPONSE TIME**

NEEDS IMPROVEMENT

- a. Unaware of location while on patrol
- b. Unable to use map book
- c. Unable to relate location to destination/Inappropriate route
- d. Unaware of beat
- e. Excessive response time

COMPETENT

- a. Knows location most of the time
- b. Ability to use map book
- c. Ability to get to destination by the quickest route
- d. Demonstrates knowledge of beat
- e. Appropriate response time

7. **FIELD PERFORMANCE: NON-STRESS CONDITIONS**

NEEDS IMPROVEMENT

Outwardly emotional and unable to maintain order in non-stress environment:

- a. Loses temper
- b. Visibly nervous and agitated
- c. Cannot control situation
- d. Unable to function on routine matter
- e. Unable to assess situation and take proper action

COMPETENT

Exhibits a controlled attitude and able to maintain order in a non-stress environment:

- a. Control of temper
- b. Visibly calm
- c. Able to assess and contain situation
- d. Able to resolve or defuse situations

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- e. Able to coordinate actions of fellow officers

8. **FIELD PERFORMANCE: STRESS CONDITIONS**

NEEDS IMPROVEMENT

Outwardly emotional and unable to maintain order in a stress environment:

- a. Loses temper
- b. Visibly nervous and agitated
- c. Cannot control situation
- d. Unable to function
- e. Unable to assess situation
- f. Allows situation to escalate

COMPETENT

Exhibits a controlled attitude and able to maintain order in a stress environment:

- a. Control of temper
- b. Visibly calm
- c. Able to assess and contain situation
- d. Able to resolve or defuse situations
- e. Able to coordinate actions of fellow officers

9. **OFFICER SAFETY:**

NEEDS IMPROVEMENT

Does not consistently demonstrate an understanding of the principles of officer safety:

- a. Breakdown of safety training
- b. Cannot identify hazards
- c. Exposes partner to danger
- d. Creates hazardous conditions
- e. Does not conduct or improperly conducts pat-downs

COMPETENT

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

- a. Proper use of safety training
- b. Recognition of potential hazards
- c. Adequately covers partner and self
- d. Effective use of pat-downs

10. **PRISONER CONTROL/ BOOKING PROCEDURES:**

NEEDS IMPROVEMENT

- a. Unable to maintain physical control and position of advantage

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- b. Poor handcuffing techniques
- c. No search or poor use of search techniques
- d. Incites prisoner with verbal abuse
- e. Behavior encourages resistance through lack of timely action
- f. Excessive use of force

COMPETENT

- a. Consistently maintains control and position of advantage
- b. Proper use of handcuffing techniques
- c. Good search techniques
- d. Behavior encourages prisoner to willingly cooperate
- e. Proper use of force

11. **RADIO: TRANSMISSIONS/RECEPTIONS/MDC**

NEEDS IMPROVEMENT

- a. Repeatedly misses the call sign
- b. Unaware of traffic on adjoining beats
- c. Does not know radio/disposition codes
- d. Lack of voice control
- e. Does not comprehend radio transmissions
- f. Poor retention of radio transmissions
- g. Unable to effectively operate MDC

COMPETENT

- a. Comprehends most radio transmissions
- b. Aware of adjoining beat's transmissions
- c. Proper use of radio/disposition codes
- d. Proper use of voice control
- e. Good retention of radio information
- f. Effective operation of MDC

12. **PROBLEM-SOLVING/ DECISION-MAKING**

NEEDS IMPROVEMENT

- a. Unable to reason out a problem
- b. Unable to make an independent decision
- c. Easily deceived
- d. Does not consider options/alternatives
- e. Does not solicit other opinions/views
- f. Inflexible
- g. Biased judgment

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COMPETENT

- a. Ability to reason out a problem
- b. Ability to make an independent decision
- c. Perceptive – not easily deceived
- d. Considers options/alternatives
- e. Solicits other opinions/views
- f. Flexible
- g. Acceptable use of time
- h. Rational/common sense judgments

13. **COORDINATION: MULTIPLE TASKS**

NEEDS IMPROVEMENT

Officer does not possess the necessary coordination skills for police work:

- a. Clumsy performing routine tasks
- b. Difficulty performing several associated actions
- c. Lack of manual dexterity
- d. Unable to safely drive/write
- e. Unable to safely drive/use radio
- f. Unable to perform necessary physical tasks

COMPETENT

Officer possesses the necessary coordination skills for police work:

- a. Able to perform several associated actions
- b. Demonstrates manual dexterity
- c. Can safely drive while using radio or writing

14. **INVESTIGATIVE SKILLS**

NEEDS IMPROVEMENT

- a. Unable to conduct thorough and complete investigations
- b. Unable to identify items of evidence
- c. Unable to demonstrate steps necessary for the preservation of evidence
- d. Unable to recognize the proper sequence for conducting investigations
- e. Does not recognize investigative leads

COMPETENT

- a. Capable of conducting thorough and complete investigations
- b. Capable of identifying items of evidence
- c. Able to demonstrate steps necessary for the preservation of evidence
- d. Recognizes the proper sequence for conducting investigations
- e. Recognizes and follows up on investigative leads

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15. CONTROL OF INVESTIGATIONS

NEEDS IMPROVEMENT

- a. Does not assert control over investigation
- b. Allows others (citizens/officers) to direct investigation
- c. Unable to make decisions
- d. Does not direct actions of others assigned

COMPETENT

- a. Asserts appropriate degree of control over investigations
- b. Confidently directs investigations
- c. Makes appropriate and timely decisions
- d. Directs actions of assisting officers

16. INTERVIEW / INTERROGATION SKILLS

NEEDS IMPROVEMENT

- a. Does not put the interviewee at ease
- b. Asks leading questions
- c. Does not understand the role of interrogator empathy in soliciting information
- d. Does not control direction of interview
- e. Interrupts responses, interjects information
- f. Does not demonstrate clear understanding of Miranda issues
- g. Unable to accurately summarize the content of the interview

COMPETENT

- a. Puts interviewee at ease
- b. Asks direct, open-ended questions calling for a narrative response
- c. Uses empathy as a tool to solicit information
- d. Adequately controls the direction of the interview
- e. Allows interviewee to complete responses without interruption
- f. Demonstrates a clear understanding of Miranda issues
- g. Accurately summarizes the content of the interview

INTERPERSONAL SKILLS

17. COMMUNICATION SKILLS

NEEDS IMPROVEMENT

Verbal expression and physical cues inconsistent and inappropriate to the given situation:

- a. Overly aggressive posture

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- b. Inappropriate and frequent violation of personal space
- c. Poor voice command and inflection

COMPETENT

Verbal expression consistent with physical cues; appropriate to the given situation:

- a. Use of body language projects control
- b. Respectful of personal space
- c. Controlled voice command and inflection

18. **BEHAVIOR TOWARDS CITIZENS**

NEEDS IMPROVEMENT

Unable to establish competent, courteous interpersonal contacts:

- a. Abrupt
- b. Belligerent
- c. Overbearing
- d. Discriminatory
- e. Sexist
- f. Introverted

COMPETENT

Generally establishes competent, courteous interpersonal contacts:

- a. Friendly
- b. Empathetic
- c. Impartial
- d. Non-discriminatory
- e. Objective
- f. Professional

19. **BEHAVIOR TOWARD POLICE PERSONNEL**

NEEDS IMPROVEMENT

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

- a. Unsociable
- b. Insubordinate
- c. Sarcastic
- d. Gossips maliciously

COMPETENT

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

- a. Considerate

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- b. Sincere
- c. “Team Player”
- d. Follows the chain of command
- e. Supportive
- f. Good listener

20. **COMMAND PRESENCE/CONFIDENCE/ASSERTIVENESS**

NEEDS IMPROVEMENT

Behavior indicates negative self-image:

- a. Timid
- b. Lack of confidence
- c. Negative attitude
- d. Overly aggressive
- e. Extremely critical of others
- f. Follows or shadows FTO
- h. Avoids others
- i. Lacks command presence

COMPETENT

Behavior indicates positive self-image:

- a. Demonstrates self-confidence
- b. Self-reliant
- c. Self-motivated
- d. Self-starter
- e. Positive interaction with others
- f. Decisive
- g. Displays command presence

KNOWLEDGE

21. **DEPARTMENT POLICES/PROCEDURES**

NEEDS IMPROVEMENT

Unfamiliar with Department policies and procedures and how to apply them.

COMPETENT

Working knowledge and ability to apply Department polices and procedures.

22. **CRIMINAL STATUTES**

NEEDS IMPROVEMENT

Demonstrates minimal knowledge of basic sections and their elements; unable to relate elements to observed activity.

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COMPETENT

Demonstrates working knowledge of commonly used sections; is able to relate elements to observed activity.

23. ENFORCEMENT PROCEDURES/TECHNIQUES

NEEDS IMPROVEMENT

Officer cannot follow through from point of arrest to booking:

- a. Does not maintain chain of evidence
- b. Improper marking/booking of evidence
- c. Does not demonstrate an understanding of handling “special Evidence” (money, controlled substances, etc.)
- d. Does not utilize all possible arrest dispositions
- e. Incorrect booking procedures

COMPETENT

Officer can follow through from point of arrest to booking:

- a. Maintains chain of evidence
- b. Marks evidence properly
- c. Demonstrates an understanding of handling “special evidence” (money, controlled substances, etc.)
- d. Utilizes the various arrest dispositions
- e. Proper booking procedure

JOB READINESS

24. GENERAL APPEARANCE

NEEDS IMPROVEMENT

Grooming indicates lack of professional pride:

- a. Shoes and uniform dirty or in disrepair
- b. Unkempt hair
- c. Lack of personal hygiene
- d. Poor posture/annoying mannerisms

COMPETENT

Grooming indicates sense of professional pride:

- a. Neat clean uniform
- b. Well groomed hair
- c. Good personal hygiene

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25. **FORMS/EQUIPMENT**

NEEDS IMPROVEMENT

Does not have required equipment and not prepared to enter the field:

- a. Does not maintain resource material
- b. Does not maintain supply of forms/reports
- c. Lacks necessary equipment
- d. Dirty gun
- e. Unpolished leather and clean uniforms

COMPETENT

Has required equipment and is prepared to enter the field:

- a. Maintains necessary equipment and forms
- b. Maintains resource material
- c. Clean hardware

26. **INFORMED ON CRIME/TRAFFIC/COMMUNITY PROBLEMS**

NEEDS IMPROVEMENT

- a. Unfamiliar with patrol crime profile
- b. Unfamiliar with traffic index
- c. Unfamiliar with community events, meetings, or problems
- d. Fails to record/retain briefing information

COMPETENT

- a. Familiar with patrol crime profile
- b. Familiar with traffic index
- c. Aware of community events, meetings, and problems
- d. Properly records and retains briefing information

Evaluation Comments/Narratives/Documentation

To make the most effective use of the narrative portions of written evaluations, it is important for the FTO to remember four “goals” of documentation. To provide meaningful evaluation, the documentation should be:

1. CLEAR
2. CONCISE

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3. COMPLETE
4. CORRECT

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

1. **Set the stage.**

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

Example: The trainee, using excellent defensive driving techniques, brought an 80 mph, high-speed chase to a successful halt.

2. **Use verbatim quotes.**

It is sometimes clearer to report what was said rather than attempt to describe the effect of the words.

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

3. **Report the facts — avoid conclusions.**

Report what occurred. Do not include your interpretation of why something occurred. In the example below, there are several possible reasons why the trainee is not making the traffic stops other than a lack of motivation or confidence.

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

4. **Remember your audience.**

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

5. **Watch your grammar, spelling, and legibility. Avoid slang, jargon, and swearing.**

Not everyone who will be reading your evaluation(s) understands radio codes and penal code sections. Explain any code sections used. Be professional and model your expectations.

6. **Speak to performance, not personality.**

Criticize the act, not the person. Criticizing the person brings about defensiveness. While more

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difficult to do in written vs. verbal form, the “Impersonal” style of documentation relieves some of the stress.

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

7. **Use lists, if appropriate.**

The use of a “list” approach will sometimes save time and space.

Example: The trainee, when asked, failed to accurately identify the following ten code definitions: 10-7, 10-8, 10-16, 10-27, 10-28, 1029, 10-35, and 10-62.

8. **Think remedial.**

What has been tried? How did it work? What will you try next? Document your training plans and the results thereof.

9. **Use quantification whenever possible.**

Quantification or the documentation of a standard that is familiar to every reader adds clarity to the documentation.

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

10. **Do not predict.**

Avoid statements such as “I am sure that Ann, with a little more effort, will be able to master the radio,” or “Charlie’s skills will no doubt improve as the weeks go by.” Rather than make statements of this nature, the FTO should write what the behavior should produce; i.e., “When Bill can complete reports of this nature within 30 minutes or less, he will be performing at an acceptable level.” Predictions set up false expectations.

If FTOs can write acceptable reports, he/she should be able to write acceptable evaluation narratives. One way to keep documentation of this type in perspective is to write as though telling a story to a close friend or co-worker who was not present when the behavior was observed. Would all the details be included or just generalities? When in doubt, reread what’s written and ask if you REALLY know what happened from what was written. Another approach is to have another FTO or supervisor read the narrative. Do they have any questions? If so, the documentation may need more work.

Discussing Evaluations

The FTO and trainee’s discussion of evaluations is a particularly important aspect of the field-training program. Merely completing the evaluation and having the trainee sign it will not achieve the objectives of a proper evaluation.

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The performance evaluation must:

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

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

FTOs should listen to what a trainee has to say and not show disapproval when he/she responds to the evaluation. FTOs should re-emphasize that performance is being discussed and not a defense of the evaluation.

Once a discussion has been completed, the FTO should ensure that the trainee signs the evaluation and has the opportunity to provide written comments or speak with the FTO Supervisor if desired.

Performance Evaluation Documents

Daily Observation Report

The Daily Observation Report (DOR) is to be completed by the FTO at the end of each shift that the trainee is assigned to work during the field training program. Days where the trainee receives no evaluation by a qualified FTO (i.e., Orientation, days off sick or injured, non-enforcement or special assignments, etc.) the day will be documented on the DOR. The DOR is used to record the trainee’s performance, specific training or instruction presented, and any other information of importance related to the trainee’s activities in the training program that day. Each category must be rated or an indication made that the performance was “not observed” (N.O.) and only the headings and narrative portions should be completed for those shifts.

This report is the permanent record of the trainee’s progress in terms of performance, skills, knowledge, the improvements needed, and the FTO’s efforts to bring about change. It is the principle document used for determining the trainee’s status in the program.

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

The DOR is designed to rate observed behavior with reference to an alphabetic scale (NI and C). The form lists specific categories of behavior (i.e., officer safety, driving skill, appearance, etc.). Each category must be rated or an indication made that the performance was “not observed” (N.O.) during the shift covered by that DOR.

The DORs also have a “NRT” box on the face of the form. “NRT” means “Not Responding to Training.” In addition to a rating of “NI” or “C” in the particular category, this box may also be marked or the NRT box alone may be marked. NRT is assigned after reasonable remedial efforts have failed to result in improvement. Citing NRT is a serious step and is considered a “red flag” for the trainee and program supervision. From this point, if improvement is not made, termination may result. It is expected there will be significant documentation about the problem before this step is taken. The decision to assign NRT is somewhat subjective but one that can be reasonably justified. The FTO must first get a sense of the difficulty of the task. Is it an easy task or one that is rather difficult to learn? Once the difficulty or complexity is known, the FTO then must get an idea of how many tries the trainee has had at task completion. This process is a search for the presence or absence of balance (i.e., has the trainee had enough opportunities to effectively complete the task given the difficulty?). If the answer is “Yes,” NRT is appropriate. If “No,” continue with remediation.

Note: We must be sure that any remediation that has been given is perceived as that likely to bring about the desired change. The quantity and quality of remediation will be examined to ensure that the strategies employed would likely lead to improvement.

Weekly Observation Reports

Weekly Observation Reports (WOR) are completed at the end of each week of the training program. They are designed to match the objectives covered during that week and provide a brief summary of the DORs. Specific comments concerning performance below an acceptable level should be articulated in the DORs for justification.

Supervisor’s Weekly Report

In an effort to ensure accountability, supervision, and participation from a higher level within the department, an FTO Coordinator or field supervisor will complete an evaluation of the trainee’s performance

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and progress each week. This report is useful not only to report a trainee's performance but also to serve as a check and balance of the FTO's evaluation of the trainee.

The Supervisor's Weekly Report (SWR) requires the supervisor to check one of three boxes (Competent, Needs Improvement or Not responding to Training) to summarize the trainee's overall performance for that week. The supervisor will also advise the trainee as to the level of his/her overall performance at that point in the program. This report provides additional feedback to the trainee and an opportunity for the trainee to discuss other training issues with a supervisor, if needed.

End of Phase Report

At the end of each phase, FTO's will complete an End of Phase Report (EPR). The FTO must check one of two boxes to indicate his recommendation regarding the trainee's advancement to the next phase. The EPRs also detail the trainee's significant strengths and weaknesses. The EPR should be discussed in a field training staff meeting with the coordinator, the trainee's current FTO, and if possible the trainee's next FTO. Special training problems should be clarified and addressed with the development of a specific training regimen for the next phase of instruction.

Supervisor Check-Out Ride Report

At the successful completion of Phase V the FTO will notify the FTO Coordinator that the trainee is ready to be evaluated as a solo police officer by a supervisor. The trainee then will be evaluated by a supervisor in a myriad of categories. These categories should include Use of Radio, Policies and Procedures, Driving Skills, Problem Solving, Criminal Statutes, Self-Initiated Activity, Multiple Tasks, Enforcement Procedures, Citizen Contacts, Investigative Skills, General Appearance, Geography, Communication Skills, Crime and Traffic Trends, Field Performance, Attitude, Case Law, Officer Safety, and Command Presence. The report should also indicate if the trainee has benefited from the training program. Finally, based upon the supervisor's observation of the trainees performance a recommendation should be made as to either release the officer from the training program or if additional remedial training is needed.

Completion Record/Competency Attestation

After assuring that all the materials from the field training program guide have been covered and signed off, and after reviewing the Supervisor Check-Out Ride Report, it will be the responsibility of the FTO Coordinator to complete a Completion Record/Competency Attestation. This will document the trainee's progress through the FTO program and attests to the trainee's ability to perform the duties of a solo patrol officer. The Completion Record/Competency Attestation form will be routed through the chain of command to the Chief of Police.

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Remedial Training and Strategies

Most FTOs will report that training is an “ongoing” process that is the result of the natural interactions between themselves and the trainee. Simple comments such as “keep your gun hand clear” or “this word is spelled...” often take place simultaneously to the observed mistake. Some training may have to take place at another time or location away from the actual event. What is important to remember is that; 1) a mistake or performance deficiency **must** be corrected, and 2) that correction should come as **soon** as practical after the behavior without interfering with the department’s service responsibilities. Most performance mistakes are relatively simple to fix and are corrected almost immediately. The problems that do not seem to go away, or are repeated, call for a more formal approach known as remedial training.

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

While the FTO’s role is to help the trainee overcome performance deficiencies and give him/her every opportunity to learn and perform, some performance deficiencies have as their root cause something that the FTO cannot correct. Examples might be immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear. These are attitudinal based and are occasionally so deeply ingrained in the trainee’s behavioral package that they cannot be overcome. It would be wrong to automatically assume that a failure to perform well is linked to one of these reasons. It is more likely that inexperience and an absence of sufficient practice has led to the problem. Remedial training should begin as soon as the ongoing deficiency is noted.

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

1. Being as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.
2. Reflect on, and determine, what has been tried and found to be effective with similar performance problems.
3. Develop a plan which clearly identifies what the new officer is expected to accomplish, under what conditions, within what time frame, and using what resources.

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4. Implement the plan and evaluate its success. If the desired level of performance (goal) was not achieved, return to step one.

Remedial Training Documentation

All remedial training strategies should be documented in DORs. When a trainee's performance fails to respond to remedial training and he/she receives a performance rating of Not Responding to Training (NRT) the trainee's performance will be discussed with the FTO Manger/Coordinator. Under FTO Manger/Coordinator direction a Remedial Training Worksheet may be initiated. This worksheet is designed to specifically identify a trainee's performance deficiencies, provide them with a written plan to correct the deficiencies, and provide them with a timeline to review their performance. When a Remedial Training Worksheet is initiated it will be documented in the DOR that the worksheet was completed and will provide the review date. The Worksheet will then be attached to the DOR **on the date the remedial training plan is completed.**

Remedial Training Strategies

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

The following strategies can be appropriate for assisting trainees in gaining proficiency with items in the field training program guide or in designing written training plans.

Role Plays and Scenarios

These can be used for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a training exercise, not an actual event.
2. No loaded weapons should ever be used in field training scenarios.
3. Notification of other potentially involved parties (i.e., dispatch, neighboring departments, patrol and/or field training supervisors, etc).

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4. Choice of location (so as not to involve unknowing citizens or other officers).
5. Selection of role players who understand the win-win philosophy (If a trainee does it right, he/she win!).

Role Reversals

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

Commentary Driving

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

When Driving Skills are being taught, the trainee's recitation should focus on street/traffic conditions, traffic control devices, and defensive driving information. When Patrol Observation is being taught, the trainee should direct his/her attention to people and things that would be of police interest. The intent of this training is to move the trainee from "looking" as a civilian to "seeing" as a police officer does. When Orientation Skills are being taught, the trainee provides a commentary of the: 1) direction of travel, 2) location by intersection, and 3) identification of landmarks.

Verbalization

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

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

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

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Flash Cards

Having trainees make flash cards enhances the learning process by using more than one learning style. Flash cards are particularly effective with subjects such as Radio Codes, Orientation Skills, Vehicle or Criminal Statutes and Elements, and Spelling.

Spelling Quizzes

The FTO keeps track of words that are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, he/she may wish to practice writing the words a number of times.

Self-Evaluations

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a DOR at the end. The DOR should be labeled “Self-Evaluation.” As with the FTO’s evaluation, both parties review and compare their DORs at the end of the shift.

Directing Traffic

1. FTO draws diagrams for trainee to place self, flow of traffic, ideal locations for fire and medical response, etc.
2. Shut down an intersection and let trainee practice. Start with quiet intersections and build to busier.
3. Have trainee speak with other FTOs, traffic officer, etc.
4. Have trainee speak with fire and medical responders for their perspective(s).
5. Request assignments for these types of calls.

Traffic Stops

1. Role play, in a parking lot, using other FTOs and vehicles.
2. Videos
 - a. Professionally made (police programs on television).
 - b. Film trainees in action so they can watch themselves.

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3. Have trainee speak/ride with a traffic officer, etc.
4. FTO draws diagram for the trainee to place self, vehicle positions, ideal locations for stop, etc
5. Use miniature cars for placement.
6. Develop a checklist - first written, then mental.
7. Verbal and written quizzing on traffic codes and elements.
8. Have trainee practice completing citations and warnings on copied blank forms.

Report Writing

1. Use report writing exercises.
2. Pull some good and bad reports as examples. Be sure to remove the author's name.
3. Interview detectives about what he/she looks for in a good report.
4. Have trainee enroll in a writing class.
5. Have trainee obtain and read books on the subject.
6. Develop checklist to include elements of crimes for the more common calls.
7. Suggest trainee purchase an electronic spell checker.
8. Have trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence.
9. Have trainee spend time working with an in-house instructor.

DUI

1. Role reversal with FTO making actual stops and trainee doing the critique.
2. Role plays in a parking lot using other FTOs and vehicles.

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3. Videos
 - a. Professionally made (police programs on television)
 - b. Film a trainee in action so he/she can watch themselves.
 - c. Previous DUI arrests.
4. Interview DUI officers, instructors, and attorneys.
5. Review old DUI reports.
6. Review actual case law.
7. Develop a checklist for procedures and forms.

Courtroom Demeanor

1. Interview detectives, attorneys and judges as to what he/she thinks make good witnesses.
2. Have trainee observe a trial.
3. Have trainee perform a courtroom role play, using one of his/her citations or arrests.

Investigative Procedures

1. Interview detectives and attorneys as to what he/she thinks make good investigations.
2. Verbal and written quizzes on elements of crimes.
3. Follow one of the trainee's cases through with the assigned detective.
4. Create a mock crime scene.

Felony Stops

1. Practice visualization techniques.
2. Role plays with trainee as officer and suspect, in daylight and darkness.
3. FTO draws diagrams for trainee to place self, vehicle positions, ideal locations for stop, etc.

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4. Develop a checklist for verbal commands.

Domestic Disputes

1. Role play using other FTOs.
2. Interviews with victim's advocate or groups.
3. Request assignments for these types of calls.

Orientation Skills

1. Give the trainee a copy of a map that contains the streets but no names. Trainee fills in the names.
2. Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
3. Throughout a shift ask the trainee to provide his/her location.
4. Demonstrate efficient ways to use various maps that are available.

Radio Procedures and Codes

1. Role plays
 - a. What is going on with other officers?
 - b. Sample sentences/codes.
 - c. Describe scenario. Ask trainee how to say it on the radio.
2. Have trainee speak in codes rather than plain text/English.
3. Assign trainee to a shift in Communications to work with a dispatcher. Have trainee log the codes and then decipher into plain text/English, turning in the final product.
4. Have trainee listen to a scanner.
5. Have trainee read all license plates phonetically.

Rapport with Citizens

1. Increase exposure to public.

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- a. Business checks.
 - b. Traffic stops.
 - c. Neighborhood watch and crime prevention meetings.
 - d. Public event.
2. Audio tape trainee's contacts. Have trainee review and critique performance.

Summary

For remedial training strategies, always remember to:

1. Diagnose the true problem.
2. Provide feedback.
3. Use all the resources available.
4. Be creative.
4. Document the trainee's performance and your efforts.

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PRINCIPLE ENFORCEMENT SECTIONS PRACTICAL APPLICATION COMPLETION RECORD

B&P 25662 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11350

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11351

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11352

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11357 (b)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11358

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

H&S 11359

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11360 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11364

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11377 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11378

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11378.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

H&S 11379

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11550

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

H&S 11590

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 496

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 21310

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 29800

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 25800

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 18250

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 25850

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 148 (a)(1)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 148.9 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 166 (a)(4)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 186.22

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 187

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 203

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 207

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 211

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 215

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 242

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 243 (e)(1)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 245 (a)(1)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 246

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 261

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 261.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 273 (d)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 273.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 286

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 288 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 289 (a)(1)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 290

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 3056

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 308 (b)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 314.1

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 381 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 415

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 417

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 422

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 451

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 459

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 459.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 466

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 470

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 484

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 485

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 487

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 490.1 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 503

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 530.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 537 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 594

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 597 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 602

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 647 (f)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 647 (h)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

PC 653 (k)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 653 (m)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 666

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

PC 69

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 10851 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 12500 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

VC 12814.6

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 12951 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 12951 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 14601.1(a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 14602.6 (a)(1)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 16028 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

VC 21200.5

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21453 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21460 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21461 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21650

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21658 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

VC 21801 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21804 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21806 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21950 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 21955

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 22350

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

VC 22450 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 22651 (o)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 22651 (p)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 24252(a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 27315 (d)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 27360 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

VC 2818

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 31

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 4000 (a)

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

VC 5200

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

ADDITIONAL SECTIONS NOT LISTED

Call type:

Call type:

Call type:

Call type:

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Call type:

Call type:

Call type:

Call type:

	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

Part II – Evaluation, Documentation and Remediation

Call type:		Call type:		Call type:		Call type:		
	Name	Date	Name	Date	Name	Date	Name	Date
F.T.O.								
Trainee								
Case #								

AGENCY/ CITY ORIENTATION



**ORIENTATION
WRITTEN TESTS**

Minimum passing score is 80%. Written tests performance must be documented in the DOR with the tests attached.

- **Active Shooter Response Policy Test**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **City Government Quiz**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Digital Recorder Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Hate Crimes Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Officer Involved Shooting Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Pursuit Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Sexual Harassment Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Threshold Incident Protocol**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **Use of Force Policy**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee should have been scheduled for and successfully completed the following training prior to starting the uniformed patrol field training program. However, not completing some of the training because of scheduling conflicts should not hold the trainee back from progressing through the program.

3.0.01 - Firearms/Weapons qualification (handgun, shotgun, rifle)

Reference: *Chino Police Qualification Course Training Guidelines and Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.02 - Arrest and control techniques

Reference: *Chino Police Department Training Guidelines*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.03 - The trainee will demonstrate a working knowledge of the policy pertaining to handcuffing subjects.

Reference: *Chino Police Department Training Guidelines*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIATED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.04 - Impact weapon qualification

Reference: *Chino Police Training Guidelines and Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.05 - Taser/Less Lethal Shotgun qualification

Reference: *Chino Police Training Guidelines and Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.06 - Active Shooter Training

The trainee will demonstrate an understanding of the agency policy regarding response to an active shooter situation.

Reference: *Chino Police Training Guidelines and Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.07 - Tactics Orientation/Ambush Response

The trainee shall demonstrate familiarity with the following:

- C.C.C.I. (Control, Contain, Command, Insert)
- Building numbering system for tactical response
- Tactical response vehicle
- Patrol breaching tools

Reference: *Chino Police Department Training Guidelines*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated?	REMEDIED		How Remediated?
	Name	Date	Name	Date		Name	Date	
F.T.O.					_____			_____
Trainee					_____			_____

3.0.08 - The trainee will discuss his/her duties and obligations and demonstrate a working knowledge of the agencies:

- Organization
- Functions
- Work schedule
- Chain of command

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Standard of conduct on and off duty (values, ethics, principles)
- B. Core Values
- C. Mission Statement
- D. Rules governing outside employment
- E. Regulations on carrying weapons off duty
- F. Hours of all shifts and absence reporting requirements
- G. Interaction with associated law enforcement agencies
- H. News media release laws, rules and regulations
- I. Security of agency facilities
- J. Ethics in Law Enforcement
- K. Vision statement
- L. COP Philosophy

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part III – Agency / City Orientation

Orientation

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

- A. Use of Force
- B. Use and Discharge of Firearms
- C. Domestic Violence
- D. Emergency Vehicle Operations
- E. Sexual Harassment
- F. Use of Less-Lethal Weapons
- G. Protective Orders
- H. Hate Crimes
- I. Child Abuse Investigations
- J. Officer Involved Shootings
- K. Threshold Incidents
- L. Digital Recorder Policy
- M. Pursuit policy

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Introductions to key personnel
- B. Equipment and supply locations
- C. Vehicle and equipment check-out procedure

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.12 - The trainee shall know the agency policy regarding use, damage and replacement procedures for:

- authorized personal equipment
- uniforms and safety equipment
- agency equipment used by officers in the field

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.13 - The trainee shall review and explain what constitutes unauthorized equipment.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Vehicle
- B. M.D.C.
- C. Hand-held radio
- M. Handguns
- N. Tactical Rifle
- F. Ammunition
- G. Special equipment (i.e., helmet, O.C., gas mask, Taser, stun bag gun, etc.)
- H. Report forms
- I. Flares
- J. Helmet

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.15 - The trainee shall be instructed and demonstrate an understanding of the following:

- Citizen complaint procedure
- Customer service surveys
- Procedures relating to employees’ involvement in on/off duty incidents
- On duty injuries reporting procedure
- Expectations of professional demeanor

- Role of the Professional Standards Unit
- Intervention/Reporting
- Threshold Incidents

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

COMMUNITY ORIENTATION / GEOGRAPHIC LOCATIONS

3.0.16 - The trainee shall be familiarized with the following locations within the agency’s jurisdiction:

- A. Chino Valley Medical Center
- B. Fire Stations
- C. Bars and “hot” spots
- D. Schools
- E. Community service organizations
- F. Park and open recreation areas
- G. Banks
- H. Liquor stores
- I. Chino Municipal Airport
- J. Sub Stations
- K. Hazardous material/priority locations (WMD potential targets, etc.)
- L. Men’s Prison (CIM)
- M. Women’s Prison (CIW)
- N. Youth Authority
- O. Senior Center
- P. Library
- Q. Chaffey College Campus’
- R. Neighborhood Activity Center (N.A.C.)
- S. City Yards
- T. Recreation Services
- U. Human Services
- V. Chamber of Commerce
- W. Aguiar Square
- X. Chino Experience (Teen Center)
- Y. S.B. County Junior Fairgrounds
- Z. Off site storage locations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.17 - The trainee shall be familiarized with the names and locations of important types of roadways in the community or assigned area. These shall include:

- A. Major arteries
- B. “Through streets”
- C. Dead-end streets
- D. Freeways
- E. Service and access roads
- F. Jurisdictional boundaries
 - City
 - Sector

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.18 - The trainee shall be familiarized with the concept of area deployments and sector integrity and how the two relate to the organization’s goal on response times.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SUPPORT SERVICES

3.0.19 - The trainee shall be instructed as to the location and general function of each of the following external resources:

- A. City Hall
- B. Superior and Juvenile Courts
- C. District Attorney’s Office
- D. Public Defender’s Office
- E. San Bernardino Sheriff’s Department
- F. Probation Department
- G. Parole
- H. Coroner’s Office
- I. Chino Valley Medical Center
- J. Loma Linda University Medical Center
- K. Arrowhead Regional Medical Center
- L. West Valley Detention Center
- M. Juvenile Hall
- N. Canyon Ridge Psychiatric Hospital
- O. State and Federal law enforcement agencies, including:
 - 1. California Highway Patrol – CHP
 - 2. Department of Motor Vehicles – DMV
 - 3. Federal Bureau of Investigations – FBI
 - 4. Postal Inspectors
 - 5. Bureau of Narcotic Enforcement – BNE
 - 6. Secret Service
 - 7. Immigration and Naturalization Service – INS
 - 8. Bureau of Alcohol, Tobacco, and Firearms – ATF
 - 9. US Marshall Service
- P. Additional support services
 - 1. Chino Valley Unified School District Security
 - 2. Spectrum Security
- Q. Chino Municipal Airport
- R. Code enforcement

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part III – Agency / City Orientation

Orientation

3.0.20 - The trainee shall explain the proper utilization of agency special teams/units, including:

- A. S.W.A.T.
- B. C.N.T.
- C. K-9
- D. Mobile Field Force (M.F.F.)
- E. Special Enforcement Team (S.E.T.)
- F. Criminal Investigations Unit
- G. Traffic Services Unit
- H. Training Unit
- I. Background Unit
- J. Mounted Enforcement Team (M.E.T.)
- K. Records
- L. Communications
- M. Administration/Payroll
- N. Crime Analysis
- O. School Resource Officers

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

3.0.21 - The trainee shall become familiar with the following specialized equipment:

- A. Mobile Command Post
- B. All Terrain Vehicles
- C. Police Horses
- D. Bicycles
- E. S.U.V. patrol vehicles
- F. Tactical Response Vehicle (TRV)
- G. Helicopters (40King and Ontario Air Units)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.0.22 - The trainee shall become familiar with and demonstrate an understanding of the following:

- History of Chino
- Cultural diversity
- Community relationships
- Cultural motivations/biases
- 13519.4 PC (racial profiling)

Reference: *Chino History Handout*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.0.23 - The trainee shall become familiar with Chino’s political leaders and community stakeholders, including:

- Mayor and council members
- County Supervisor, 4th District
- Assembly member representing Chino
- State Senator representing Chino
- City of Chino department heads
- High profile community activists and groups

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.0.24 - The trainee shall familiarize him/herself with the following:

- Subpoena procedure
- MDC /CLETS
- Outlook
- Pass codes
- Proximity cards
- Telephone system

Part III – Agency / City Orientation

Orientation

- Microsoft Outlook
- Policy and Procedure Manual
- Chino Municipal Code

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

3.0.25 - The trainee shall be familiar with and demonstrate an understanding of what is expected of him/her within the Field Training Officer Program.

A. To include reading Part I and II of the FTO Manual.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

AGENCY AFFECTIVE VALUES

3.0.26 - New Hires

- Chief / Captains Attend
- City Leaders Attend
- Brief Biography
- Family Introduced
- City Clerk Swears in New Employee
- Family Member Pins Badge On
- Meet and Greet Officers

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part III – Agency / City Orientation

Orientation

3.0.27 - Dignity and Respect

- A. Citizens
 - 1. Taking the Extra Step (WOW service)
- B. Departmental Personnel
 - 1. Patrol / Communications
- C. Other City Entities – Internal Customers
- D. Allied Agencies / Entities
 - 1. AOJ's – Priority
 - 2. Follow Up

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.28 - Teamwork

- A. Within Team
 - 1. Assisting partners
- B. Between Teams
 - 1. Working with other teams
- C. Cooperation between units, bureaus and divisions
- D. No Cliques!

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.29 - Work Ethic

- A. Productivity
 - 1. Quality vs. Quantity
- B. Follow Up Investigations
 - 1. It is expected
 - 2. Assist others
- C. Traffic Index
 - 1. 25:1
 - 2. Department wide priority

Part III – Agency / City Orientation

Orientation

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.30 - Leadership Development

- A. Open group discussions
- B. Ethics Based
- C. Interactive / Participatory Instruction

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.31 - Recognition of Excellence

- A. Beat Cop Of The Quarter (BCOTQ)
- B. Supervisor Log Entries
- C. Chief / Command Staff Commendations
- D. Officer of the Year / Civilian of the Year
- E. Annual Awards Ceremony

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.32 - Promotional Process

- A. Application
- B. Letter of Interest
- C. Resume
- D. Written Assignment (Chief)
- E. Appraisal Process (Sgts / Command Staff)
- F. Final Oral with Chief

Part III – Agency / City Orientation

Orientation

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.33 - Promotion / Swearing In

- A. Chief’s Meeting
 - 1. Greeting in hallway
- B. Chief / Captains Attend
- C. City Leaders Attend
- D. Brief Biography
- E. Family Introduced
- F. City Clerk Swears in New Employee
- G. Family Member Pins Badge On
- H. Departmental photographs
- I. Meet and Greet Officers

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

3.0.34 - Retirements

- A. Walk of Honor
- B. Radio Transmission Sign-Off
- C. Retirement Luncheon / Dinner
- D. Signed Photo
- E. Shadow Box
- F. Retirement Badge / ID

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part III – Agency / City Orientation

Orientation

3.0.35 - Photographic History of Events

- A. Leadership Posters
- B. Photo Collages in Briefing Room
- C. Photo Collages on Bulletin Boards

- 1. Back Door
- 2. Officer’s Report Writing Area – No writing. No drawings. No comments.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PHASE ONE



**PHASE ONE
WRITTEN TESTS**

Minimum passing score is 80%. Written tests performance must be documented in the DOR with the tests attached.

- **ADDRESS QUIZ**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **MAJOR STREET DIRECTION QUIZ**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 1 – A**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 1 – B**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 1 – C**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **RADIO CODE QUIZ #1**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **RADIO CODE QUIZ #2**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **RADIO CODE QUIZ #3**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

- **RADIO CODE QUIZ #4**

Date Taken:_____ Score:_____ Date Remediated:_____ Score: _____

**PHASE ONE
PRINCIPLE ENFORCEMENT SECTIONS**

VC 31	PC 148 (a)(1)	PC 459
VC 4000 (a)	PC 187	PC 459.5
VC 5200	PC 207	PC 594
VC 10851 (a)	PC 211	
VC 12500 (a)	PC 242	
VC 12951 (a)	PC 243 (e)(1)	
VC 14601.1(a)	PC 245 (a)(1)	
VC 27315 (d)	PC 261	
VC 24252(a)	PC 273.5	

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

OFFICER SAFETY



CONTACT AND COVER (PRIMARY/BACKUP) RESPONSIBILITIES

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

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RPs
- B. Field Interview cards
- C. Performs pat down and custody search of suspect(s)
- D. Issues all citations
- E. Recovers evidence and contraband
- F. Handles routine radio communications
- G. Relays pertinent information to cover officer and medical personnel
- H. Watches hand movements

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SAFETY EQUIPMENT

4.1.05 - The trainee shall discuss benefits, limitations, and characteristics of protective body armor, including.

- A. Benefits for wearing
- B. Types of body armor
- C. Level of protection against firearms
- D. Level of protection against knives and other penetrating weapons

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

OFFICER SURVIVAL

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

- A. Concept of tactical retreat
 - 1. Pre-planning (mental scenarios)
 - 2. Reduction of unnecessary risks (stress management, “keeping your cool”)
- B. Mental conditioning
 - 1. Will to live
 - 2. Continue to fight, regardless of odds
 - 3. Mental alertness
 - 4. Self-confidence
- C. Physical conditioning
 - 1. Agency policy on physical fitness and officer standards
 - 2. Role of good health and nutrition
- D. Weapon retention
- E. Long Term Survival
 - 1. Recognizing signs of depression
 - 2. Explanation of the Agencies Peer Support Team to include introduction of at least one Peer Support Team member.
 - 3. Explanation of the counseling services offered by the agency and city.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Ethics



ETHICS

4.1.08 - The trainee shall identify the ethical standards of the Chino Police Department (Law Enforcement Code of Ethics, Core Values and Mission Statement) and explain or demonstrate how they apply to ethical decision-making.

Reference: *Code of Ethics, Core Values and Mission Statement*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

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

1. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2. 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.
3. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to Policy)
4. 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.
5. 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.

6. 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.

Reference: *International Association of Chiefs of Police Model Policy for Standards of Conduct*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.11 - The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

4.1.12 - The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

4.1.13 - The trainee shall identify and discuss problems associated with some common ethical decisions, including:

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

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.14 - The trainee shall review and explain the policy and procedures associated with conduct both on and off duty.

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

DECISION MAKING

4.1.15 - The trainee shall explain the most common limitations of their discretionary authority, to include:

- A. Law
- B. Departmental policy and procedure
- C. Departmental goals and objectives
- D. Mission Statement and Core Values
- E. Community expectations
- F. Officer safety

Reference: *Chino Police Department Manual, Mission Statement, Core Values*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.16 - The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- A. Death or injury

- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Leadership



LEADERSHIP

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.19 - The trainee shall illustrate through explanation or example how each of the following Chino Police Department Core Values can affect his/her skills and abilities as an officer:

1. Honesty
2. Integrity
3. Accountability
4. Dedication
5. Professionalism
6. Respect
7. Teamwork

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.20 - The trainee shall assess and explain his/her leadership role within the department with clear consideration of the Chino Police Department’s Mission Statement and the Department Vision.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Use of Force



LEGAL AND ETHICAL ISSUES

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

Reference: 835 PC, 835a PC, 843 PC, 844 P.C., 845 P.C., 196 P.C., 197 P.C., 198 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 835 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.23 - The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.24 - The trainee shall discuss agency policy and California law as it relates to the legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

Reference: Chino Police Department Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 196 PC; 198 PC; 835a PC; 843 PC, Chino Police Department Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FORCE OPTIONS

4.1.26 - The trainee shall explain what is meant by ‘force options’ and provide examples of appropriate applications of each force option. The trainee will explain how the application of these options fall within legally accepted standards of “reasonableness”, to minimally include:

- A. Police presence, non verbal (Command presence)
 - 1. Physically fit
 - 2. Well groomed
 - 3. Uniform appearance
 - 4. Confidence and decisiveness
- B. Verbal commands (Tactical communication)
- C. Controlling force, control holds (Weaponless)

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.27 - CHEMICAL AGENTS

Part IV – Field Training Program

Phase One

- A. The trainee shall know when and how to effectively use O.C. in a manner authorized and in accordance with department policy.
- B. The trainee shall know and understand the applicable Penal Code sections (12403.7 and 12403.8) related to the use and possession of chemical agents for both peace officers and civilians.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.28 -

- C. The trainee shall know when and how to effectively use O.C. in a manner authorized and in accordance with department policy.
- D. The trainee shall know and understand the applicable Penal Code sections (12403.7 and 12403.8) related to the use and possession of chemical agents for both peace officers and civilians.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.29 - IMPACT WEAPONS

- A. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
- B. The trainee shall identify the primary, secondary and potentially lethal target areas.
- C. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.
- E. The trainee will be familiar with the proper reporting procedures for use of impact weapons.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.30 - TASERS

- A. The trainee shall know when and how to effectively use the Taser in an authorized manner and in accordance with department policy.
- B. The trainee shall identify the preferred target areas.
- C. The trainee will demonstrate how to safely load and unload the Taser.
- D. The trainee will be familiar with the proper reporting procedures for Taser deployments.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.31 - LESS LETHAL SHOTGUN (STUNBAG)

- A. The trainee shall know when and how to effectively use the Stun Bag in an authorized manner and in accordance with department policy.
- B. The trainee shall identify the preferred target areas.
- C. The trainee shall identify potentially lethal target areas

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.32 - DEADLY FORCE

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations should be in compliance with Chino Police Department policy which states that an officer may use deadly force when it appears necessary:

1. To protect himself/herself or others from an imminent threat of death or serious bodily injury
2. To prevent a crime where the suspect’s conduct places a person or persons in danger of death or serious bodily injury.
3. To apprehend a fleeing felony suspect if:
 - There is reasonable cause to believe the suspect has committed a crime involving the infliction or threatened infliction of serious bodily injury, and

- The suspect would pose a continuing threat to officers or the community, and
- Deadly force appears necessary to prevent escape, and
- A verbal warning should be given where it is practical under the circumstances.

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Radio Familiarization



RADIO FAMILIARIZATION

4.1.33 - The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

Reference: *Chino Police Department radio call signs and dispo codes*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.34 - The trainee shall memorize the phonetic alphabet and Chino Police Department radio codes, including commonly used Penal Code Section numbers and disposition codes.

Reference: *Chino Police Department radio call signs and dispo codes*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.35 - The trainee shall demonstrate knowledge of Chino Police radio procedures to include the following:

- A. Waiting until the air is clear before pressing the transmit button.
- B. Pressing the transmit button firmly, pausing and speaking calmly and clearly into the microphone.
- C. Avoiding over-modulation by speaking moderately into the microphone.
- D. Knowing the meaning of “10-33” and always saving routine and non-emergency transmissions until the termination of “emergency traffic only” status (“10-34”). Use of Channel one and two during “10-33”.
- E. Knowing the call signs, assignments, and sector locations of other units in the area.
- F. Use of the various radio channels
- G. Call types and priorities

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

INFORMATION SYSTEMS/TELECOMMUNICATIONS

4.1.37 - The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Automated Property System (APS)
- B. Stolen Vehicle System (SVS)
- C. Wanted Persons System (WPS)
- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)
- G. Supervised Release File (SRF)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.40 - The trainee shall review and explain the Chino Police Department’s policy regarding the proper use and/or misuse of Mobile Data Computers (MDCs).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL ORIENTATION



GEOGRAPHICAL ORIENTATION

4.1.42 - The trainee shall demonstrate knowledge of the names and locations of important types of roadways in the community or assigned area. These shall include:

- A. Major arteries
- B. “Through streets”
- C. Dead-end streets
- D. Freeways
- E. Service and access roads
- F. Jurisdictional boundaries
 - City
 - Sector

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.43 - The trainee shall demonstrate knowledge of the following locations within the agency’s jurisdiction:

- A. Chino Valley Medical Center
- B. Fire Stations
- C. Bars and “hot” spots
- D. Schools
- E. Community service organizations
- F. Park and recreation areas
- G. Banks
- H. Liquor stores
- I. Chino Municipal Airport
- J. Sub Stations
- K. Hazardous material/priority locations (WMD potential targets, etc.)
- L. Men’s Prison (CIM)
- M. Women’s Prison (CIW)
- N. Youth Authority
- O. Senior Center
- P. Library
- Q. Chaffey College
- R. Neighborhood Activity Center (N.A.C.)
- S. City Yards
- T. Recreation Services
- U. Human Services
- V. Chamber of Commerce

- W. Aguiar Square
- X. Chino Experience (Teen Center)
- Y. S.B. County Junior Fairgrounds
- Z. Off site storage locations

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.44 - The trainee shall demonstrate knowledge of the concept of area deployments and sector integrity and how the two relate to the organization’s goal on response times.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.45 - The trainee shall demonstrate knowledge as to the location and general function of each of the following:

- A. City Hall
- B. Superior and Juvenile Courts
- H. District Attorney’s Office
- I. Public Defender’s Office
- J. San Bernardino Sheriff’s Department
- K. Probation Department
- L. Parole
- H. Coroner’s Office
- H. Chino Valley Medical Center
- I. Loma Linda University Medical Center
- J. Arrowhead Regional Medical Center
- L. West Valley Detention Center
- M. Juvenile Hall
- N. Canyon Ridge Psychiatric Hospital
- O. State and Federal law enforcement agencies, including:
 - 1. California Highway Patrol – CHP
 - 2. Department of Motor Vehicles – DMV
 - 3. Federal Bureau of Investigations – FBI
 - 4. Postal Inspectors
 - 5. Bureau of Narcotic Enforcement – BNE
 - 6. Secret Service

- 7. Immigration and Naturalization Service – INS
- 8. Bureau of Alcohol, Tobacco, and Firearms – ATF
- 9. US Marshall Service
- P. Additional support services
 - 1. Chino Valley Unified School District Security
 - 2. Spectrum Security
- Q. Chino Municipal Airport
- R. SB Westnet
- S. Code enforcement

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Vehicle
- B. M.D.C. / Mobile Field Reporting System
- C. Hand-held radio
- D. Handguns
- E. Tactical Rifle
- F. Ammunition
- G. Special equipment (i.e., helmet, O.C., gas mask, Taser, stun bag gun, etc.)
- H. Report forms
- I. Flares
- J. Helmet

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PATROL VEHICLE INSPECTION

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

- A. Prevention of accidents
- B. Promotion of operational efficiency
- C. Reduction of maintenance and repair costs
- D. Location of contraband, evidence, or property

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Rear door locks
- B. Trunk and hood release
- C. Firearms/Weapon release systems
- D. Emergency lights and siren switches
- E. Flares
- F. First aid equipment
- G. Radio
- H. Engine fluid compartments and dip sticks
- I. Rolatape

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.49 - The trainee shall explain agency policy regarding requests for vehicle service in the field.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.50 - The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include:

- A. The procedure for regular maintenance and service of patrol vehicles
- B. The procedure for turning in a damaged or mechanically deficient vehicle for repair
- C. The proper documentation to be completed

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.1.51 - The trainee shall conduct a patrol vehicle pre-shift inspection. The inspection will include:

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

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Phase Two



PHASE TWO
WRITTEN TESTS

Minimum passing score is 80%. Written tests performance must be documented in the DOR with the tests attached.

- **MAJOR STREETS/HUNDRED BLOCKS MATCH**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **MAJOR STREETS OVER/UNDER**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 2 – A**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 2 – B**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 2 – C**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **RADIO CODE QUIZ #5**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **RADIO CODE QUIZ #6**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **RADIO CODE QUIZ #7**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **RADIO CODE QUIZ #8**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

**PHASE TWO
PRINCIPLE ENFORCEMENT SECTIONS**

VC 21453 (a)	PC 261.5	H&S 11350
VC 22450 (a)	PC 273 (d)	H&S 11351
VC 27360 (a)	PC 286	H&S 11352
VC 21801 (a)	PC 288 (a)	H&S 11364
VC 22350	PC 289 (a)(1)	H&S 11377 (a)
VC 21658 (a)	PC 290	H&S 11550
VC 21804 (a)	PC 308 (b)	
VC 21461 (a)	PC 415	B&P 25662 (a)
VC 21806 (a)	PC 466	
VC 12951 (a)	PC 484	
	PC 487	
	PC 490.1 (a)	
	PC 503	
	PC 647 (f)	
	PC 647 (h)	
	PC 836	
	PC 3056	
	PC 21810	

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Community Relations/ Professional Demeanor



COMMUNITY RELATIONS AND SERVICE

4.2.01 - The trainee shall explain the agency’s responsibilities to community service and will be able to recite the Chino Police Department’s Mission Statement.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.02 - The trainee shall identify roles encompassed in the agency’s responsibilities to provide community service.

Those roles may include:

- A. Protect life and property
- B. Maintain order
- C. Crime prevention
- D. Public education
- E. Delivery of service
- F. Enforcement of law(s)
- G. Community partnerships, such as:
 - 1. Citizen’s Academy
 - 2. DARE
 - 3. Trading Card Program
 - 4. Community Support Team
 - 5. Youth Accountability Board

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PROFESSIONAL DEMEANOR AND COMMUNICATIONS

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.04 - The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Officious and disrespectful attitude
- B. Improper use of body language
- C. Improper cultural response
- D. Demonstrating a lack of concern

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.08 - The trainee shall conduct telephone conversations in a professional manner.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.09 - The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This can be demonstrated through:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CULTURAL DIVERSITY

4.2.10 - The trainee shall explain how the culture of the community can have an effect on the community’s relationship with the Chino Police Department.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

RACIAL PROFILING

4.2.13 - The trainee shall demonstrate the ability to perform effective police work, focusing on behavior rather than race. He/she shall also be able to describe the effect racial profiling has on the community, department, and law enforcement.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.16 - The trainee shall discuss how the history of the community can have an affect on the community’s relationship with the Chino Police Department.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CRIME PREVENTION

4.2.18 - The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.19 - The trainee shall give examples of general forms of crime prevention, including:

- A. Advice concerning mechanical devices (alarms, locks, and target hardening)
- B. Control of conditions (lighting, access, and architecture) (CPTED)
- C. Public awareness
- D. Property identification
- E. Neighborhood watch programs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

COMMUNITY/PROBLEM-ORIENTED POLICING

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.21 - The trainee shall explain the crime triangle (offender, victim, and location).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.23 - The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.24 - The trainee shall explain the agency’s problem-solving model (e.g. SARA) and be able to:

- A. Learn the service needs and demands in their patrol area.
- B. Devise ways to manage information gleaned from various community sources.
- C. Learn how to identify crime and disorder problems **and** distinguish them from incidents.
- D. Develop plans with citizens to address crime and disorder problems.
- E. Work with citizens to assess the results of their efforts.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Patrol Vehicle Operations



PATROL VEHICLE OPERATION SAFETY

4.2.25 - The trainee shall demonstrate the use of the following:

- A. Rear door locks
- B. Trunk and hood release
- C. Firearms/Weapon release systems
- D. Normal operating lights, emergency lights and siren switches
- E. Flares
- F. First aid equipment
- G. Radio
- J. Engine fluid compartments, dip sticks and tires
- K. Rolatape

All items above must be checked daily as instructed in section 4.1.48 (pg. 117) and section 4.1.51 (pg. 118)

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.26 - The trainee shall review and explain approved driving techniques, including:

- A. Backing
- B. Parking
- C. Right-of-way violations
- D. Passing
- E. Excessive speed
- F. Proper procedures for driving at the Chino Airport
- G. Proper driving techniques when driving in congested shopping centers

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Two

4.2.27 - The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

- A. Driver condition
- B. Vehicle condition
- C. Environmental conditions, including road surfaces
- D. Vehicle speed
- E. Reaction time and distance
- F. Braking distance
- G. Knowledge of anti-lock braking systems

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.28 - The trainee shall identify the components of “defensive driving.” These shall include:

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Seat belt usage

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.29 - The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

- A. Over-confidence
- B. Impatience (including “road rage”)
- C. Self-righteousness

Reference:

Part IV – Field Training Program

Phase Two

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.30 - The trainee shall discuss the effects of driver fatigue, including:

- A. Lower visual efficiency
- B. Slower reaction time

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

EMERGENCY VEHICLE OPERATIONS/PURSUIT

4.2.32 - The trainee shall review and explain the agency’s policy concerning pursuits and code-three driving, including:

- Decision to respond code three or to initiate a pursuit
- Number of participating units (generally two and a supervisor; discretion of supervisor or senior officer)
- Role of primary unit
- Role of secondary unit
- Role of supervisor

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Phase Two

- Role of dispatcher
- Role of air unit
- Need for additional units
- Unmarked units
- Motor units
- Freeway driving tactics
- Inter-Jurisdictional Pursuits
- Use of Pursuit Intervention Technique (PIT)
- Post pursuit discipline (maintaining control and directing activities)
- Reporting procedures
- Criteria for deciding to terminate a pursuit

Reference: 21055 V.C., Chino Police Department Manual

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- Slowing for intersections
- Careful observation at cross streets
- Caution when passing other vehicles and the importance of passing on the left
- Constant alertness for any unforeseen hazard
- Using a well-planned route of travel in emergency response situations

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- Amount of other traffic, both vehicular and pedestrian
- Road hazards and road conditions
- Environmental conditions (weather)

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- D. Capability and condition of patrol vehicle and driver
- E. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property
- F. Whether vehicle or driver can be identified
- G. Ability to communicate with dispatch
- H. Familiarity with the area

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE OPERATION LIABILITY

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

Reference: *21052 VC*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.40 - The trainee shall explain the proper procedure for routine traffic stops and pursuits that enter onto state prison facilities.

Reference: *Chino Police Department Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

Radio Communications



RADIO COMMUNICATIONS

4.2.41 - The trainee shall demonstrate a working knowledge of the agency policy on communications control and coordination and radio call numbers.

Reference: *Chino Police Department radio call signs and dispo codes*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.42 - The trainee shall demonstrate verbally his/her knowledge of the phonetic alphabet and Chino Police Department radio codes, including commonly used Penal Code Section numbers and disposition codes.

Reference: *Chino Police Department radio call signs and dispo codes*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.43 - The trainee shall demonstrate verbally his/her knowledge of radio code prioritization as it relates to response times and officer safety.

Reference: *Chino Police Department radio call signs and dispo codes*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.44 - The trainee shall demonstrate knowledge of Chino Police radio procedures and proficient use of the radio including:

- A. Waiting until the air is clear before pressing the transmit button.

- B. Pressing the transmit button firmly, pausing and speaking calmly and clearly into the microphone.
- C. Avoiding over-modulation by speaking moderately into the microphone.
- D. Knowing the meaning of “10-33” and always saving routine and non-emergency transmissions until the termination of “emergency traffic only” status (“10-34”). Use of Channel one and two during “10-33”.
- E. Knowing the call signs, assignments, and sector locations of other units in the area.
- F. Use of the various radio channels.
- G. Call types and priorities.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Identification of the vehicle in pursuit
- B. What the vehicle or occupant(s) is wanted for
- C. Complete description of the vehicle, including license number

- D. Number of occupants and possibility of weapons
- E. Direction of travel
- F. Approximate speed
- G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
- H. Necessity for backup and number of units needed
- I. Location of stop

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.48 - Given a situation involving a vehicle pursuit, the trainee shall demonstrate competency in articulating his/her actions within a police report.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

INFORMATION SYSTEMS/TELECOMMUNICATIONS

4.2.49 - Given a situation(s), the trainee shall demonstrate by example or give performance where inquiries into a law enforcement information system would be necessary. These may include:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.50 - The trainee shall demonstrate verbally or through demonstration his/her knowledge of the law enforcement information systems used by the agency including:

- A. Automated Property System (APS)
- B. Stolen Vehicle System (SVS)
- C. Wanted Persons System (WPS)
- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)
- G. Supervised Release File (SRF)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.52 - The trainee shall demonstrate verbally or through demonstration his/her knowledge of the use of the Mobile Data Computer system. The trainee shall make an inquiry into any of the following systems using the MDC:

- A. Automated Property System (APS)
- B. Stolen Vehicle System (SVS)
- C. Wanted Persons System (WPS)
- D. Automated Firearms System (AFS)
- E. Domestic Violence Restraining Order System (DVROS)
- F. Missing Unidentified Person System (MUPS)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.53 - The trainee shall be required to spend a minimum of five training hours with a Public Safety Dispatch Supervisor or their designee.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Report Writing



FIELD NOTES AND NOTEBOOK

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.57 - Given any number of incidents, the trainee shall demonstrate consistent and proper use of field notes or a field notebook to record pertinent information.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPORT WRITING

4.2.58 - The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain. Use of the Mobile Field Reporting System.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.59 - The trainee shall give the location of the report depository.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.60 - The trainee shall describe the function for the records unit in the reporting process.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.61 - The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.62 - The trainee shall discuss the importance of police reports, including these uses:

- A. Recording facts to a permanent record
- B. Providing coordination of follow-up activities
- C. Providing investigative leads
- D. Providing statistical data
- E. Providing a source for trainee evaluation
- F. Providing reference material

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.63 - The trainee shall explain the qualities of a good police report. These shall include:

- A. Accuracy
- B. Brevity
- C. Completeness
- D. Clarity
- E. Legibility/Neatness
- F. Objectivity
- G. Grammatical and structural correctness
- H. Timely
- I. First person/active voice/past tense

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.65 - Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.66 - The trainee shall prepare a series of reports that minimally include:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.67 - Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- A. The elements constituting the offense
- B. A complete documentation of reasonable/probable cause to arrest
- C. A complete description of all physical evidence, where it was found, and its disposition
- D. A complete listing of all suspects, including whether or not they are in custody.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.68 - The trainee shall identify the proper reporting formats to include headings and content.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.69 - The trainee shall demonstrate proficiency in completing “routine forms” used by this agency. The list shall minimally include the following:

- A. Field Interview Card
- B. Citation
- C. Parking Citation
- D. Report Module
- E. Arrest Module
- F. CPD Booking Form
- G. SBSO Booking Form
- H. Intoxication Form
- I. Domestic Violence Form
- J. Probable Cause Declaration
- K. Confidentiality Form
- L. Elder/ Child Abuse Referral
- M. EPO
- N. DMV Priority Re-exam
- O. CHP 180

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.70 - The trainee shall be required to meet with a Records Supervisor or their designee. The time allotment for this training should be determined by the FTO and the Records Supervisor.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Arrest and Booking Procedures



ARREST PROCEDURES

4.2.70 - The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference: 835 PC; 843 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.71 - The trainee shall demonstrate knowledge of Penal Code Section 836 as it relates to an officer’s powers of arrest.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.72 - The trainee shall demonstrate competency in how to safely arrest adult subjects in conformance with agency policies and legal codes.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.73 - The trainee shall demonstrate competent knowledge of the requirements of an officer upon the arrest of a juvenile subject. The officer will minimally relate the following:

- A. Miranda
- B. Parental notification
- C. Gladys R questionnaire
- D. Judicial determination of probable cause

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.74 - The trainee shall demonstrate knowledge of code sections related to the arrest or detention of juvenile subjects. This will minimally include:

- A. 300(a) WIC
- B. 601 WIC
- C. 602 WIC

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.75 - The trainee shall demonstrate competency in how to safely arrest juvenile subjects in conformance with agency policies and legal codes.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.78 - The trainee shall review and explain prisoner’s rights to telephone calls.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Two

4.2.79 - The trainee shall explain the requirements for issuing and obtaining signed property receipts.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.80 - The trainee 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.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.81 - The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.82 - The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting prisoner "under color of authority."

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRANSPORTATION OF PRISONERS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BOOKING PRISONERS

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

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

Reference: 625 W&I; 206 W&I; 207.1-2 W&I; 4030 PC; 273b PC; 626 W&I; 626.5 W&I

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.86 - The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.89 - The trainee shall explain how to properly book adult prisoners in conformance with agency policies, legal codes, and minimum jail standards, including notifications and procedures for the following:

- A. Alcoholics
- B. Narcotic/Drug users
- C. Mentally ill
- D. Sex offenders
- E. Escape risks
- F. Non-conformists
- G. Civil bookings

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.90 - The trainee shall demonstrate competency in how to properly book adult prisoners in conformance with agency policies, legal codes, and minimum jail standards.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Injured or sick
- B. Females (including pregnant females)
- C. Elderly
- D. Gang members or police informants
- E. Current or former police officers, judges, etc.
- F. High-profile prisoners
- G. Any other prisoner(s) who may need specialized classification/housing needs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.92 - The trainee shall explain the concept of inmate classification, to include:

- A. Sex
- B. Age
- C. Criminal sophistication
- D. Seriousness of offense
- E. Assaultive behavior
- F. Medical disabilities
- G. Gang Affiliation
- H. Overt sexual behavior

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.93 - The trainee shall review and explain the legalities of prisoner/inmate searches, including:

- A. Search by same sex
- B. Clothed search
- C. Strip or skin search, including documentation

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.94 - The trainee shall review and explain methods and procedures for releasing a prisoner per 849(b) P.C.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.95 - The trainee shall discuss his/her agency’s response, if any, to a jail emergency, including:

- A. Fire
- B. Earthquake
- C. Civil disorder
- D. Escape

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.96 - The trainee 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

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.97 - The trainee shall explain situations where legal exceptions to an arrest might exist, including:

- A. Diplomatic immunity (22 U.S. Const. 252)
- B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2nd, 667) (Roynin v. Battin, 55 CA 2nd 861)
- C. Congressional exceptions (Art. 1, Section 6, US Const.) (Art. 4, Section 2, Cal. Const.)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

California Codes and Law



CRIMINAL LAW

4.2.98 - The trainee shall demonstrate his/her knowledge of the Bill of Rights and discuss how each is related to law enforcement.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.99 - The trainee shall define certain terms as recognized in California criminal law. He/She will demonstrate an understanding through examples or practical application. The terms shall minimally include:

- A. Accessory (PC 32)
- B. Principal (PC 31)
- C. Criminal negligence
- D. Corpus delicti
- E. Entrapment
- F. Implied intent
- G. General intent
- H. Specific intent
- I. Transferred intent
- J. Statutory Law vs. Common Law
- K. “Spirit” of the law

Reference: *California Penal Code*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.100 - The trainee shall identify the three classifications of public offenses as follows:

- A. Felonies
- B. Misdemeanors
- C. Infractions

Reference: *California Penal Code Section 16*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.101 - The trainee shall identify the elements of a crime. These shall include:

- A. Any act committed or omitted
- B. In violation of a law
- C. forbidding or commanding it
- D. For which there is punishment

Reference: California Penal Code Section 15

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.102 - The trainee shall describe those persons who are legally incapable of committing a crime in the State of California.

Reference: California Penal Code Section 26

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Obstruction of justice
- B. Homicide
- C. Robbery

- D. Assaults
- E. Criminal threats (formerly Terrorist threats)
- F. Stalking
- G. Restraining order violations
- H. Cruelty to animals
- I. Crimes against children
- J. Sex crimes
- K. Disturbing the peace
- L. Burglary, including shoplifting with intent
- M. Trespassing
- N. Arson
- O. Vandalism
- P. Theft (including Identity Theft)
- Q. Forgery and check offenses
- R. Disorderly conduct
- S. Control and use of dangerous weapons
- T. Use, possession, and sales of dangerous drugs (including under the influence)
- U. Receiving or possession of stolen property (including alteration of serial numbers)
- V. Weapons related offenses
- W. Hate crimes/incidents
- X. Domestic Violence
- Y. Driving Under the Influence

Reference: *Principal Enforcement Sections as listed by phase.*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PROBABLE CAUSE AND REASONABLE SUSPICION

4.2.104 - The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

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

Reference: *Legal Source Book*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.105 - The trainee shall define and explain the following elements of “probable cause”

An officer possesses enough factual knowledge or other reliable information so that it is reasonable, in light of the officer's training and experience, to believe:

- A. That the person is guilty of a crime.
- B. That the object of the search is in a particular portion of the car.
- C. In the context of the plain view doctrine, it means enough information to reasonably believe that the object is contraband, stolen property, or evidence of a crime.
- D. In the context of a search warrant, it means an officer has enough credible information to reasonably provide, a "fair probability," that the object he/she seeks will be found at the place he/she wants to search.
- E. Probable cause means more than mere suspicion, but less than prima facie proof, and less than a preponderance of the evidence.

Reference: *Legal Source Book*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LAWS OF ARREST

4.2.108 - The trainee shall explain a peace officer’s authority to make a misdemeanor and felony arrest.

Reference: 836 PC; 826.5 PC; 40300.5 through 40302 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.109 - The trainee shall explain the various requirements related to misdemeanor and felony arrests, to minimally include:

- A. Time of day or night that an arrest may be made
- B. The information the person arrested must be provided and at what time it must be provided
- C. What must be done with the person arrested

Reference: 840 PC; 841 PC; 825 PC; 848 PC; 849 PC; 851.5 PC; 853.5 PC; 853.6 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 837 PC; 847 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: *Miranda v. Arizona*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 844 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

JUVENILE LAW AND PROCEDURE

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

- A. Miranda advisement
- B. 300 W&I; 305 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; 707 W&I; and any additional local ordinances/curfews
- C. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.

Part IV – Field Training Program

Phase Three

D. Secure/Non-secure detention of juveniles (206 W&I; 207 W&I; 207.1 W&I; and 207.2 W&I)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

ADDITIONAL LAWS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. 3056 PC
- B. 1203.2 PC

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: *Chino Municipal Code*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: *Bill of Rights*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.2.118 - The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference: *POST Legislative Update Telecourses and CD ROMS*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Phase Three



**PHASE THREE
WRITTEN TESTS**

Minimum passing score is 80%. Written tests performance must be documented in the DOR with the tests attached.

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 3 – A**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 3 – B**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

- **PRINCIPLE ENFORCEMENT SECTIONS PHASE 3 – C**

Date Taken: _____ Score: _____ Date Remediated: _____ Score: _____

**PHASE THREE
PRINCIPLE ENFORCEMENT SECTIONS**

VC 2818	PC 69	H&S 11357 (a-e)
VC 16028 (a)	PC 148.9 (a)	H&S 11360 (a)
VC 12814.6	PC (a)(4)	H&S 11358
VC 22651 (o)	PC 186.22	H&S 11359
VC 22651 (p)	PC 203	H&S 11378
VC 14602.6 (a)(1)	PC 215	H&S 11378.5
VC 21200.5	PC 246	H&S 11379
VC 21460 (a)	PC 314.1	H&S 11590
VC 21650	PC 381 (a)	
VC 21955	PC 417	
VC 21950 (a)	PC 422	
	PC 451	
	PC 470	
	PC 485	
	PC 496	
	PC 530.5	
	PC 537 (a)	
	PC 597 (a)	
	PC 602	
	PC 653 (k)	
	PC 653 (m)	
	PC 664	
	PC 666	
	PC 29800 et all	
	PC 25400	
	PC 18250	
	PC 25850	

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Search and Seizure



SEARCH CONCEPTS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Pat searches for weapons
- B. Consent searches
- C. Probable cause searches
- D. A search warrant
- E. Plain sight
- F. Incident to arrest
- G. Exigent circumstances
- H. Probation/parole search
- I. Opposite gender

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Protective sweeps
- B. Closed containers
- C. Inventory searches

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.05 - The trainee shall discuss the powers given and limitations placed on officers when dealing with subjects on parole and probation. He/She will discuss the differences as they relate to adult and juvenile subjects.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.06 - The trainee shall discuss or demonstrate the process of conducting a search of a parolee and/or his/her residence.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.07 - The trainee shall discuss or demonstrate the process of conducting a search of a probationer and/or his/her residence.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.08 - The trainee shall discuss and demonstrate familiarity with the term “parole hold.”

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Court filings
- B. Prosecution of suspects

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEIZURE CONCEPTS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

WARRANTS

4.3.11 - The trainee shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include:

- A. Probable cause necessity
- B. Allowable exclusions (including hot pursuit and emergency situations)
- C. Process for obtaining warrants during and after business hours

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Hours of service for felony arrest warrants
- B. Hours of service for misdemeanor arrest warrants
- C. Hours of service for search warrants
- D. Knock and notice for search warrants and exceptions to
- E. “Signing off” warrants/return

Reference: *Search Warrant protocol*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.13 - Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.14 - The trainee shall explain “Ramey” and its effect upon police action and procedures.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.15 - The trainee shall verbally explain the differences related to “consensual encounters” versus “detentions.”

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Control of Persons/ Scenes/ Incidents



CONTROL / SEARCHING OF PERSONS

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Constant alertness, including keeping hands in view
- B. Maintaining control and position of advantage
- C. Standing, kneeling, and prone position searches
- D. Safeguarding of weapons

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.18 - The trainee shall review and explain agency policy regarding searching individuals of the opposite gender.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.19 - The trainee shall explain and/or demonstrate proper immobilization techniques to control detained person(s).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HANDCUFFING

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect’s hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraint devices (i.e., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.22 - The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.24 - Given a situation in which prisoner(s) must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PEOPLE WITH DISABILITIES

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup
- E. The T.A.C.T. Model
 - 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*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MENTAL ILLNESS CASES

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.31 - The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference: *W.I.C. Section 5150*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment.
- B. Advisement of Miranda rights, as appropriate, when criminal action is involved.
- C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person.
- D. The person must be informed of the officer's name and agency and the reason the person is being detained.
- E. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.36 - The trainee shall explain the warrant process for mentally ill persons. This discussion shall minimally include:

- A. Affidavit (who makes it, where, and to whom)
- B. Notice to Appear papers
- C. Commitment papers (warrant)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Three

4.3.37 - The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONTROLLING SCENES AND INCIDENTS

- The trainee shall consistently be able to safely and effectively control (verbally and physically), incidents and crime scenes.

A. This will also include the introduction and use of the Critical Incident Response Manual.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.40 - The trainee shall consistently show “command presence” + one or more suspects, applying all officer safety tactics.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Tactical Communications/ Conflict Resolution



TACTICAL COMMUNICATION

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.42 - The trainee shall identify the benefits of tactical communication including:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.45 - Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process:

- A. Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply
- B. Set Context (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
- C. Present Options (Personal Appeal) – Explain possible options
- D. Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- E. ACT – (Take appropriate action)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HANDLING DISPUTES

4.3.46 - The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

- A. Remaining impartial
- B. Preserving the peace
- C. Determining whether or not a crime has been committed
- D. Conducting an investigation if a crime has been committed
- E. Providing safety to individuals and property
- F. Suggesting solutions to the problem
- G. Offering names of referral agencies
- H. Considering arrest as a viable alternative if a crime has been committed

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.47 - The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- A. Public health
- B. Alcohol problems
- C. Family counseling and child guidance
- D. Drug problems
- E. Humane society/SPCA
- F. Any additional city/county agencies or organizations**

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.48 - The trainee shall explain the inherent dangers to an officer who enters the home of a family involved in a dispute.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.49 - The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.50 - The trainee shall explain citizen arrest procedures to consider at disputes.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.51 - The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

- A. Family disputes
- B. Neighbor disputes
- C. Juvenile disputes
- D. Loud parties

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.52 - Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CIVIL DISPUTES (including Landlord/Tenant and Labor)

4.3.53 - The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.54 - The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

- A. Evictions
- B. Lockouts
- C. Trespasses
- D. Confiscation of property
- E. Gratuitous Guest

Reference: Civil Code sections 1861a; 1161, 1161a, and 1162; 1946

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.55 - The trainee shall review and explain the agency’s policy on labor-management disputes.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.56 - The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.57 - The trainee shall explain the role of the small claims court.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.58 - Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPOSSESSIONS

4.3.59 - The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:

- A. What property is subject to repossession
- B. Who may make a repossession
- C. To what lengths a repossession may go
- D. When a repossession is complete

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Self-Initiated Activity



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

Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.61 - Pedestrian Stops:

- A. Suspicious persons (925 calls)
- B. Consensual encounters
- C. Traffic enforcement

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.62 - Directed Patrol:

- A. Gang area/activities
- B. DUI enforcement
- C. Illegal vendors
- D. Pattern crimes
- E. COPS, POP Projects, school programs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.63 - Arrests:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.64 - Other activities:

- A. Field Interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. Additional agency-specific activities (list):

- 1.
- 2.
- 3.
- 4.
- 5.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.65 - Bicycle Stops:

The trainee shall demonstrate knowledge with respect to the laws applicable to subjects on bicycles as well as demonstrating the proper procedure for conducting a stop.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test	REMEDIED		How Remediated? <input type="checkbox"/> Field Perform <input type="checkbox"/> Role Play <input type="checkbox"/> Written Test <input type="checkbox"/> Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Investigations/ Evidence



INTERVIEW AND INTERROGATION

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.67 - The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

- A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
- B. Controlling the interview. Avoid rambling by the person being interviewed.
- C. Avoiding leading questions except when absolutely necessary.
- D. Putting the person being interviewed at ease.
- E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.68 - The trainee shall describe the contents of a good statement. These contents shall minimally include:

- A. What happened
- B. When it happened
- C. Where it happened
- D. Who it happened to
- E. How it happened
- F. Why it happened
- G. How many are involved

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.69 - The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interrogations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.70 - Given a variety of situations in which statements should be taken, the trainee shall properly conduct interviews and satisfactorily summarize the information on the appropriate form.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

INVESTIGATIONS

“Cold” Crimes

4.3.71 - The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.74 - The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Crimes Against Property

4.3.75 - The trainee 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:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.76 - Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Crimes Against Persons

4.3.77 - The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.78 - The trainee shall explain the steps to take while investigating crimes. This will minimally include the following:

- A. Rape/Sexual assault
- B. Felonious assault
- C. Robbery
- D. Kidnapping
- E. Burglary, including shoplifting with intent
- F. Homicide

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.79 - The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

- A. Preserving the scene, including the restriction of unauthorized police personnel
- B. Determining the need for first aid and summoning medical assistance
- C. Identifying and apprehending suspect(s), if possible
- D. Making proper notifications
- E. Locating visible physical evidence
- F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.80 - Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BURDEN OF PROOF

4.3.81 - The trainee 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:

- A. Criminal guilt (Evidence Code Section 520)
- B. Corpus delicti (Evidence Code Section 550)
- C. Jurisdiction (Evidence Code Section 666)
- D. Double jeopardy as a defense (Evidence Code Section 500)
- E. Self-defense as a defense (Evidence Code Section 500)

Reference: Evidence Code sections 520; 550; 666; 500; 500

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CONCEPTS OF EVIDENCE

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

- A. Evidence
- B. Direct evidence
- C. Circumstantial evidence

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.83 - The trainee shall identify the following types of evidence or material related to the introduction of evidence in court and shall give an example of each:

- A. Fruits of a crime
- B. Instrumentalities of a crime
- C. Contraband

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.84 - The trainee shall explain the purposes for offering evidence in court, including:

- A. As an item of proof
- B. To impeach a witness
- C. To rehabilitate a witness
- D. To assist in determining sentence

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.85 - The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code Section 210)

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.86 - The trainee shall identify at least three of the following as qualifications that must be met by a witness before they may testify in a criminal trial in the State of California.

- A. The witness must know the difference between right and wrong
- B. The witness must possess the ability to understand
- C. The witness must possess the ability to express himself/herself
- D. With the exception of those areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.87 - The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergyman and confessor
- D. Physician and patient

Reference: Evidence Code sections 970 & 980; 950; 1030; 990

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

RULES OF EVIDENCE

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

- A. Civil rights
- B. Inadmissible evidence
- C. Possibility of false arrest

Reference: *Evidence Code; Case Law*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.89 - The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

- A. Spontaneous statements
- B. Admissions
- C. Confessions
- D. Dying declarations

Reference: *Evidence Code sections 1200; 1220*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

EVIDENCE COLLECTION AND PRESERVATION

4.3.90 - The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

- A. Strip
- B. Spiral
- C. Quadrant

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.91 - The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.92 - The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Withdrawing and returning property
- D. Depositing firearms, miscellaneous weapons, and explosives

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.94 - The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.95 - The trainee shall review and explain the agency’s policies and procedures regarding the taking of evidence to laboratory examination facilities and court.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.96 - The trainee shall explain “chain of custody” or “chain of evidence.”

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.97 - Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to ensure the chain of custody.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LINE UPS

4.3.98 - The trainee shall explain technical methods for identifying suspects, including:

- A. Field show-up
- B. Photo line-up
- C. Artist's conception

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. In custody
- B. In the field
- C. Photographic

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.100 - The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

- A. Use of multiple photos
- B. Instructions to witness(es)
- C. Control of the situation
- D. Similar appearances

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SOURCES OF INFORMATION

4.3.101 - The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.102 - The trainee shall describe techniques for identifying and developing “informants” and the:

- A. Hazards of divulging too much information to informants
- B. Danger of breaking confidentiality

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.103 - The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SUBPOENAS

4.3.104 - The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.105 - The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

- A. Who may exercise the power of a subpoena
- B. Who may serve a subpoena
- C. How a subpoena is served
- D. Who is subject to the power of a subpoena
- E. What immunities from arrest are granted to a person traveling in answer to a subpoena
- F. How a subpoena is enforced

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

COURTROOM TESTIMONY AND DEMEANOR

4.3.106 - The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.107 - The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

- A. Refreshing the officer’s memory
- B. Coordination of efforts

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.108 - The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

- A. Honesty
- B. Clarity
- C. Brevity
- D. Objectivity
- E. Poise

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Three

4.3.109 - The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:

- A. Irate
- B. Offensive
- C. Threatening
- D. Argumentative
- E. Overly friendly

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.110 - The trainee shall become familiar with local courtroom security policies and procedures such as:

- A. Prisoner escort
- B. Prisoner restraint
- C. Screening of courtroom audience
- D. Disturbance procedures

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.111 - The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

VICTIMS OF VIOLENT CRIME

4.3.112 - The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:

- A. Who is eligible for such aid
- B. The time limitations upon the victim in filing a claim
- C. Whom to contact

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

4.3.113 - The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (CPS, Social Services, etc.)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.114 - The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

- A. Initial receipt and evaluation of information
- B. Preliminary investigative procedures
- C. Reporting laws
- D. Follow-up investigative procedures
- E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc.)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.115 - The trainee shall identify the authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

- A. 12028.5 PC
- B. 12028.7 PC
- C. 12029 PC
- D. 8102 W & I

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

HATE CRIMES

4.3.116 - The trainee shall recognize indicators of hate-related crimes including:

- A. Anti-religious symbols/slurs
- B. Racial/sexual/ethnic slurs
- C. Racist symbols
- D. Hate group symbols
- E. Anti-gay/lesbian slurs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.117 - The trainee shall identify and discuss the possible consequences of hate crimes including:

- A. Psychological effect on victim
- B. Denial of basic constitutional rights
- C. Divisiveness in the community
- D. Potential escalation of violence

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: 422.6 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

GANG AWARENESS

4.3.120 - The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.121 - The trainee shall identify types of gangs that represent law enforcement concerns, including:

- A. Street gangs
- B. Motorcycle gangs
- C. Prison gangs
- D. Cult/Ritualistic gangs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.122 - The trainee shall discuss primary reasons for gang membership, including:

- A. Peer pressure
- B. Common interest
- C. Protection/Safety

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.123 - The trainee shall discuss characteristics that are common to most gangs, including:

- A. Cohesiveness
- B. Code of silence
- C. Rivalries
- D. Revenge

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.124 - The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including.

- A. Tattoos
- B. Attire and accessories
- C. Use of monikers
- D. Use of hand signs

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.125 - The trainee shall identify gang graffiti factors significant to law enforcement, including:

- A. Identifying individuals and/or a specific gang
- B. Identifying gang boundaries
- C. Indications of pending and/or past gang conflicts

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DECEASED PERSONS

4.3.128 - The trainee shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:

- A. Apparent homicide, suicide, or occurring under suspicious circumstances
- B. Resulting from the use of dangerous or narcotic drugs
- C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
- D. Apparently accidental or following an injury
- E. By disease, injury, or toxic agent during or arising from employment
- F. While not under the care of a physician during the period immediately previous to death
- G. Death related to disease that might constitute a threat to public health.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.129 - The trainee shall review and explain legal requirements concerning the removal of a human body from the death scene, including:

- A. Limits to which an officer may search a dead person
- B. Legalities involved in transporting an obviously dead person in an ambulance

Reference: *Gov. Code Sec. 27491.3 & 27491c; 13 Cal. Admin. Code, Section 1101*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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Trainee								
Comments:								Case/Report No.:

Patrol Enforcement Procedures



POLICE PATROL TECHNIQUES

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.131 - The trainee shall review and explain basic preventative patrol methods utilized by an officer:

- A. Frequent checks and contacts with business premises
- B. Frequent checks of suspicious persons
- C. Fluctuating patrol patterns
- D. Maintenance of visibility and personal contact
- E. Daily individual patrol and community action plan

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.132 - The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

- A. Increased personal contact between police and citizens
- B. Increased observation ability
- C. Increased ability to gather information

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.133 - The trainee shall discuss the advantage(s) of motorized patrol, including:

- A. Increased speed and mobility
- B. Increased conspicuousness
- C. Availability of additional equipment
- D. Increased transportation capability
- E. Decreased response time
- F. Communications

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.134 - The trainee shall explain the importance of positive daily personal contact with citizens.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

OBSERVATION SKILLS

4.3.135 - The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

4.3.136 - The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer’s capabilities in preventing and detecting crime.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.138 - The trainee shall explain and demonstrate how to prepare for a normal patrol shift:

- A. Gathering information through crime reports and briefings
- B. Gathering needed materials (i.e., report forms, citation books, etc.)
- C. Obtaining and checking equipment
- D. Planning work around identified priorities
- E. Preparing daily patrol and community action plan

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

4.3.139 - The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.

Reference:

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	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Broken glass
- B. Open doors and windows
- C. Pry marks
- D. Suspicious vehicles
- E. Persons on foot
- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.141 - The trainee shall identify ways to determine if a parked vehicle has been recently operated.

Reference:

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	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

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4.3.142 - The trainee shall describe and/or demonstrate how to conduct surveillance, including:

- A. Invisible deployment
- B. Radio security
- C. Use of surveillance/vision devices

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.143 - The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., auto, trucks, trailers, motorcycles, and bicycles)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
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F.T.O.								
Trainee								
Comments:								Case/Report No.:

ADDITIONAL PATROL SAFETY

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.145 - The trainee shall explain and/or demonstrate how to react to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
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Trainee								
Comments:								Case/Report No.:

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

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.149 - The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

- A. Use of official vehicles outside the agency’s jurisdiction
- B. Responding to calls for assistance outside the agency’s jurisdiction
- C. Assisting other agencies with arrests within agency jurisdiction

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PEDESTRIAN STOPS

4.3.150 - The trainee shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. The existence of suspicious activity
- B. The time of day or night
- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.153 - The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.154 - The trainee shall properly and legibly complete the field interview (FI) report form.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.155 - The trainee shall explain the role and use of CLETS in determining a person’s wanted status.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEARCHING PERSONS

4.3.157 - The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

- A. Visual/cursory search
- B. Pat-down search
- C. Field search (standing, kneeling, prone)
- D. Strip search
- E. Body cavity search

Reference: 4030 PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.159 - The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.164 - The trainee shall explain the concepts of probable and reasonable cause to stop and detain a subject on a bicycle.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.165 - The trainee shall explain the circumstances of making a lawful bicycle stop. This explanation shall minimally include:

- A. The existence of suspicious activity
- B. The time of day or night
- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Whether or not to stop the person
- B. When and where to stop the person
- C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)
- D. Maneuverability of a bicycle as oppose to a motor vehicle

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.167 - The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.168 - Given a situation involving one or more suspicious persons on bicycles, the trainee shall, having assessed sufficient probable cause, safely stop and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE STOPS

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

- A. Traffic violations
- B. Investigative
- C. High risk

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.174 - The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:

- A. Location of the stop
- B. Reason for the stop
- C. Officer’s approach
- D. Position the officer takes
- E. Contact with the violator
- F. Visibility

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.179 - The trainee shall explain why an officer should not argue with a violator.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.180 - The trainee 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.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.181 - The trainee shall explain the advantages of the following procedures:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.182 - The trainee shall recognize that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA).

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.184 - Given a situation involving a vehicle stop, the trainee shall, having assessed sufficient probable cause, safely stop and effectively approach, contact, interview, and complete a citation or make any other proper disposition of the person(s) and vehicle.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FELONY/HIGH-RISK VEHICLE STOPS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.186 - The trainee shall discuss and demonstrate the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.188 - The trainee shall explain or demonstrate 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:

- A. Keep hands in sight at all times
- B. Exit the vehicle (according to agency policy)
- C. Assume position of disadvantage outside the vehicle

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Three

4.3.190 - The trainee 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:

- A. Has the radio responsibilities
- B. Assumes the shotgun responsibilities, if applicable
- C. Communicates to the occupants
- D. Searches the occupants and/or the vehicle

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEARCHING VEHICLES

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SEARCHING BUILDINGS/AREAS

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

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.195 - Given an incident, the trainee shall safely and effectively conduct a building/area search.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Patrol Response



HANDLING CRIMES IN PROGRESS

4.3.196 - The trainee shall explain agency policy and factors to consider when responding to a crime in progress. These may include:

- A. Proceeding directly to scene as quickly and silently as possible
- B. Proceeding directly to scene utilizing emergency lights and/or siren
- C. Proceeding to the location most likely to intercept fleeing suspects
- D. Proceeding to scene and coordinating arrival and/or deployment with other units
- E. Distance to location
- F. Availability of assisting units
- G. Nature of crime
- H. Traffic and environmental conditions
- I. Concern for possible lookouts
- J. Watch for fleeing suspects
- K. Parking and securing vehicle
- L. Apprehension of suspect(s)
- M. Broadcasting additional information
- N. Securing the scene
- O. Crime broadcast

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.197 - The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

- A. Awaiting back-up (Code 51)
- B. Coordination of responding units
- C. Utilization of a quiet and possibly “blacked-out” approach
- D. Containment of the area
- E. Parking and securing the vehicle
- F. Immediate contact of the informant or RP (advantages and disadvantages)
- G. Controlled search of area or location
- H. Inspection for telltale signs, footprints, barking of dogs, etc.
- I. Locate “warm” vehicles

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DOMESTIC VIOLENCE

4.3.198 - The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

- A. Difference between domestic violence and a domestic dispute
- B. Impact of domestic violence on victims, children, and the batterers
- C. Essential elements of Penal Code Sections 13700 and 13519
- D. Duty to provide maximum protection to the victim from abuse (emergency protective order)
- E. Provide safety to other persons and property
- F. Verification and enforcement of court orders (restraining and stay-away orders)
- G. Responsibility and authority with tenancy issues related to domestic violence
- H. Determine if a crime has been committed and if arrest is mandatory
- I. Completion of appropriate documentation and required reports
- J. Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office
- K. The safekeeping of firearms

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.199 - The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Part IV – Field Training Program

Phase Three

4.3.200 - The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.201 - The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.202 - The trainee shall discuss mandatory custody arrest requirements.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.203 - The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.204 - Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation in a safe and effective manner.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MISSING PERSONS

4.3.205 - The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, both adult and juvenile.

1. To include the criteria / requirements for an Amber Alert activation and who to notify when the criteria is met.

Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.206 - The trainee shall explain the agency’s policy regarding search procedures for missing persons.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.207 - The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.208 - Given an incident involving a missing person, the trainee shall properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRES

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

- A. Dry combustibles
- B. Flammable liquids
- C. Electrical
- C. Combustible metals

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.210 - The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

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

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.212 - The trainee shall recognize signs that indicate a burning building is unsafe to enter.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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4.3.213 - Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HAZARDOUS OCCURRENCES/MAJOR DISASTERS

4.3.214 - The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System and OES – Officer of Emergency Services).

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Recognition
- B. Safety/Isolation/Area containment
- C. Notification to proper agencies
- D. Basic first responder limitations

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.217 - The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

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

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

- A. Electrical wires down
- B. Malfunctioning traffic signals
- C. Hazards on the roadway
- D. Damage to fire hydrants
- E. Gas leaks
- F. Chemical spills

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G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides

H. Military incidents requiring police intervention

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BOMBS/EXPLOSIVE DEVICES

4.3.219 - The trainee shall review and explain the agency's policy and procedures for handling explosives.

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.220 - The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

- A. Hazards of using the police radio and/or cellular phone
- B. Request for a technician or E.O.D.
- C. Isolation of the device and the area
- D. Evacuation of civilian personnel
- E. Possibility that more than one explosive device exists

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.221 - Given a simulated or actual disaster, potential disaster, chemical spill, or bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

AIRCRAFT CRASHES

4.3.222 - The trainee shall review and explain the agency’s policy on aircraft crashes.

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.223 - The trainee shall discuss factors associated with the handling of an aircraft crash, including:

- A. Civilian Aircraft
 - 1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate.
- B. Military Aircraft
 - 1. Military authorities are in charge
 - 2. There may be dangerous weapons issues
 - 3. There may be classified materials present
 - 4. Police cannot authorize news media to enter

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

FIRST AID

4.3.224 - The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.225 - The trainee shall review and explain the agency’s policy on administering first aid.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.226 - The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.227 - The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.228 - Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.229 - The trainee shall explain the agency’s policy for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SICK OR INJURED PERSONS

4.3.230 - The trainee shall review and explain department policies concerning providing aid and transportation to sick or injured persons.

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

LOST, FOUND, AND RECOVERED PROPERTY

4.3.231 - The trainee shall review and explain California law and department policies and procedures concerning the disposition of property other than evidence including:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CROWD CONTROL

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.233 - The trainee shall define and describe basic crowd and riot control formations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.234 - The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

NEWS MEDIA RELATIONS

4.3.235 - The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.236 - The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.237 - The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference: Penal Code Section 409.5

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.238 - The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including:

- A. Statements as to the character or reputation of an accused person or prospective witness
- B. Admissions, confessions, or alibis attributed to an accused person
- C. Results, performance, or refusal of a suspect or witness to take any test(s)
- D. The believed credibility of an accused person or witness
- E. The probability of an accused person entering a guilty plea
- F. The opinioned value of evidence against an accused person
- G. Information prohibited by agency policy
- H. Information that would be detrimental to the investigation of the case
- I. Information that may jeopardize the rights of the individual

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HOSTAGE/BARRICADED SUSPECT

4.3.239 - The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including:

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- A. Safe approach
- B. Containment of the scene
- C. Requesting the appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.)
- D. Evacuation
- E. Communication/negotiation with the suspect

Reference: *Critical Incident Response Manual*

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SNIPER ATTACK

4.3.240 - The trainee shall explain those steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper situation including:

- A. Cover/Concealment
- B. Calling for assistance
- C. Isolating and clearing
- D. Determining possible location of assailants

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.241 - The trainee shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

- A. Acceleration/Reversal out of “kill zone”
- B. Turning into nearest available cover
- C. Abandonment of target vehicle
- D. Awareness of possible secondary ambush

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.242 - The trainee shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:

- A. Acceleration
- B. Roll-up windows
- C. Abandon vehicle (after initial flame burst, if vehicle is incapacitated)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

ANIMAL CONTROL

4.3.243 - The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

- A. Injured animals
- B. Dead animals
- C. Rabid animals
- D. Noisy animals
- E. Stray animals
- F. Wild animals
- G. Nuisances created by unsanitary keeping of animals
- H. Protective custody of animals
- I. Animal bites
- J. Request for assistance by Animal Control (KTP)

Reference:

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	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.244 - The trainee 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:

- A. Whom to notify prior to killing the animal
- B. Who may shoot the animal
- C. What report should be completed following the shooting of the animal
- D. How disposal of the dead animal is handled

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.3.245 - Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Phase Four Traffic



VEHICLE CODE

4.4.01 - The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.02 - The trainee shall define the following terms as used in the California Vehicle Code:

- A. Crosswalk
- B. Darkness
- C. Driver
- D. Highway
- E. Intersection
- F. Limit line
- G. Motor vehicle
- H. Roadway
- I. School bus
- J. Sidewalk
- K. Vehicle

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.03 - The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.

Reference: 40300.5 through 40303; 40305

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.04 - The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

- A. Vehicle registration and insurance requirements
- B. Theft of and tampering with vehicles
- C. Driver’s licenses and identification cards including suspensions
- D. Hit and run
- E. Traffic control signals
- F. Other traffic control devices
- G. Driving, overtaking, and passing
- H. Right-of-way
- I. Pedestrians
- J. U-Turns
- K. Stopping, standing, and parking
- L. Driving under the influence
- M. Other public offenses
- N. Equipment violations
- O. Fleeing/evading an officer
- P. Reckless driving
- Q. Seat belt violations

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.05 - The trainee shall discuss enforcement options after observation of a traffic violation, including:

- A. Verbal warning
- B. Issuance of a citation
- C. Physical arrest

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.06 - The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.07 - The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

IMPOUNDING/STORING VEHICLES

4.4.08 - The trainee shall review and explain the agency’s policy regarding towing procedures.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.09 - The trainee shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:

- A. Vehicle is abandoned (22669(a) VC)
- B. Vehicle is a traffic hazard (22651(b) VC)
- C. Incidental to an arrest (22651(h) VC)
- D. Vehicle is stored for safekeeping (22651 (g) VC)
- E. Vehicle is stolen, recovered, and not released in field (22651(c) and 22653(a) VC)
- F. Vehicle is held for investigation (22655.5 VC)
- G. Vehicle is involved in hit and run (22655 or 22653(b) VC)
- H. Vehicle with VIN removed (10751 VC)
- I. Vehicle held for operation by unlicensed driver (22651(p) VC)

Reference: See above

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.10 - The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.11 - Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE COLLISIONS

4.4.12 - The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:

- A. Education
- B. Enforcement
- C. Proactive engineering recommendations
- D. Patrol awareness (including assisting stranded motorists)
- E. Environmental factors that detract from traffic safety
- F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.13 - The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including persons and property involved
- C. Appropriate use of flares (spilled fuel)
- D. Ascertaining the need for ambulance service
- E. Considering the need for tow services
- F. Determining the need for further assistance

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.14 - The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.15 - The trainee shall define the term vehicle collision.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.16 - The trainee shall define the term “traffic index” and discuss how it relates to the organization’s goal to reduce traffic collisions.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.17 - The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.18 - The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

- A. Injury accident
- B. Hit and run accident
- C. Accident involving suspected drunk driving
- D. Accident involving city, county, or state property

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.19 - The trainee shall define the term “primary collision factor.”

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.20 - The trainee shall define the term “area of impact” and explain and/or demonstrate how area of impact is determined at both intersection and non-intersection accidents.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.21 - The trainee shall define the term “coefficient of friction” as it pertains to roadways.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.22 - The trainee shall define terms relevant to traffic collision reports, to include:

- A. Collision: an unintended event that causes damage, death or injury.
- B. Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.
- C. Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.
- D. In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.
- E. Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).
- F. Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.23 - The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- A. Indications of compass direction
- B. Measurements of the scene in proportion but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determine the point of impact (P.O.I.) and the point of rest (P.O.R.)

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.24 - The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:

- A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
- B. Debris, glass, vehicle parts, fluids, and other related property damage
- C. Photographs of the scene

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.25 - The trainee shall identify information to be obtained during a collision investigation interview, including:

- A. Identity of the involved parties and vehicle information
- B. Time and location of collision events
- C. Chronology of collision events
- D. Elements unique to hit and run collisions, if applicable

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.26 - Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC CONTROL/DIRECTION

4.4.27 - The trainee shall demonstrate recognized traffic hand signals for a driver to include:

- A. Stop
- B. Turn right
- C. Turn left
- D. Start
- E. Keep moving

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC CONTROL

4.4.28 - The trainee shall explain the basic principles of traffic control tactics and shall be able to demonstrate effectiveness in a traffic control situation.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.29 - The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.30 - The trainee shall explain flare patterns and be able to safely light and extinguish a flare.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.31 - Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

DRIVING UNDER THE INFLUENCE

4.4.32 - The trainee shall recognize and explain the common driving conditions of a suspected DUI.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.33 - The trainee shall explain and demonstrate the sobriety tests used by the agency.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.34 - The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.35 - The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.4.36 - The trainee shall identify the report forms to be used for driving under the influence cases.

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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

Reference:

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

Phase 5

Skill Demonstration



FIELD NOTEBOOK

4.5.01 - The trainee shall demonstrate the proper manner in which to maintain a field notebook. This will minimally include taking well organized notes in both briefing and field situations.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE INSPECTION

4.5.02 - The trainee will demonstrate the proper manner in which to inspect and prepare his/her vehicle and equipment for service.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

MDC OPERATION

4.5.03 - The trainee will demonstrate knowledge and proper use of the Mobile Data Computer (MDC). The trainee will also discuss what would constitute improper use of such equipment.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

RADIO OPERATION

4.5.04 - The trainee will demonstrate the proper operation of the unit and hand held radios. The trainee will explain what would constitute improper use of the radio system.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE OPERATION

4.5.05 - The trainee will demonstrate proper driving techniques when responding to calls for service.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

OFFICER SAFETY

4.5.06 - The trainee will demonstrate proper officer safety tactics as both a contact and cover officer.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

TRAFFIC STOPS

4.5.07 - The trainee will demonstrate how to safely initiate, conduct and conclude a traffic stop.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CITATIONS

4.5.08 - The trainee will demonstrate the manner in which to safely write and issue traffic citation.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

PEDESTRIAN CHECK

4.5.09 - The trainee will demonstrate the manner in which to safely conduct a pedestrian check.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

BICYCLE STOP

4.5.10 - The trainee will demonstrate the manner in which to safely conduct a bicycle stop.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

ARREST AND BOOKING PROCEDURES

4.5.11 - The trainee will demonstrate the manner in which to safely make an arrest and complete the booking procedures.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

EVIDENCE PROCEDURES

4.5.12 - The trainee will demonstrate the manner in which to book evidence.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CITY GEOGRAPHY/RESPONSE TIMES

4.5.13 - The trainee will show competency with regard to city geography and an appropriate response times to calls for service.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

HANDLING CALLS FOR SERVICE

4.5.14 - The trainee will demonstrate competency in handling calls for service.

Part IV – Field Training Program

Phase Five

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

ROUTINE FORMS

4.5.15 - The trainee will conduct complete investigations and demonstrate an appropriate knowledge of routine forms. All forms will contain the necessary information.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

UNIT COORDINATION/GIVING DIRECTIONS

4.5.16 - The trainee will demonstrate the ability to coordinate multiple units in response to an “in progress” crime.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

USE OF RESOURCES

4.5.17 - The trainee will demonstrate the efficient use of resources (additional units, canines, helicopter, etc.) in response to an “in progress” call for service. The trainee will also demonstrate the ability to clear resources as the situation evolves.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

INITIAL CRIME BROADCAST

4.5.18 - The trainee will demonstrate the ability to complete an accurate “crime broadcast” on a crime that just occurred.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

SETTING A PERIMETER

4.5.19 - The trainee will demonstrate the ability to establish a perimeter on a location or within an area when circumstances dictate it.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VERBAL SKILLS

4.5.20 - The trainee will show competency in employing verbal skills.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

REPORT WRITING

4.5.21 - The trainee will employ sound report writing skills. He/She will demonstrate the ability to write thorough and accurate reports with adequate content, correct formatting, proper word usage, spelling, grammar and punctuation. This includes use of the Mobile Field Reporting system modules.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

USE OF FORCE

4.5.22 - The trainee will demonstrate an appropriate response in a “use of force” situation. Should a situation not arise, the trainee will demonstrate an appropriate level of knowledge with respect to “use of force” policy and law.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

VEHICLE PURSUIT

4.5.23 - The trainee will demonstrate proper pursuit driving tactics. Should a pursuit situation not present itself, the trainee will demonstrate appropriate knowledge of the subject.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CODE THREE RESPONSE

4.5.24 - The trainee will demonstrate proper driving tactics when responding to emergency situations. Should an emergency situation not present itself, the trainee will demonstrate appropriate knowledge of the subject.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

CASE LAWS

4.5.25 - The trainee will demonstrate appropriate knowledge of Terry v. Ohio.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.26 - The trainee will demonstrate appropriate knowledge of the Ramey decision.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.27 - The trainee will demonstrate appropriate knowledge of Miranda v. Arizona.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play
	Name	Date	Name	Date		Name	Date	
F.T.O.								

Part IV – Field Training Program

Phase Five

Trainee					↑ Written Test ↑ Verbal Test			↑ Written Test ↑ Verbal Test
Comments:								Case/Report No.:

4.5.28 - The trainee will demonstrate appropriate knowledge of the Brady decision.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.29 - The trainee will demonstrate appropriate knowledge of Graham v. Connor.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.30 - The trainee will demonstrate appropriate knowledge of Tennessee v Garner.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.31 - The trainee will demonstrate appropriate knowledge of Chimel decision.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

4.5.32 - The trainee will demonstrate appropriate knowledge of Mimms decision.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								

Part IV – Field Training Program

Phase Five

Comments:	Case/Report No.:

4.5.33 - The trainee will demonstrate appropriate knowledge of Frye decision.

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test	REMEDIATED		How Remediated? ↑ Field Perform ↑ Role Play ↑ Written Test ↑ Verbal Test
	Name	Date	Name	Date		Name	Date	
F.T.O.								
Trainee								
Comments:								Case/Report No.:

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Part V

Forms



CHINO POLICE DEPARTMENT

Daily Observation Report

TRAINEE: _____ FTO: _____

DATE: _____ PHASE: _____ DAY: _____

RATING INSTRUCTIONS: Rate observed performance of trainee in the following categories:

NI = Needs Improvement; **C** = Competent; **NO** = Not Observed; **NRT** = Not Responding to Training

PERFORMANCE

- | | | | | |
|---|-----------------------------|----------------------------|-----------------------------|------------------------------|
| 1. Report Writing/Dictation | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 2. Routine Forms: Accuracy / Completeness | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 3. Driving Skill: Routine | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 4. Driving Skill: Moderate/High Stress Conditions | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 5. Self-Initiated Field Activity | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 6. City Geography: Orientation / Response Time | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 7. Field Performance: Non-Stress Conditions | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 8. Field Performance: Stress Conditions | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 9. Officer Safety | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 10. Prisoner Control / Booking Procedure | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 11. Radio: Transmissions/Receptions/MDC | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 12. Problem-Solving / Decision-Making | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 13. Coordination / Multiple Tasks | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 14. Investigative Skills | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 15. Control of Investigation | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 16. Interview / Interrogation Skills | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |

INTER-PERSONAL SKILLS

- | | | | | |
|---|-----------------------------|----------------------------|-----------------------------|------------------------------|
| 17. Communication Skills | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 18. Attitude Toward Citizens | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 19. Attitude Toward Police Personnel | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 20. Command Presence / Confidence / Assertiveness | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |

KNOWLEDGE

- | | | | | |
|--|-----------------------------|----------------------------|-----------------------------|------------------------------|
| 21. Department Policies and Procedures | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 22. Criminal Statues | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 23. Enforcement Procedures/Techniques | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |

JOB READINESS

- | | | | | |
|--|-----------------------------|----------------------------|-----------------------------|------------------------------|
| 24. General Appearance | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 25. Forms / Equipment | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |
| 26. Informed on Crime/Traffic/Community Problems | <input type="checkbox"/> NI | <input type="checkbox"/> C | <input type="checkbox"/> NO | <input type="checkbox"/> NRT |

Trainee Signature

Date

F.T.O. Signature

Date

F.T.O. Coordinator Signature

Date

CHINO POLICE DEPARTMENT
Daily Observation Report
FTO Narrative Form

Date:

MOST COMPETENT PERFORMANCE:

PERFORMANCE THAT NEEDS IMPROVEMENT:

ADDITIONAL COMMENTS:

DAILY ACTIVITY LOG:

Trainee Signature

Date

F.T.O. Signature

Date

F.T.O. Coordinator Signature

Date

RECRUIT TRAINING STATUS CHART

TRAINEE	ID#	PHASE

DATE	FTO	EVALUATION	COMPLETED	SIGNED
		DAILY		
		DAILY		
		DAILY		
		DAILY		
		WEEKLY		
		SUPV. WEEKLY		
		DAILY		
		DAILY		
		DAILY		
		DAILY		
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		DAILY		
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		DAILY		
		WEEKLY		
		SUPV. WEEKLY		
		PHASE		

FTO: _____

Coordinator: _____

CHINO POLICE DEPARTMENT

Field Training Officer Critique

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTO's so they can use the information to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your comment in each category is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide, the better the picture we will have of each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content (not your identity) of the feedback will be relayed to the FTOs to assist with improving training methods. If you choose you may speak personally with any of the FTO Program Coordinators.

This critique is for FTO: _____ Phase: _____

1. The Field Training Program's emphasis is on both training **and** evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area. (Example: Training 50% - Evaluation 50%; Training 70% - Evaluation 30%; etc.)

Training _____% Evaluation _____%

2. Using percentages indicate how you perceived your FTO related to you.

I am one of a number of recruits _____% I am an individual _____%

Check the response below that best answers the question or comment.

3. What type of role model was the FTO for you?

POOR FAIR AVERAGE GOOD EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

5. Rate the FTO's knowledge of the training material covered.

POOR FAIR AVERAGE GOOD EXCELLENT

6. How would you describe the FTO's skill as a trainer and his/her training methods such as handouts, visual aids, scenarios, role-plays, etc?

POOR FAIR AVERAGE GOOD EXCELLENT

7. Rate the FTO's ability to communicate with you.

POOR FAIR AVERAGE GOOD EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in rating you.

POOR FAIR AVERAGE GOOD EXCELLENT

9. Describe the FTO's method of critiquing your performance, whether verbally or in writing.

TOO NEGATIVE TOO CRITICAL UNFAIR GOOD VERY POSITIVE

10. Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

11. List the area(s) you consider to be the FTO's greatest strengths (i.e. training skills, officer safety tactics, codes and law knowledge, report writing, etc.).

12. List the area(s) in which you feel the FTO needs improvement.

13. Were there any conflicts with the FTO's training and your academy training?

YES NO

If there were conflicts/discrepancies, please explain.

14. Were there any conflicts with your FTO? YES NO

If there were any conflicts, were they resolved please explain.

15. Please list any additional comments or suggestions here.

Trainee Signature

Date

F.T.O. Coordinator Signature

Date

Bureau Commander Signature

Date

F.T.O. Manager Signature

Date

**CHINO POLICE DEPARTMENT
FIELD TRAINING PROGRAM
COMPLETION RECORD / COMPETENCY ATTESTATION**

Trainee Name:

Badge #:

Date of Completion:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Name of Field Training Officer: FROM: TO:

Check Out Ride Date: with Sgt

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

Signature of Trainee

Date

I certify that this officer has received the instruction outlined in the Filed Training Program Guide and 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 they are now prepared to work as a solo patrol officer.

Field Training Program Coordinator Signature

Date

Field Training Program Manager Signature

Date

Division Commander Signature

Date

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

Agency Head

Date

CHINO POLICE DEPARTMENT

Program Critique

The Chino Police Department's Field Training 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 candid comments will be appreciated. Once completed, please return the form to the F.T.O. Coordinator. If you choose you may speak personally with any of the FTO Program Coordinators.

YES NO 1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectations of you?

Please comment: _____

YES NO 2. Was the length of the program adequate?

Please comment: _____

YES NO 3. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing?

Please comment: _____

YES NO 4. Were there any areas of training you felt were ignored which should have been included or extended?

If so, which areas? _____

YES NO 5. Was the instruction and training provided by the FTOs generally consistent?

Please comment: _____

YES NO 6. Do you feel the evaluations in the Field Training Program (DORs, Supervisor Weekly Reports, etc.) were necessary for your development as a police officer?

Please comment: _____

YES NO 7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

Please comment: _____

YES NO 8. Do you feel there was sufficient time available for special activities such as POP projects or other beat activities?

Please comment: _____

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

- | | | |
|--|------------------------------|-----------------------------|
| A. Department Policies and Procedures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| B. Patrol Vehicle Operations | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| C. Officer Safety | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| D. Report Writing | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| E. Codes and Law | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| F. Patrol Procedures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| G. Handcuffing & Searching Techniques | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| H. Use of Force | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| I. Traffic (including DUI & Accident Inv.) | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| J. Search and Seizure | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| K. Radio Procedures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| L. Investigations and Evidence | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| M. Conflict Resolution | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| N. COPPS/POP | <input type="checkbox"/> YES | <input type="checkbox"/> NO |
| O. Courtroom Procedures | <input type="checkbox"/> YES | <input type="checkbox"/> NO |

10. Are there any changes that need to be made to improve the program?

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

Trainee Signature

Date

F.T.O. Coordinator Signature

Date

Division Commander Signature

Date

F.T.O. Manager Signature

Date

**CHINO POLICE DEPARTMENT
Supervisor Certification Ride**

TRAINEE:

SERGEANT:

DATE:

I conducted a check out ride with Officer _____ and determined that:

They have benefited from the Field Training Program and are competent to operate as a solo police officer.

They have not demonstrated the competency required to operate as a solo police officer. See narrative below for details.

The following methods were used to evaluate the trainee's performance:

- | | | |
|---|--|--|
| <input checked="" type="checkbox"/> Routine Forms | <input checked="" type="checkbox"/> Use of Radio | <input checked="" type="checkbox"/> Policies and Procedures |
| <input checked="" type="checkbox"/> Driving Skills | <input checked="" type="checkbox"/> Problem Solving | <input checked="" type="checkbox"/> Criminal Statutes |
| <input checked="" type="checkbox"/> Self-Initiated Activity | <input checked="" type="checkbox"/> Multiple Tasks | <input checked="" type="checkbox"/> Enforcement Procedures |
| <input checked="" type="checkbox"/> Citizen Contacts | <input checked="" type="checkbox"/> Investigative Skills | <input checked="" type="checkbox"/> General Appearance |
| <input checked="" type="checkbox"/> Geography | <input checked="" type="checkbox"/> Communication Skills | <input checked="" type="checkbox"/> Crime and Traffic Trends |
| <input checked="" type="checkbox"/> Field Performance | <input checked="" type="checkbox"/> Attitude | <input checked="" type="checkbox"/> Case Law |
| <input checked="" type="checkbox"/> Officer Safety | <input checked="" type="checkbox"/> Command Presence | |

Narrative:

Officer _____ performance in the FTO program and during their check out ride has led me to believe that they have benefited from the FTO program. Officer _____ has shown that they have embraced the policies, procedures, ideals and expectations of the Chino Police Department. They have demonstrated a good working knowledge of statutory laws, case law, patrol procedures and tactics. Based upon their demonstrated and documented performance of their ability to work in the capacity of a solo police officer it is my recommendation that Officer _____ be released from the FTO program.

Trainee Signature

Date

F.T.O. Coordinator Signature

Date

F.T.O. Manager Signature

Date

Division Commander Signature

Date

CHINO POLICE DEPARTMENT
REMEDIAL TRAINING WORKSHEET

Trainee: _____ Date: _____ Week #: _____

Your FTO has identified one or more areas of deficient performance that need your immediate attention for improvement. You will be expected to fully complete the training plan listed below by _____.
Date

PERFORMANCE DEFICIENCIES:

Define the problem specifically giving examples. Describe the training already conducted.

TRAINING PLAN

Describe the specific assignments given to the trainee to correct the above problem. *[FTO will describe the specific assignment given the trainee to correct the above-described problem(s). Assignment will be given in terms of specific performance goals; i.e., practice self-initiated car stops daily (for 4 shifts) resulting in, at least, 4 F.I.s and 2 citations per shift. Trainee will be expected to perform at a satisfactory level in identified area(s).]*

Trainee Signature: _____ FTO Signature: _____
(Name, ID #, and Date) (Name, ID #, and Date)

ASSIGNMENT COMPLETION:

1. Has the trainee satisfactorily completed the training plan?
Yes [] No []
2. Is the trainee now performing at a competent level?
Yes [] No []
3. Has an additional assignment been given?
Yes [] No []

COMMENTS:

If the training plan is not satisfactorily completed, specific recommendations **MUST** be made regarding the trainee'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 trainee's next FTO so that follow-up can be monitored.

Trainee Signature: _____ Date: _____
FTO Signature: _____ Date: _____
FTO Cord Signature: _____ Date: _____

ACTIVE SHOOTER RESPONSE POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ Per policy, officers responding to an “active shooter” will immediately use any legal means at their disposal to make contact with and stop the active shooter.
- (02) _____ The term “active shooter” refers to individuals who participate in a random or systematic spree of violence, demonstrating their intent to harm others.
- (03) _____ The “active shooter” designation is limited to individuals who use firearms.
- (04) _____ Suppressive fire toward an active shooter is not permissible because of the possibility of dangers to others in the area.
- (05) _____ The first officer on the scene of an active shooter situation will be the officer in charge until relieved by a supervisor.
- (06) _____ A “contact team” and a “rescue team” are made up of four officers each with specific duties.
- (07) _____ A team leader assigned to the “contact” or “rescue” team is elected by the other team members.
- (08) _____ The prioritization of activities at an active shooter scene, in order of importance is:
1. Rescue the victims
 2. Stop the active shooter from committing additional violence
 3. Provide medical assistance
 4. Preserve the crime scene
- (09) _____ Section 835(a) of the Penal Code authorizes a peace officer to use reasonable force to effect an arrest, to prevent escape or overcome resistance.
- (10) _____ Section 835 (a) of the Penal Code requires an officer to attempt a retreat before resorting to the use of force.

Trainee: _____ FTO: _____

Score: _____ Date: _____

DIGITAL RECORDER POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ Some of the contacts to be recorded include traffic stops, 415 type calls, domestic disputes and potentially volatile situations.
- (02) _____ All traffic stop contacts should be recorded.
- (03) _____ Officers do not have the discretion to record any other contacts (i.e. routine investigations, general public contacts, witness statements, etc.)
- (04) _____ The sole purpose of the policy is to gather evidence to be used against an officer should a citizen complaint arise from a contact.
- (05) _____ The policy extends to all sworn personnel of the Chino Police Department.
- (06) _____ There is no need to activate your recorder when serving a high risk search warrant.
- (07) _____ It is not permissible to record private conversations, job related or not.
- (08) _____ The issued recorders can be used for personal matters.
- (09) _____ All recordings shall be kept for a period of not less than two (2) years.
- (10) _____ It is permissible to surreptitiously record other members of the Department.

Trainee: _____ FTO: _____

Score: _____ Date: _____

HATE CRIMES POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ It is the policy of the Chino Police Department to ensure that the rights of all persons are protected.
- (02) _____ A hate crime is any criminal act or attempted criminal act directed against a person or persons by another based upon the victim’s race, nationality, religion, sexual orientation, gender, mental disability or physical disability.
- (03) _____ The term “hatred incident” can be used interchangeably with “hate crime.”
- (04) _____ It is not necessary to document a hate crime with a formal report.
- (05) _____ There are a number of “protected classes” identified for the imposition of state criminal liability.
- (06) _____ An ethnic group is defined as a group or class of individuals within a culture or social system that can be distinguished on the basis of variable traits.
- (07) _____ A detective assigned to a hate crime investigation is required to contact the victim within ten (10) days of the crime.

Trainee: _____ FTO: _____

Score: _____ Date: _____

OFFICER INVOLVED SHOOTING POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ The Chino Police Department abides by the most current San Bernardino County Chiefs of Police and Sheriff’s Association Protocol for officer involved shootings.
- (02) _____ The investigative agency responsible for investigating officer involved shootings for the Chino Police Department is the San Bernardino County Sheriff’s Department.
- (03) _____ In the absence of a supervisor, the senior officer on scene is responsible for providing necessary security for the shooting scene as soon as tactically possible.
- (04) _____ Witnesses at the scene will be identified so interviews can be conducted as needed.
- (05) _____ Witnesses should be allowed to talk amongst themselves to insure that they give like statements.
- (06) _____ A supervisor may not ask any questions of the involved officer without first conferring with the Chief of Police, the Investigations Supervisor, or the Internal Affairs Sergeant.
- (07) _____ An employee will never be asked to provide a blood sample after a shooting incident.
- (08) _____ At a stabilized and secure shooting scene, a firearm left on the ground will immediately be removed and secured within a locked vehicle.
- (09) _____ It is permissible to release the name of an officer involved in a shooting even though it could result in an unwarranted invasion of the officer’s personal privacy because the press has an absolute right to the information.
- (10) _____ An involved member may be placed on administrative leave for up to three(3) days following the shooting incident.

Trainee: _____ FTO: _____

Score: _____ Date: _____

PURSUIT POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ Section 21055 of the California Vehicle Code provides that in emergency situations, the driver of an emergency vehicle is exempt from the “rules of the road” if a steady red light is activated and visible from the front of the emergency vehicle and a siren is activated and sounded as reasonably necessary to warn other drivers.
- (02) _____ Section 21056 of the California Vehicle Code specifies that a driver is relieved of all duty to drive with due regard for the safety of all persons using the highway.
- (03) _____ Generally, the number of units involved in a pursuit will be limited to four (4).
- (04) _____ The responsibility of the officer in the primary unit is the apprehension of the suspect without unreasonably endangering themselves or others.
- (05) _____ One of the responsibilities of the secondary unit is to broadcast pertinent information during the pursuit.
- (06) _____ Additional units may join the pursuit as the pursuit passes by their location.
- (07) _____ When deciding to request additional units, the following are factors to be considered:
- Nature of crime
 - Number of suspects
 - Whether the participating units are one or two person units
 - Any other clear and specific facts that would warrant increased personnel involvement.
- (09) _____ Notification by another jurisdiction of a pursuit in progress can be construed as a request to join the pursuit.
- (10) _____ Officers involved in a pursuit must continually assess whether the seriousness of the crime justifies continuing the pursuit.

Trainee: _____ FTO: _____

Score: _____ Date: _____

SEXUAL HARRASSMENT POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ Employees engaging in harassment may be subject to discipline.
- (02) _____ Any employee who believes he or she has been the subject of harassment must report the alleged act immediately to their supervisor.
- (03) _____ An employee must follow the chain of command to report harassment incidents.
- (04) _____ Sexual harassment may include any of the following behaviors:
- | | |
|--------|---------------|
| Verbal | Physical |
| Visual | Sexual favors |
- (05) _____ All employees have an obligation to enforce a zero tolerance sexual harassment and discrimination policy.
- (06) _____ The harassment policy is intended to regulate and control relationships of employees which are freely entered into by both parties.
- (07) _____ When appropriate and possible, the employee should warn the harassing employee that the particular behavior is offensive and unwelcome.
- (08) _____ Supervisors are responsible for reporting or handling sexual harassment incidents.
- (09) _____ A supervisor who fails to take swift corrective action on a harassment claim may be held civilly liable.
- (10) _____ The harassment policy only applies to conditions of employment while on the police department premises. The policy does not extend to off site training attended by police department personnel.

Trainee: _____ FTO: _____

Score: _____ Date: _____

THRESHOLD INCIDENT POLICY

Directions: Place a “T” in the space to the left of the question if the statement is true and an “F” in the space if the statement is false.

- (01) _____ A threshold incident is any incident that may lead to a citizen complaint or civil litigation against the City.
- (02) _____ There is no need to locate witnesses to a threshold incident.
- (03) _____ It is not necessary to record witness statements.
- (04) _____ The scene and all involved parties shall be photographed.
- (05) _____ The most common types of allegations arising from threshold incidents are civil rights violations, false arrest and excessive use of force.
- (06) _____ A supervisor is required to respond to the scene of a threshold incident.
- (07) _____ The purpose of taking photographs of the involved party’s entire body is to counter a frivolous claim of injury.
- (08) _____ A blood sample should be obtained from an individual claiming officers used excessive force to effect his/her arrest.
- (09) _____ Obtaining a medical waiver is not necessary in use of force cases.
- (10) _____ If an arrested subject invokes his Miranda rights, he/she should not be questioned for civil purposes.

Trainee: _____ FTO: _____

Score: _____ Date: _____

USE OF FORCE POLICY

Directions: Place a "T" in the space to the left of the question if the statement is true and an "F" in the space if the statement is false.

- (01) _____ It is the policy of the Chino Police Department that an officer's use of force shall be in compliance with Penal Code Section 835 (a).
- (02) _____ A peace officer may use reasonable force to effect the arrest, to prevent escape, or to overcome resistance of a person who he believes has committed a public offense.
- (03) _____ An officer's presence is not considered a force option.
- (04) _____ Officers must utilize lower level force options before utilizing higher levels of force options.
- (05) _____ If suspects sustain an injury during a use of force incident, a medical evaluation will be provided only if the suspect requests one.
- (06) _____ Officers are required to use only that amount of force that is reasonable and necessary to deal with the situation.
- (07) _____ An officer may use deadly force against a fleeing suspect if the officer merely believes the suspect has committed a felony.
- (08) _____ An officer must provide a verbal warning to a fleeing suspect before using deadly force.
- (09) _____ Warning shots are not permitted under any circumstances.
- (10) _____ Surrendering of an officer's firearm should only be considered as a last resort. It rarely de-escalates a situation and can put an officer and other innocent persons in jeopardy.

Trainee: _____ FTO: _____

Score: _____ Date: _____

ADDRESS QUIZ

DIRECTIONS: Fill in the blanks with the correct answer.

1. Even numbered addresses are on the _____ and _____ sides of the street.
2. Odd numbered addresses are on the _____ and _____ sides of the street.
3. The streets that run east and west in our city have _____ digits to the addresses.
4. The streets that run north and south in our city have _____ digits to the addresses.

Trainee: _____ FTO: _____

Score: _____ Date: _____

MAJOR STREET DIRECTION QUIZ

DIRECTIONS: Place a N-S in the space if the listed streets run north and south or a E-W if the streets run east and west.

Riverside	_____	Francis	_____
Yorba	_____	Benson	_____
Oaks	_____	Chino Hills Pkwy	_____
East End	_____	Ramona	_____
Eucalyptus	_____	Magnolia	_____
Telephone	_____	Edison	_____
Phillips	_____	Cypress	_____
Mountain	_____	Euclid	_____
Philadelphia	_____	San Antonio	_____
Norton	_____	Monte Vista	_____
Central	_____	Walnut	_____
Fern	_____	Pipeline	_____
Pine	_____	Schaefer	_____
Chino	_____	Roswell	_____
Kimball	_____	Merrill	_____

Trainee: _____ FTO: _____

Score: _____ Date: _____

MAJOR STREETS/HUNDRED BLOCKS

MATCH

DIRECTIONS: Match the street name to its hundred block by placing the alphabetical letter assigned to the street in the blank adjacent to the numerical hundred block.

11300	_____	A)	East End
4500	_____	B)	Ramona
5700	_____	C)	Riverside
14900	_____	D)	Euclid
4100	_____	E)	Edison
6300	_____	F)	Pine
13700	_____	G)	Mountain
16500	_____	H)	Monte Vista
6700	_____	I)	Roswell
3900	_____	J)	Yorba
14100	_____	K)	Central
7100	_____	L)	Magnolia
11700	_____	M)	San Antonio
12500	_____	N)	Cypress
4300	_____	O)	Chino
12900	_____	P)	Francis
5100	_____	Q)	Chino Hills Pkwy.
6500	_____	R)	Eucalyptus
12100	_____	S)	Walnut
6100	_____	T)	Oaks
4900	_____	U)	Phillips
3700	_____	V)	Schaefer
13300	_____	W)	Benson
5900	_____	X)	Pipeline
14500	_____	Y)	Norton
5300	_____	Z)	Philadelphia
4700	_____	AA)	Telephone

Trainee: _____ FTO: _____

Score: _____ Date: _____

MAJOR STREETS

DIRECTIONS: place a "DE" in the space if the listed street "dead ends" at the SR60 freeway, an "O" if the street travels "over" the freeway and a "U" if the street travels "under" the freeway. Also, place an asterisk (*) next to those street names that have access ramps onto or off of the freeway.

East End _____

Yorba _____

Central _____

Fern _____

Pipeline _____

Magnolia _____

Euclid _____

Roswell _____

Telephone _____

Oaks _____

Cypress _____

Norton _____

San Antonio _____

Mountain _____

Ramona _____

Benson _____

Monte Vista _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE ONE
PRINCIPAL ENFORCEMENT SECTIONS
TEST A**

Directions: Write the description of the related code in the space provided.

- 31 CVC _____
- 148(a) PC _____
- 187 PC _____
- 459 PC / 459.5 PC _____
- 14601.1(a) CVC _____
- 5200 CVC _____
- 273.5 PC _____
- 207 PC _____
- 24252(a) CVC _____
- 27315(d) CVC _____
- 261 PC _____
- 243(e)1 PC _____
- 10851(a) CVC _____
- 245(a)(1) PC _____
- 211 PC _____
- 594 PC _____
- 12951(a) CVC _____
- 4000(a) CVC _____
- 242 PC _____
- 12500(a) CVC _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE ONE
PRINCIPAL ENFORCEMENT SECTIONS
TEST B**

Directions: Write the related code from the given description in the space provided.

- _____ Providing false information, orally or in writing.
- _____ Resisting, delaying, or obstructing a police officer.
- _____ Murder
- _____ Burglary / Shoplifting with Intent
- _____ Driving on a suspended/revoked license.
- _____ License plates, location and number.
- _____ Corporal injury inflicted upon spouse, traumatic condition
- _____ Kidnapping
- _____ Required lighting, maintain in good working order.
- _____ Seat belts required.
- _____ Rape
- _____ Battery on a spouse
- _____ Auto theft
- _____ Assault with a deadly weapon
- _____ Robbery
- _____ Vandalism
- _____ Driving with a license not in possession
- _____ Expired registration
- _____ Battery
- _____ Unlicensed driver

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE ONE
PRINCIPAL ENFORCEMENT SECTIONS
TEST C**

Directions: Write the letter in the space provided that corresponds to the related code from the given description in the space provided.

- | | |
|---------------------------|--|
| _____ 1. 261 PC | A. Providing false information, orally or in writing. |
| _____ 2. 10851(a) VC | B. Resisting, delaying, or obstructing a police officer. |
| _____ 3. 211 PC | C. Murder |
| _____ 4. 4000(a) VC | D. Burglary / Shoplifting with Intent |
| _____ 5. 594 PC | E. Driving on a suspended/revoked license. |
| _____ 6. 187 PC | F. License plates, location and number. |
| _____ 7. 12500(a) VC | G. Corporal injury inflicted upon spouse. |
| _____ 8. 5200 VC | H. Kidnapping |
| _____ 9. 31 VC | I. Required lighting, maintain in good working order. |
| _____ 10. 243(e)(1) PC | J. Seat belts required. |
| _____ 11. 245(a)(1) PC | K. Rape |
| _____ 12. 14601.1(a) VC | L. Battery on a spouse |
| _____ 13. 27315(d) VC | M. Auto theft |
| _____ 14. 24252(a) VC | N. Assault with a deadly weapon |
| _____ 15. 242 PC | O. Robbery |
| _____ 16. 207 PC | P. Vandalism |
| _____ 17. 12951(a) VC | Q. Driving with a license not in possession |
| _____ 18. 148(a)(1) PC | R. Expired registration |
| _____ 19. 273.5 PC | S. Battery |
| _____ 20. 459 PC/459.5 PC | T. Unlicensed driver |

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE TWO
PRINCIPAL ENFORCEMENT SECTIONS
TEST A**

Directions: Write the description of the related code in the space provided.

21453(a) VC _____

487 PC _____

261.5 PC _____

415 PC _____

21461(a) VC _____

22350 VC _____

647(h) PC _____

488 PC _____

21658(a) VC _____

27315(d) CVC _____

466 PC _____

289(a)(1) PC _____

11350 H&S _____

3056 PC _____

11364 H&S _____

25662(a) B&P _____

21804(a) VC _____

290 PC _____

836 PC _____

11351 H&S _____

22450 VC _____

286 PC _____

- 308(b) PC _____
- 288(a) PC _____
- 11352 H&S _____
- 273(d) PC _____
- 11377(a) H&S _____
- 27360(a) VC _____
- 21806(a) VC _____
- 21810 PC _____
- 647(f) PC _____
- 11550 H&S _____
- 490.1(a) PC _____
- 12951(a) VC _____
- 503 PC _____
- 21801(a) VC _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE TWO
PRINCIPAL ENFORCEMENT SECTIONS
TEST B**

Directions: Write the related code from the given description in the space provided.

- _____ **Failure to stop at red light**
- _____ **Grand theft**
- _____ **Unlawful sexual intercourse with a minor.**
- _____ **Disturbing the peace**
- _____ **Failure to obey an official traffic control sign/signal**
- _____ **Unsafe speed**
- _____ **Prowling**
- _____ **Petty theft**
- _____ **Straddling lanes**
- _____ **Seatbelts required**
- _____ **Possession of burglary tools.**
- _____ **Unlawful sexual penetration**
- _____ **Possession of a controlled substance (i.e. cocaine)**
- _____ **Parole hold**
- _____ **Possession of paraphernalia**
- _____ **Minor in possession of alcohol.**
- _____ **Failure to yield upon entering highway.**
- _____ **Sex offender registrant**
- _____ **Arrests with or without warrants**
- _____ **Possession of a controlled substance for sale.**
- _____ **Failure to stop at a posted stop sign**
- _____ **Sodomy**

- _____ **Possession of tobacco products by a minor**
- _____ **Sex Offense or lewd act upon a child**
- _____ **Sales of a controlled substance**
- _____ **Child abuse**
- _____ **Possession of a controlled substance (i.e. methamphetamine)**
- _____ **Child restraint law**
- _____ **Failure to yield to an emergency vehicle.**
- _____ **Possession of a specified dangerous weapon**
- _____ **Public intoxication**
- _____ **Under the influence of a controlled substance**
- _____ **Petty theft, loss less than \$50.00**
- _____ **Drivers license not in possession**
- _____ **Embezzlement**
- _____ **Failure to yield at left turn**

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE TWO
PRINCIPAL ENFORCEMENT SECTIONS
TEST C**

Directions: Match the related code to the given description in the space provided.

- | | |
|------------------------|--|
| _____ 1. 11350 H&S | A. Failure to stop at red light |
| _____ 2. 288(a) PC | B. Grand theft |
| _____ 3. 487 PC | C. Unlawful sexual intercourse with a minor. |
| _____ 4. 27360(a) VC | D. Disturbing the peace |
| _____ 5. 21461(a) VC | E. Failure to obey an official traffic control sign |
| _____ 6. 647(f) PC | F. Unsafe speed |
| _____ 7. 3056 PC | G. Prowling |
| _____ 8. 11364 H&S | H. Petty theft |
| _____ 9. 261.5 PC | I. Straddling lanes |
| _____ 10. 21453(a) VC | J. Failure to yield, left turn. |
| _____ 11. 836 PC | K. Possession of burglary tools. |
| _____ 12. 289(a)(1) PC | L. Unlawful sexual penetration |
| _____ 13. 290 PC | M. Possession of a controlled substance (i.e. cocaine) |
| _____ 14. 21801(a) VC | N. Parole hold |
| _____ 15. 308(b) PC | O. Possession of paraphernalia |
| _____ 16. 11550 H&S | P. Minor in possession of alcohol. |
| _____ 17. 25662 B&P | Q. Failure to yield upon entering highway. |
| _____ 18. 415 PC | R. Sex offender registrant |
| _____ 19. 21658(a) VC | S. Arrests with or without warrants |
| _____ 20. 466 PC | T. Possession of a controlled substance for sale. |
| _____ 21. 21804(a) VC | U. Failure to stop at a posted stop sign |
| _____ 22. 22350 VC | V. Sodomy |
| _____ 23. 488 PC | W. Possession of tobacco products by a minor |
| _____ 24. 21806(a) VC | X. Sex Offense or lewd act upon a child |
| _____ 25. 503 PC | Y. Sales of a controlled substance |
| _____ 26. 11351 H&S | Z. Child abuse |
| _____ 27. 22450 VC | AA. Possession of a controlled substance (i.e. meth) |
| _____ 28. 273(d) PC | BB. Child restraint law |
| _____ 29. 11377(a) H&S | CC. Failure to yield to an emergency vehicle. |
| _____ 30. 490.1(a) PC | DD. Possession of a specified dangerous weapon |
| _____ 31. 12951(a) VC | EE. Public intoxication |
| _____ 32. 647(h) PC | FF. Under the influence of a controlled substance |
| _____ 33. 286 PC | GG. Petty theft, loss less than \$50.00 |
| _____ 34. 21810 PC | HH. Drivers license not in possession |
| _____ 35. 11352 H&S | II. Embezzlement |

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE THREE
PRINCIPAL ENFORCEMENT SECTIONS
TEST A**

Directions: Write the description of the related code in the space provided.

11590 H&S _____

166(a)(4) PC _____

21200.5 VC _____

314.1 PC _____

21650 VC _____

21950(a) VC _____

29800 PC _____

602 PC _____

11359 H&S _____

417 PC _____

530.5 PC _____

451 PC _____

11378 H&S _____

215 PC _____

12814.6 VC _____

22651(p) VC _____

21460(a) VC _____

664 PC _____

69 PC _____

11357(a-e) H&S _____

2818 VC	<hr/>
148.9(a) PC	<hr/>
653(m) PC	<hr/>
18250 PC	<hr/>
11379 H&S	<hr/>
203 PC	<hr/>
11360(a) H&S	<hr/>
16028(a) VC	<hr/>
22651(o) VC	<hr/>
25400 PC	<hr/>
186.22 PC	<hr/>
11358 H&S	<hr/>
537(a) PC	<hr/>
14602.6(a) VC	<hr/>
597(a) PC	<hr/>
25850 PC	<hr/>
470 PC	<hr/>
666 PC	<hr/>
11378.5 H&S	<hr/>
485 PC	<hr/>
246 PC	<hr/>
653(k) PC	<hr/>
21955 VC	<hr/>

381(a) PC

496 PC

422 PC

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE THREE
PRINCIPAL ENFORCEMENT SECTIONS
TEST B**

Directions: Write the related code from the given description in the space provided.

Narcotic registrant

Violation of a court order

DUI on a bicycle

Indecent exposure

Failure to drive on right half of roadway

Failure to yield to pedestrian within a crosswalk

Ex-felon with a gun

Trespassing

Possession of marijuana for sale

Brandishing a deadly weapon

Identity theft

Arson

Possession of a controlled substance for sale

Carjacking

Provisional license for minors

Storage of vehicle, unlicensed driver

Driving left of double parallel solid lines

Attempt to commit a crime

Resisting executive officers

Possession of marijuana

- _____ **Crossing flare or cone patterns**
- _____ **False representation of identity to peace officer**
- _____ **Unlawful use of telephone or electronic communications device**
- _____ **Confiscation of deadly weapon at scene of domestic violence**
- _____ **Transportation and distribution of controlled substances**
- _____ **Mayhem**
- _____ **Transportation, importation, sale or gift of marijuana**
- _____ **Evidence of insurance upon request**
- _____ **Storage of vehicle, registration expired in excess of 6 months**
- _____ **Carrying a concealed firearm**
- _____ **Participating in a criminal street gang**
- _____ **Planting, cultivating or processing marijuana**
- _____ **Defrauding innkeepers**
- _____ **Vehicle impoundment (30 days), driving on suspended license**
- _____ **Cruelty to animals**
- _____ **Carrying loaded firearm on person or in vehicle**
- _____ **Forgery**
- _____ **Petty theft with a prior**
- _____ **Possession of PCP**
- _____ **Theft of lost property**
- _____ **Discharge a firearm at an inhabited dwelling**
- _____ **Possession of a switchblade knife**
- _____ **Crossing between controlled intersections (jaywalking)**

Possession of a toluene substance for the purpose of intox.

Possession or receiving stolen property

Criminal threats

Trainee: _____ FTO: _____

Score: _____ Date: _____

**PHASE THREE
PRINCIPAL ENFORCEMENT SECTIONS
TEST C**

Directions: Match the related code to the given description in the space provided.

- | | |
|------------------------|---|
| _____ 1. 69 PC | A. Narcotic registrant |
| _____ 2. 25850 PC | B. Violation of a court order |
| _____ 3. 381(a) PC | C. DUI on a bicycle |
| _____ 4. 22651(p) VC | D. Indecent exposure |
| _____ 5. 11378 H&S | E. Failure to drive on right half of roadway |
| _____ 6. 470 PC | F. Failure to yield to pedestrian within a crosswalk |
| _____ 7. 653(k) PC | G. Ex-felon with a gun |
| _____ 8. 203 PC | H. Trespassing |
| _____ 9. 666 PC | I. Possession of marijuana for sale |
| _____ 10. 496 PC | J. Brandishing a deadly weapon |
| _____ 11. 21955 VC | K. Identity theft |
| _____ 12. 21201 VC | L. Arson |
| _____ 13. 537(a) PC | M. Possession of a controlled substance for sale |
| _____ 14. 11590 H&S | N. Carjacking |
| _____ 15. 2818 VC | O. Provisional license for minors |
| _____ 16. 653(m) PC | P. Storage of vehicle, unlicensed driver |
| _____ 17. 11358 H&S | Q. Driving left of double parallel solid lines |
| _____ 18. 664 PC | R. Attempt to commit a crime |
| _____ 19. 246 PC | S. Resisting executive officers |
| _____ 20. 597(a) PC | T. Possession of marijuana |
| _____ 21. 11357 H&S | U. Crossing flare or cone patterns |
| _____ 22. 25400 PC | V. False representation of identity to peace officer |
| _____ 23. 314.1 PC | W. Unlawful use of telephone |
| _____ 24. 11378.5 H&S | X. Confiscation of weapon at scene of domestic violence |
| _____ 25. 417 PC | Y. Transportation/sale of controlled substance |
| _____ 26. 422 PC | Z. Mayhem |
| _____ 27. 21460(a) VC | AA. Transportation or sale or gift of marijuana |
| _____ 28. 21650 VC | BB. Evidence of insurance upon request |
| _____ 29. 485 PC | CC. Storage of vehicle, registration expired 6 months |
| _____ 30. 16028(a) VC | DD. Carrying a concealed firearm |
| _____ 31. 186.22 PC | EE. Participating in a criminal street gang |
| _____ 32. 21950(a) VC | FF. Planting, cultivating or processing marijuana |
| _____ 33. 11359 H&S | GG. Defrauding innkeepers |
| _____ 34. 602 PC | HH. Vehicle impound (30 days), suspended license |
| _____ 35. 166(a)4 PC | II. Cruelty to animals |
| _____ 36. 12814.6 VC | JJ. Carrying loaded firearm on person or in vehicle |
| _____ 37. 22651(o) VC | KK. Forgery |
| _____ 38. 11359 H&S | LL. Petty theft with a prior |
| _____ 39. 530.5 PC | MM. Possession of PCP |
| _____ 40. 11360(a) H&S | NN. Theft of lost property |

- | | |
|-------------------------|---|
| _____ 41. 14602.6(a) VC | OO. Discharge a firearm at an inhabited dwelling |
| _____ 42. 29800 PC | PP. Possession of a switchblade knife |
| _____ 43. 215 PC | QQ. Crossing between controlled intersections |
| _____ 44. 451 PC | RR. Possession of a toluene substance for intoxication |
| _____ 45. 11379 H&S | SS. Possession or receiving stolen property |
| _____ 46. 18250 PC | TT. Criminal threats |

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #1

DIRECTIONS: Write the meanings of the following radio codes.

Code 3 _____

10-1 _____

10-97 _____

10-45 _____

Code 4 _____

10-81 _____

10-4 _____

10-9 _____

Code 7 _____

Code 9 _____

10-35 _____

10-19 _____

Code 32 _____

905 _____

913 _____

10-87 _____

10-34 _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #2

DIRECTIONS: Write the meanings of the following radio codes.

10-2 _____

10-8 _____

Code 14 _____

10-28 _____

Code 90 _____

10-15 _____

Code 30 _____

10-29 _____

10-42 _____

Code 50 _____

Code 32 _____

10-98 _____

10-17 _____

912 _____

10-39 _____

Code 5000 _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #3

DIRECTIONS: Write the meanings of the following radio codes.

Code 1 _____

10-48 _____

Code 999 _____

Code 5 _____

Code 51 _____

10-13 _____

10-22 _____

Code 20 _____

10-21 _____

10-23 _____

10-36 _____

10-11 _____

926 _____

926 A _____

10-11 _____

Code 900 _____

10-36 _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #4

DIRECTIONS: Write the meanings of the following radio codes.

10-33 _____

10-3 _____

10-20 _____

10-16 _____

Code 6 _____

10-10 _____

10-7 _____

10-5 _____

10-14 _____

10-12 _____

10-49 _____

906 _____

Code 1000 _____

10-10 R _____

10-6 _____

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #5

DIRECTIONS: Write the proper radio code in the spaces to the left of the given definitions.

- _____ **Received message**
- _____ **Stop transmitting**
- _____ **Prisoner transport**
- _____ **Officer on scene, awaiting another unit**
- _____ **Repeat**
- _____ **Enroute to the station**
- _____ **No records or wants**
- _____ **Unit service**
- _____ **Officer in trouble/Officer down-code three response**
- _____ **Lunch/Dinner break**
- _____ **Emergency response (lights/siren authorized)**
- _____ **Bomb threat**
- _____ **Request check for wants**
- _____ **Weather or road conditions**
- _____ **Message delivered**
- _____ **Proceed to _____**

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #6

DIRECTIONS: Write the proper radio code in the spaces to the left of the given definitions.

- _____ **Stakeout**
- _____ **Prisoner in custody**
- _____ **Correct time**
- _____ **Subject or vehicle wanted**
- _____ **Arrived at scene**
- _____ **Remain centralized, only unit available**
- _____ **Busy**
- _____ **Standby**
- _____ **Relay**
- _____ **Notify press of newsworthy incident/Media present**
- _____ **Receiving poorly**
- _____ **Meet me at _____**
- _____ **Request a tow truck**
- _____ **Tow truck enroute**
- _____ **Out of service, report writing (subject to call)**
- _____ **Station under attack/Station personnel being held hostage**

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #7

DIRECTIONS: Write the proper radio code in the spaces to the left of the given definitions.

- _____ **Out for investigation**
- _____ **Out of service, subject to call**
- _____ **Request DMV information**
- _____ **In service, available for calls**
- _____ **Call via telephone**
- _____ **No further assistance needed**
- _____ **Cancel**
- _____ **Coffee break**
- _____ **OK or acknowledgement**
- _____ **Paperwork or reports**
- _____ **Out of service**
- _____ **Humane**
- _____ **No backup unit available**
- _____ **Discontinue response to call**
- _____ **Officer requesting a backing unit**
- _____ **Emergency alert activation**

Trainee: _____ FTO: _____

Score: _____ Date: _____

RADIO CODE QUIZ #8

DIRECTIONS: Write the proper radio code in the spaces to the left of the given definitions.

- _____ **Receiving well**
- _____ **What is your location?**
- _____ **Your residence**
- _____ **Transmitting too rapidly**
- _____ **Confidential information**
- _____ **Emergency traffic only**
- _____ **Completed assignment**
- _____ **At the station**
- _____ **Escort or convoy**
- _____ **Officers recording contact**
- _____ **Visitors or officials present**
- _____ **Am I Clear?**
- _____ **Resume normal traffic**
- _____ **Remain centralized, only unit available**
- _____ **Stop transmitting**
- _____ **You are clear.**

Trainee: _____ FTO: _____

Score: _____ Date: _____

CITY GOVERNMENT QUIZ

DIRECTIONS: Write the answers to the following questions in the spaces provided.

1. Under what system of government does the City of Chino operate?

2. How many persons make up the City Council?

3. Who is the current Mayor of the City of Chino?

4. Who is the current Mayor Pro Tem of the City of Chino?

5. Who are the other current Councilpersons?

6. Who is the current City Manager?

7. Who is the current City Attorney?

Trainee: _____ FTO: _____

Score: _____ Date: _____