
FIELD TRAINING PROGRAM

CITY OF LOS ALTOS POLICE DEPARTMENT



FIELD TRAINING PROGRAM

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TABLE OF CONTENTS

PREFACE.....	3
STANDARDS OF CONDUCT FOR FIELD TRAINING PERSONNEL.....	5
TRAINING.....	5
SOLO PATROL OFFICER CONCEPT.....	5
DAILY OBSERVATION REPORTS.....	5
FIELD TRAINING.....	6
REMEDIAL TRAINING.....	6
FTO/TRAINEE RELATIONSHIP.....	6
RECRUIT OFFICER FIELD TRAINING RULES.....	7
VIOLATIONS OF FIELD TRAINING POLICY.....	8
ASSIMILATION PERIOD.....	8
SOLO WHILE IN THE FTO PROGRAM.....	8
DUTIES AND RESPONSIBILITIES.....	9
FIELD TRAINING OFFICER.....	9
SHIFT SUPERVISOR.....	10
FIELD TRAINING SUPERVISOR.....	10
OPERATIONS DIVISION COMMANDER.....	12
PERSONNEL SELECTION.....	13
FIELD TRAINING OFFICER.....	13
RESERVE TRAINING OFFICER (FTOs who do not hold the rank of Police Agent).....	13
ROTATION OF THE RECRUIT BETWEEN FIELD TRAINING OFFICERS.....	15
THE EVALUATION PROCESS.....	16
Field Training Program - Completion Record.....	17
RECRUIT OFFICER FAILURE PROCEDURES.....	18
APPEALS.....	18
RECRUIT TRAINING FILES.....	18
In-Service Field Training Guide.....	19
DAILY OBSERVATION REPORT.....	20
STANDARDIZED EVALUATION GUIDELINES.....	21
CRITIQUE FORM.....	36
FIELD TRAINING OFFICER EVALUATION.....	39
FIELD TRAINING OFFICER EVALUATION FORM.....	40
FIELD TRAINING OFFICER LOG.....	42
PHASE I.....	43
IN HOUSE ORIENTATION.....	44
IN HOUSE ORIENTATION.....	47
TRAFFIC.....	78
PHASE 2.....	86
PHASE 3.....	122
LOGS/LISTS/TESTS.....	138
Individual Report Form Competence.....	139
REPORT WRITING LOG.....	143
REPORT WRITING LOG.....	144
WRITTEN FTO TEST INDEX.....	145

FIELD TRAINING PROGRAM

PREFACE

The Los Altos Police Department is committed to providing the highest levels of law enforcement service to the Community. The Field Training Program is tasked with one of the most critical tasks in accomplishing this goal, training and evaluating the performance of Recruit Police Officers. Under the general supervision of the Operations Division Commander and the direct supervision of the Field Training Supervisor and Field Training Officers, Recruit Officers complete a rigorous training regimen designed to prepare them to assume the duties of a Police Officer in the City of Los Altos.

The Field Training Program is an intensive 16-week program designed to provide new police recruits with the highest level of training, and an objective evaluation process. It is the Department's goal that, upon completion of this program, each new recruit will possess the knowledge, training and organizational values necessary to perform as a competent solo patrol officer.

The program is designed to ensure that stringent training standards are met, thus ensuring that only those officers meeting these standards will be retained. The program is intended to provide the necessary training, supervision and evaluation to maintain the highest level of professionalism demanded by the Los Altos Police Department and the Community.

The Field Training Program provides training continuity by placing the responsibility for training with highly qualified Field Training Officers, who possess the motivation, experience and the skills necessary to complete the task, and through standardized training and evaluation criteria.

The Field Training Program combines both formal and informal training, standardized formats for recruit performance evaluation, and formalized Field Training Officers (FTO's) duties and responsibilities. The result is a fair and equitable process for training and evaluating Recruit Police Officers.

FIELD TRAINING PROGRAM

THE FTO TRAINING PHILOSOPHY

Field Training Officers have been entrusted with the responsibility of building, through the people they train, the Los Altos Police Department of the future.

FTOs must embrace a training philosophy that ensures that every recruit officer is given the maximum opportunity to demonstrate that he or she can perform at a solo patrol officer level. To accomplish this, the FTOs must create a positive environment in which learning is maximized. Their approach must be objective and, above all, professional. The example they set must be above reproach. They must evaluate in a sincere, straightforward manner, which emphasizes the positive as well as substandard aspects of recruit performance. At no time will they demean or ridicule a recruit. They must never treat a recruit in a way that deprives the recruit of his or her dignity. They will do what they can to ensure that the stress felt by the recruit is minimized.

The FTO's must recognize their responsibility to the organization and the citizens of Los Altos. This requires that they retain competent proactive police officers who embrace organizational goals and values. Realizing that not everyone has the capability to perform the complex, demanding task of the patrol officer, they must remain fair and impartial in providing the training necessary to ensure recruit's success in the FTO program. If, after exhausting reasonable training avenues, a recruit does not meet minimum acceptable standards, the Operations Division Commander will make a recommendation to the Chief of Police regarding recruit retention alternatives. To retain a Recruit Officer who does not meet minimum training standards would be an injustice to the organization, the Community, the law enforcement profession and to the recruit.

FIELD TRAINING PROGRAM

STANDARDS OF CONDUCT FOR FIELD TRAINING PERSONNEL

TRAINING

Any officer who becomes a Field Training Officer must commit to the philosophy of the FTO Program. They must realize that training is the first priority and that evaluation is secondary.

FTO's must keep organizational and FTO program values, goals and philosophies in mind at all times. FTO's will make every effort to train and direct each recruit in ways that maximize the opportunities for a recruit to succeed. FTO sergeants and FTOs will always attempt to set a positive training atmosphere for the recruit in which learning is maximized and allows the recruit to perform to the best of their ability. Any stress felt by the recruit should be caused by the task being taught and not from any external sources. It is impossible to entirely eliminate stress related to recruit training and evaluation, but it should be minimized as much as possible.

FTOs must conduct themselves in a professional manner at all times. They must teach department policy and procedures. FTOs should set an example by virtue of their knowledge, deportment and appearance. They should remember that the recruit would be a product of what they are taught and of the behavior that is demonstrated to them. FTO's are expected to meet or exceed performance standards in all areas.

SOLO PATROL OFFICER CONCEPT

FTOs will utilize the solo patrol officer concept to evaluate the recruit, meaning that the recruit will be evaluated by standards applied to competent Police Officers working in a solo patrol capacity. They understand and employ the proper ratio between training and evaluation. Evaluation will be given in an honest, straightforward and professional manner, which emphasizes positive as well as negative performance in accordance with the standardized guidelines.

DAILY OBSERVATION REPORTS

When completing the Daily Observation Report (DOR), FTOs shall refer to the standardized guidelines. This helps ensure standardization of evaluations in the program.

FIELD TRAINING PROGRAM

FIELD TRAINING

FTOs will not set up training scenarios involving any application of physical force, deployment of any weapon or simulated weapon without the use of a designated safety officer *and* the approval of the FTO Sergeant or shift supervisor.

Recruits will always be told when a training situation is a mock situation. Recruits will never be “set up”.

Loaded weapons will never be used in a training scenario nor will officers unload duty weapons in the field to conduct training scenarios.

FTOs will not attempt to agitate or anger civilians for the purpose of evaluating how recruits deal with conflict.

FTOs may be called upon to assist the FTO Program in updating training material (tests, quizzes, etc.). FTO input is invaluable in keeping the program current and in compliance with POST standards.

REMEDIAL TRAINING

Remedial training is the correction of previously taught information or procedures. Remedial training becomes necessary when the recruit’s job performance is rated at below standard after having been provided with sufficient training or intervention that should have corrected and improved the job performance. The FTO’s role is to help the recruit overcome performance deficiencies and give them every opportunity to learn and perform at an acceptable level. Some deficiencies are beyond the ability of the FTO to correct as their cause may stem from the issues inherent to the recruit. When it becomes necessary to engage in remedial training the FTO should identify the deficiency and, if possible, its origin. The FTO should consult with the FTO Sergeant to discuss a remediation plan and the resources and time frame necessary in which to implement the plan. The FTO may choose any number of strategies to facilitate the remedial training ranging from role-play/scenario exercises, verbalization, flashcards, self-evaluations and other methods. All remedial training will be documented on the Daily Observation Report.

FTO/TRAINEE RELATIONSHIP

The relationship between the FTO and the recruit will be a teacher/student and/or supervisor/subordinate relationship. As part of this relationship, the following is expected:

FIELD TRAINING PROGRAM

- The relationship will be one of mutual respect. Recruits will be treated with respect at all times. They will be expected to respect the FTO and to follow their directions. Recruits will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name-calling or use of derogatory terms by the FTO is not acceptable. FTOs will not show their anger or frustration while they are working with the recruit.
- FTOs will not associate with or socialize with the recruits off duty. Any relationship will be strictly professional.
- FTOs are not permitted to date recruit officers. If an FTO or the FTO Sergeant is related to a recruit officer or if they had a special relationship with the recruit officer that began before the recruit was hired, the Captain will be advised. Consideration can then be given to placing the recruit on a shift other than the one on which the FTO is working. These restrictions are necessary to protect the integrity of the FTO Program.
- FTO's who are employed as instructors at the Police Academy will maintain a professional demeanor at all times. They will not take advantage of their position to see the recruits socially.
- FTO personnel will not make discriminatory or sexist remarks, as per department policy.
- FTO personnel will not make sexual remarks or advances toward any recruit officer and will comply with the standards of conduct written in the department general orders and the City of Los Altos Personnel Rules and Regulations.
- FTOs will not live with or rent rooms to any recruit officer, nor enter into any financial arrangements with the recruit.
- FTOs will not accept gifts from, nor give gifts to, recruit officers.

RECRUIT OFFICER FIELD TRAINING RULES

Recruit officers are to be respectful to the Field Training Officers. The FTO's direction is to be accepted and followed at all times. If a recruit believes that a specific instruction or order is improper, or an evaluation is not fair, they will discuss it with the FTO. If the recruit is still not satisfied, they can set up a meeting with the FTO Sergeant. If the FTO Sergeant cannot resolve the problem, the FTO Sergeant will set up a meeting with the Captain.

Recruits will complete all assignments in a prompt and timely manner. They will follow all policy and procedures as outlined in the department general orders.

Recruits will be prepared for all FTO manual assignments and will be responsible for all material. FTOs are to review the material with the recruit after the recruit has studied the assignment.

FIELD TRAINING PROGRAM

Recruits will be on time for all briefing and training functions. It is the responsibility of the recruit to make up for any assignment/training missed due to the recruit's punctuality or absence.

While off duty, recruits will not respond to calls for service, nor will they violate traffic laws while driving in the city (for the purpose of improving orientation).

Recruits will not conduct police investigations while off duty and are discouraged from taking any off duty enforcement action.

Recruits will be receptive to criticism given by FTOs. Recruits may verbalize an explanation for their action. However, repeated rationalization, excessive verbal contradictions and/or hostility are not acceptable.

Recruits are reminded that, although it is important to be physically fit, any off duty injury a recruit might receive that causes a disability may have an adverse effect on their employment.

VIOLATIONS OF FIELD TRAINING POLICY

Violation of Field Training policy and rules may result in disciplinary action. Any FTO observing violations shall report them to the FTO supervisor. The FTO supervisor shall document any violations on a memorandum to the Operations Division Commander. If appropriate, this documentation should include any corrective actions already taken by the FTO, the Field Training Supervisor or any other Departmental supervisor. In situations involving serious procedural or any law violations committed by a Recruit Officer, the Watch Commander will immediately notify the FTO supervisor and Operations Division Commander. The Operations Division Commander will determine the proper course of action.

ASSIMILATION PERIOD

It is recommended that the second week of the Orientation Period (minimum of three 12-hour shifts) be an assimilation period during which the FTO demonstrates the mechanics of the job. During this week the recruit does not drive and does not receive a daily observation report. They may be gradually eased into doing some tasks but should primarily observe. The assimilation period may be waived for lateral officers at the FTO supervisor's discretion.

SOLO WHILE IN THE FTO PROGRAM

No recruit officer will be allowed to work solo while in the FTO Program.

FIELD TRAINING PROGRAM

DUTIES AND RESPONSIBILITIES

FIELD TRAINING OFFICER

The goal of the FTO Program is to produce a police officer able to work a solo assignment in a safe, skillful, productive and professional manner. The FTO is the essential means by which the goal of the program is achieved. The FTO must act as an instructor, mentor and evaluator of Recruit Police Officers.

In their role as the trainer, the FTO provides on-going instruction in the traditional sense, utilizing innovative and practical techniques. The FTO must have the requisite skills necessary to become a reliable evaluator of a recruit's performance. They are required to write performance evaluations and submit additional documentation as required. The FTO maintains direct and immediate supervision over the recruit at all times.

During the recruit's first two weeks, they will receive only verbal feedback and guidance from the FTO. The Orientation Period is designed to allow the recruit to become familiar with the Department and pertinent rules and regulations without the stress of daily written critiques. During this period the FTO will explain the evaluation process in order to give the recruit an idea of how the program works and its expectations. The FTO shall document all training given during the Orientation Period on an alternate week evaluation form.

Written evaluations commence at the start of the third week of the training program. Training/evaluation occurs during weeks three (3) through fourteen (14) of the training program. On a daily basis the FTO prepares Daily Observation Reports (DOR) documenting the relative progress of the recruit and presents these reports to the FTO Sergeant. The FTO Sergeant maintains all DOR's in the recruit's training file.

On a bi-weekly basis the FTO prepares a written alternate week evaluation on the relative progress of the recruit. This report is given to the FTO Sergeant, who maintains it in the recruit's training file.

Whenever areas of substandard performance are identified through the evaluation process, the Field Training supervisor will determine appropriate remedial training as necessary. Such remedial training will be documented in advance, and will be discussed with the FTO and the recruit. The progress of the recruit during any remedial training period will be closely monitored. Remedial training will take place during weeks three (3) through fourteen (14). A Recruit Officer who does not meet minimum standards during this period may be extended in the program for a maximum of 8 weeks prior to advancing to the final phase of training. The Field Training supervisor will notify the Operations Division Commander of any remedial training provided to a Recruit Officer.

During the last two weeks of the training program, the recruit will operate in a quasi-solo capacity. They will operate the police vehicle and carry on all police activities without the active participation of the FTO. The FTO will accompany the recruit at this time, but will be in the vehicle only as an observer and evaluator. The FTO will not be in uniform but, instead, will wear neat, clean, casual civilian clothing. The FTO shall avoid interfering with the recruit's police enforcement except in emergencies or in situations that have developed beyond the recruit's ability to control. It shall be incumbent upon the FTO to document and recommend to the

FIELD TRAINING PROGRAM

FTO supervisor when the recruit is ready for solo patrol officer status, or when the recruit is unfit for such status. The final decision for a recruit's release to solo status lies with the Chief of Police.

The FTO is tasked with the responsibility to document whether or not a Recruit Officer is sufficiently trained to perform solo patrol officer responsibilities after the final phase of the Field Training Program.

Since the performance of an FTO is subject to evaluation, their professional and personal conduct should be exemplary. An FTO shall demonstrate high levels of knowledge, professional commitment and commitment to organizational values and goals. The FTO must understand that the effectiveness, image and future of the Police Department are substantially impacted by the quality of its personnel.

SHIFT SUPERVISOR

During a recruit's training, the shift Sergeant shall refrain from direct training contact with the recruit. Any observations of commendable or deficient performance should be brought to the attention of the recruit's FTO, or the FTO supervisor as prescribed herein. The purpose is to maintain continuity of training and evaluation, and to reduce the possibility of conflicting information.

Once the recruit leaves the direct supervision of an FTO and is assigned to a shift or team as a solo patrol officer, it is the responsibility of the shift or team supervisor to prepare a written evaluation of the new officer's performance on a bi-monthly basis. Bi-monthly supervisor evaluations will be completed for the remainder of an officer's probationary period or for six (6) months, whichever is longer. The evaluation will be forwarded to the FTO supervisor for review and then returned to the direct supervisor for retention in the supervisor's desk file.

FIELD TRAINING SUPERVISOR

The FTO supervisor has the responsibility of coordinating and supervising all training and evaluation of recruits and FTOs assigned to the Field Training Program. The FTO supervisor is responsible for scheduling Recruit Officers to specific FTO's.

The FTO supervisor must ensure that the training and evaluation processes are accomplished. Various sources of information are utilized to monitor the recruit's progress, including Daily Observation Reports (DOR), communications with the FTOs and with the Operations Division Commander, tests and personal observations of recruit performance. Reports written by recruits also serve to identify deficiencies, especially ones of spelling, grammar, neatness, and attention to detail and the general organization of thought.

Whenever possible, the FTO supervisor should observe the various training sessions, calls for service, and field contacts, etc. This will provide them with additional first-hand information concerning recruit performance and will allow them the opportunity to evaluate the instructional techniques of the FTO.

FIELD TRAINING PROGRAM

The FTO supervisor will participate in a portion of the final phase of recruit training. At the completion of the final two weeks with an FTO, the recruit will be assigned a minimum of 24 working hours (2 patrol shifts) with the FTO supervisor. The FTO supervisor will complete daily observation reports for the recruit.

The FTO supervisor maintains all records relating to the recruit's development. The daily and alternate week evaluations, as well as other documentation of the recruit officer's performance, are kept in the recruit's training file.

The FTO supervisor is responsible for keeping the Operations Division Commander informed of the status of all recruits. If a recruit is not performing at the minimum competency standard of the Department, the FTO supervisor has the responsibility of compiling all memoranda and evaluations for review by the Operations Division Commander.

The FTO supervisor will direct recruits, upon the successful completion of their training program, to complete a written evaluation on each FTO with whom the recruit has worked. The evaluations will be retained by the FTO supervisor, and will not be shown to the individual field-training officers. Pertinent information from the evaluations will be shared with those training officers and their supervisors for performance appraisal purposes.

The FTO supervisor must monitor the overall training and evaluation of recruits to ensure that personality conflicts between the FTO and recruit do not arise and that the FTO maintains objectivity throughout their contact with the recruit. If personality conflicts or a loss of objectivity is observed, the FTO supervisor shall immediately intervene. If necessary, the FTO supervisor may make appropriate changes in assignment, rotating the recruit to another FTO. The decision to rotate the recruit to another FTO must be fully documented and both parties should be informed of the reasons for the decision in order to minimize misunderstanding and possible ill feelings.

The FTO supervisor and FTOs must recognize the importance of documentation of the recruit's training. Documentation addresses both deficient and acceptable performance and provides a ready reference in the event of a need for response to questions concerning the program and/or the recruit's performance in the program. It is the responsibility of the FTO supervisor to ensure that any reasonable training avenues have been exhausted, when performance deficiencies are identified. The FTO supervisor shall notify the Operations Division Commander whenever a Recruit Officer receives remedial training or an NRT (Not Responding to Training) on a daily observation report.

The FTO supervisor should provide assistance and advice to FTOs in the areas of both roll call and in-service training classes. The FTO supervisor will conduct a review of the entire Field Training Program annually to assure that contemporary training standards are being met. The FTO Supervisor will provide active FTOs with an annual performance appraisal.

FIELD TRAINING PROGRAM

OPERATIONS DIVISION COMMANDER

The Operations Division Commander shall have administrative responsibility for the Field Training Program. They will receive the pertinent evaluations and memoranda from the Field Training supervisor. The FTO supervisor will keep the Operations Division Commander apprised of the status of the recruit officer and any impending actions regarding the officer.

FIELD TRAINING PROGRAM

PERSONNEL SELECTION

FIELD TRAINING OFFICER

All Police Department members holding the rank of Police Agent shall be designated Field Training Officers (FTO). FTOs shall be highly responsible, motivated and must possess the following minimum qualifications:

- 1) Regular employment status as a Los Altos Police Agent, with a minimum of (2) years of patrol experience with the Los Altos Police Department.
- 2) Field Training Officers must possess a basic POST certificate.
- 3) Successful completion of a forty-hour (40) - POST Field Training Officer course.
- 4) Successful completion of thirty (30) college units is desired.
- 5) Maintenance of a professional appearance.
- 6) Demonstrated work history of self-motivation, reliability and initiative.
- 7) No sustained personnel complaints, which directly relate to the officer's suitability as a training officer.
- 8) Thorough knowledge of the rules and regulations of the Department.
- 9) Thorough knowledge of basic legal codes and their application.
- 10) Thorough knowledge of patrol related investigative techniques.
- 11) Good report writing abilities.
- 12) The ability to objectively train and evaluate recruits, including the ability to document such training.
- 13) Knowledge of the laws of arrest, search and seizure, and criminal procedure.
- 14) Attend a POST FTO update course every 36 months after initial course is completed.

RESERVE TRAINING OFFICER (FTOs who do not hold the rank of Police Agent)

Reserve Training Officers must meet the requirements listed above. The number of Reserve Training Officers shall generally be limited to (3). This number may be increased or reduced by the Operations Division Commander, based on the needs of the FTO Program and the department. Reserve FTOs shall be appointed for a period of (3) years. Officers who successfully complete their term are eligible to reapply for an additional term through the process listed below. If a Reserve Training Officer leaves the Field Services Division, that officer is no longer eligible to be a Reserve Training Officer.

The Reserve Training Officer acts in a support capacity for the primary field training officer role held by Police Agents. They will be utilized primarily in a support capacity to conduct the training of Reserve Police Officers and Recruit Police Officers when a primary FTO is engaged in shift supervision, is absent, or otherwise not able to perform in a training capacity. This position is viewed as a means of career enhancement and advancement. When a vacancy occurs, the FTO supervisor will request letters of interest for Reserve Training Officer. Any non-probationary Police Officer may submit a letter of interest in the position. After administrative review of the letters of interest, appointments to the position will be made by the Operations Division Commander. Reserve Training Officers must meet the training requirements of an FTO prior to any field training assignment.

FIELD TRAINING PROGRAM

FTO SUPERVISOR

Department members holding the rank of Sergeant are eligible to be designated as the FTO supervisor. When a vacancy occurs, the Operations Division Commander will solicit letters of interest in the position. Based on the letters of interest, the Operations Division Commander will select the Field Training supervisor. This position is not eligible for specialty pay and there is no limitation to the length of time a Sergeant may be assigned to this position. The FTO supervisor must complete a POST approved FTO Coordinator Course within one year of appointment.

FIELD TRAINING PROGRAM

ROTATION OF THE RECRUIT BETWEEN FIELD TRAINING OFFICERS

During the Field Training Program, the recruit will be assigned to an FTO for a period of sixteen (16) weeks, as outlined in the following table:

Phase I (Orientation Period) Weeks 1-2	Week 1: In-house orientation (no evaluations) Week 2: Assimilation period (no evaluations)
Phase II (Training/Evaluation) Weeks 3-6 Week 7 Weeks 8-11 Weeks 12-14	DOR & bi-weekly observation report by Primary FTO DOR by Traffic FTO DOR & bi-weekly observation report by Secondary FTO DOR & bi-weekly observation report by Tertiary FTO
Phase III (Evaluation) Weeks 15-16	DOR & bi-weekly observation report by Primary FTO

The first two weeks of the program will be an Orientation Period, free of written evaluations. Week one (1) will consist of an in-house orientation. Week two (2) will consist of an assimilation period. Weeks three (3) through fourteen (14) will have a recruit assigned to patrol duties with an FTO, in a training/evaluation mode. Weeks fifteen (15) and sixteen (16) will have a recruit assigned to patrol duties with an FTO, in an evaluation mode only. Whenever possible, the FTO in this final phase of training will be the FTO whom the trainee had in his first patrol phase. During this phase, the recruit will act as a solo beat officer. The FTO will be present only as an observer, unless a situation arises which requires the FTO to step in to regain situational control, which may result in an injury to a member of the community or to the recruit, or a serious violation of Department policy or law is imminent.

FIELD TRAINING PROGRAM

THE EVALUATION PROCESS

Detailed descriptions and exemplars of the actual evaluation instruments are found in the Appendix. The recruit's evaluation process will contain the following steps:

WEEKS ONE (1) AND TWO (2) (ORIENTATION PERIOD)

During this period, the recruit will not be responsible for any field performance. The evaluation process will be explained, but no written evaluations will be completed.

During Week One (1), the recruit may ride with the FTO as an observer. The focus of the orientation period will be familiarizing the recruit with the Department and other City departments. Additionally, they will become familiar with the equipment and facilities of the Police Department, Departmental General Orders, Employee Rules and Regulations, complete firearms qualification (if necessary), and general report writing procedures.

Week Two (2) is an assimilation period. The recruit rides as an observer (minimum of three patrol shifts) as the FTO demonstrates the mechanics of the job. During this week the recruit does not drive. They may be gradually eased into doing some tasks, but should primarily observe. The assimilation period may be waived for lateral officers, at the discretion of the FTO Sergeant.

WEEKS THREE (3) THROUGH FOURTEEN (14)

During this period, the recruit will be assigned to work with an FTO for formal training and evaluation. The recruit will receive daily observation reports (DOR's) and alternate week evaluations from the FTO. The recruit shall also be assigned to complete periodic standardized written tests to document their level of learning, as well as to analyze the effectiveness of the training program. The FTO with whom the recruit is first assigned shall be considered the primary FTO. Copies of any reports completed by the recruit will be attached and incorporated into the corresponding DOR.

WEEKS FIFTEEN (15) AND SIXTEEN (16)

During this period, the recruit will be assigned to work with their primary FTO. The recruit will be evaluated in terms of their ability to function as a solo patrol officer. The FTO will complete DOR's for the recruit. At the conclusion of this period, the primary FTO shall make a written recommendation as to the recruit's performance to the FTO supervisor.

FIELD TRAINING PROGRAM

Field Training Program - Completion Record

Trainee Name	ID #	Date of Completion
Name of FTO	Team Assigned	Field Training Dates (inclusive) From To

I have been instructed in all of the items recorded in this Field Training Record.

Signature of the Trainee

Date

I certify that Officer _____ has received the basic instruction as outlined in the Field Training Manual and that the Officer understands and has satisfactorily performed in all of the functional areas or categories. I also certify that all tests have been completed in a satisfactory manner. I further certify that the Officer is now prepared to work as a solo patrol officer.

Signature of Primary Field Training Officer

Date

Signature of Field Training Administrator/Supervisor

Date

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program of the Los Altos Police Department.

Agency Head

Date

FIELD TRAINING PROGRAM

RECRUIT OFFICER FAILURE PROCEDURES

Failure of a Recruit Officer to successfully complete the Field Training Program may result in probationary release, demotion or reassignment to another position within the City as outlined in the City of Los Altos Employee Rules and Regulations.

Removal of a Recruit Officer from the Field Training Program for inability to perform at a satisfactory level will generally occur in one of the three following manners:

- 1) Any recruit deemed unable to perform their duties without compromising their safety, or the safety of any other officer, or the safety of any member of the public, may be removed at any time for that reason.
- 2) Any recruit unable to demonstrate, in the final evaluation phase of the FTO program, the ability to perform as a solo beat officer may be placed back in the Field Training Program for a period of time not to exceed 8 additional weeks, or the Chief of Police can recommend removal from the Field Training Program.
- 3) After reasonable remediation efforts, any recruit who is unable to meet program standards in accordance with the Field Training Program Standardized Evaluation Guidelines or is otherwise deemed unable to satisfactorily progress in the training program may be removed from the Field Training Program.

If, during the Field Training Program, it is concluded that a recruit is not capable of successfully completing the Field Training Program, all documentation related to the recruit's performance should be compiled by the FTO supervisor. The FTO supervisor will deliver that documentation, along with a memorandum summarizing the recruit's performance, to the Operations Division Commander. The Operations Division Commander will review the documents and confer with the Chief of Police for further guidance.

The Chief of Police is responsible for notifying the recruit of any impending Departmental actions.

APPEALS

The recruit may discuss their performance and any proposed actions with the Operations Division Commander, Human Resources or the Chief of Police. If the recruit expresses such a desire, appointments should be made with the appropriate persons.

RECRUIT TRAINING FILES

The recruit's training file is confidential and shall be reviewed only by authorized personnel assigned to the Field Training Program. Others requesting review of any file shall first secure approval from the Operations Division Commander. Outside access to a recruit's personnel file will be granted only when the Los Altos Police Department has a release authorizing such action, signed by the recruit, in its possession.

FIELD TRAINING PROGRAM

In-Service Field Training Guide

PURPOSE

The purpose of the Field Training Guide is to provide the Recruit Officer with information regarding the Field Training Program and as a mechanism for standardized monitoring, evaluating and tracking the Recruit Officer's performance. Training will be delivered on-the-job with the intent that the Recruit Officer will become familiar with policies and procedures for various occurrences as a result of instruction and exposure to them.

OBJECTIVE

The objective of the Training Guide is to provide the Recruit Officer with an understanding of the various functions they will be expected to perform and to standardize instruction of the technical processes they will have to learn in order to carry out their assignments properly and efficiently as a solo beat officer.

This training manual is divided into two (2) components. The first is an explanation of the daily and bi-weekly evaluation processes, as well as an explanation of the standardized criteria utilized in the evaluation process. The second component is a checklist of critical subjects in which the recruit is expected to demonstrate competency by the conclusion of the training program. The checklist pages have columns to track the specific training progress. Each column has a location to indicate that the procedure was explained to the recruit, and a location to show that the recruit can perform the task. The recruit will sign and date each checklist page acknowledging that all of the material on that page has been explained to them.

EVALUATIONS

For each daily and bi-weekly evaluation, the recruit will be compared to a competent solo patrol officer utilizing the standardized performance criteria. The recruit should expect that the initial evaluations might be low as a result. By the time the recruit is in the final two-week evaluation phase, performance will be considered to be on a pass/fail basis for each specific task. By this phase in the Field Training Program, the recruit is expected to demonstrate competence in each task or category.

FIELD TRAINING PROGRAM

DAILY OBSERVATION REPORT

FIELD TRAINING PROGRAM

STANDARDIZED EVALUATION GUIDELINES

The following "1", "4", and "7" scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization and rating consistency is achieved.

ATTITUDE

1. **ACCEPTANCE OF FEEDBACK–FTO/PROGRAM** – Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.
 - (1) Unacceptable – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.
 - (4) Acceptable – Accepts criticism in a positive manner and applies it to improve performance and further learning.
 - (7) Superior – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.
2. **ATTITUDE TOWARD POLICE WORK** – Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.
 - (1) Unacceptable – Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.
 - (4) Acceptable – Demonstrates an active interest in new career and in their responsibilities
 - (7) Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

FIELD TRAINING PROGRAM

- 3. INTEGRITY/ETHICS** – Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.
- (1) Unacceptable – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.
 - (4) Acceptable – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through prior planning and decision-making.
 - (7) Superior – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.
- 4. LEADERSHIP** - Evaluates the trainee’s ability to exercise influence among people using ethical values and goals for an intended change.
- (1) Unacceptable – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.
 - (4) Acceptable – Understands difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.
 - (7) Superior – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.
- APPEARANCE**
- 5. GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor, and equipment.
- (1) Unacceptable – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.
 - (4) Acceptable – Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, equipment are clean and operative. Hair within regulations. Shoes and brass are shined.
 - (7) Superior – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are

FIELD TRAINING PROGRAM

polished. Displays command bearing.

RELATIONSHIPS

- 6. RELATIONSHIP WITH CITIZENS/COMMUNITY** - Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.
- (1) Unacceptable – Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills.
 - (4) Acceptable - Courteous, friendly and empathetic to citizen's perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills.
 - (7) Superior - Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills.
- 7. RELATIONSHIP WITH OTHER DEPARTMENT MEMBERS (SPECIFY)** - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.
- (1) Unacceptable - Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.
 - (4) Acceptable - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, superior, and peer relationships. Accepted as a member of the group.
 - (7) Superior - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities and respects their position. Peer group leader. Actively assists others.

FIELD TRAINING PROGRAM

- 8. COMMUNITY ORGANIZING** - Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.
- (1) Unacceptable – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as “sole authority” and does not include the public in problem-solving process.
 - (4) Acceptable – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.
 - (7) Superior – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.

PERFORMANCE

- 9. DRIVING SKILL: NORMAL CONDITIONS** – Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.
- (1) Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.
 - (4) Acceptable – Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.
 - (7) Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.
- 10. DRIVING SKILL: MODERATE/HIGH STRESS CONDITIONS** – Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.
- (1) Unacceptable – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.

FIELD TRAINING PROGRAM

- (4) Acceptable – Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.
- (7) Superior – Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.

11. USE OF MAP BOOK: ORIENTATION/RESPONSE TIME – Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

- (1) Unacceptable – Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.
- (4) Acceptable – Is aware of location while on patrol. Properly uses map book. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.
- (7) Superior – Remembers locations from previous visits and seldom needs map book. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. ROUTINE FORMS: ACCURACY/COMPLETENESS – Evaluates the trainee's ability to properly utilize departmental forms.

- (1) Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.
- (4) Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.
- (7) Superior – Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

13. REPORT WRITING: ORGANIZATION/DETAILS/USE OF TIME - Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.

FIELD TRAINING PROGRAM

- (1) Unacceptable – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect.
- (4) Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.
- (7) Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.

14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS – Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

- (1) Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.
- (4) Acceptable – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.
- (7) Superior – Reports are very neat and legible. Contain no spelling or grammatical errors.

15. FIELD PERFORMANCE: NON-STRESS CONDITIONS – Evaluates the trainee's ability to perform routine, non-stress police activities.

- (1) Unacceptable – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action or avoids taking action.
- (4) Acceptable – Properly assesses aspects of routine situations, determines appropriate action, and takes same.
- (7) Superior – Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

16. FIELD PERFORMANCE: STRESS CONDITIONS – Evaluates the trainee's ability to

FIELD TRAINING PROGRAM

perform in moderate to high stress conditions.

- (1) Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.
- (4) Acceptable – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.
- (7) Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

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

- (1) Unacceptable – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow-up obvious investigative leads.
- (4) Acceptable – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.
- (7) Superior – Always follows proper investigatory procedure and always accurate in identifying the nature of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

18. INTERVIEW/INTERROGATION SKILLS – Evaluates the trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

- (1) Unacceptable – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to give Miranda warning. Fails

FIELD TRAINING PROGRAM

to elicit enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

- (4) Acceptable – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.
- (7) Superior – Always uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects.

19. SELF-INITIATED FIELD ACTIVITY – Evaluates the trainee's desire and ability to observe and initiate police-related activity.

- (1) Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.
- (4) Acceptable – Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.
- (7) Superior – Seldom misses observable police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

20. OFFICER SAFETY: GENERAL – Evaluates the trainee's ability to perform police tasks without injuring self or others and without exposing self or others to unreasonable danger or risk.

- (1) Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:
 - A. Exposes weapons to suspect (handgun, baton, mace, etc.).
 - B. Fails to keep weapon hand free in enforcement situations.
 - C. Stands in front of/next to violator's vehicle door.
 - D. Fails to control suspect's movements.
 - E. Fails to use illumination when necessary or uses it improperly.
 - F. Does not keep violator/suspect in sight.
 - G. Fails to advise Communications when leaving vehicle.
 - H. Fails to maintain good physical condition.
 - I. Fails to properly maintain personal safety equipment.
 - J. Does not anticipate potentially dangerous situations.

FIELD TRAINING PROGRAM

- K. Stands too close to passing vehicular traffic.
 - L. Is careless with gun and/or other weapons.
 - M. Fails to position vehicle properly on car stops.
 - N. Stands in front of door when making contact with occupants.
 - O. Makes poor choice of which weapon to use and when to use it.
 - P. Fails to cover other officers or maintain awareness of their activities.
 - Q. Stands between police and violator's vehicle on a car stop.
 - R. Fails to search police vehicle prior to duty and after transporting other than police personnel.
- (4) Acceptable – Follows acceptable safety procedures. Understands and applies them.
- (7) Superior – Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

21. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS –

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

- (1) Unacceptable – Violates officer safety practices as outlined in SEG 21 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.
- (4) Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.
- (7) Superior – Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.

22. CONTROL OF CONFLICT: VOICE COMMAND – Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

- (1) Unacceptable – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.
- (4) Acceptable – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

FIELD TRAINING PROGRAM

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

23. CONTROL OF CONFLICT: PHYSICAL SKILL – Evaluates the trainee's ability to use the proper level of force for the given situation.

- (1) Unacceptable – Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.
- (4) Acceptable – Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.
- (7) Superior – Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.

24. PROBLEM-SOLVING/DECISION-MAKING – Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

- (1) Unacceptable – Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.
- (4) Acceptable – Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.
- (7) Superior – Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

25. COMMUNICATIONS: APPROPRIATE USE OF CODES/PROCEDURE – Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

- (1) Unacceptable – Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language.

FIELD TRAINING PROGRAM

- (4) Acceptable – Follows policy and accepted procedures. Has good working knowledge of most-often-used code sections/language.
- (7) Superior – Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge when using communication equipment.

26. RADIO: LISTENS AND COMPREHENDS - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

- (1) Unacceptable – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.
- (4) Acceptable – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.
- (7) Superior – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

27. RADIO: ARTICULATION OF TRANSMISSIONS – Evaluates the trainee's ability to communicate with others via the telecommunications network.

- (1) Unacceptable – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.
- (4) Acceptable – Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center re: articulation skill.
- (7) Superior – Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

28. MDT: USE/COMPREHENSION/ARTICULATION – Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MDT.

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

FIELD TRAINING PROGRAM

- (4) Acceptable – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Clear and brief in transmissions. Adheres to FCC regulations and department policy.
- (7) Superior – Consistently recalls dispatch information without running summaries. Can make rarely used free format inquiries from memory. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys and in multiple administrative messages and BOLO file retrieval.

KNOWLEDGE

- 29. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** – Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

Reflected by Verbal/Written/Simulated Testing

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Reflected in Field Performance

- (1) Unacceptable – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.
- (4) Acceptable – Familiar with most commonly applied department policies, regulations, procedures and complies with same.
- (7) Superior – Has an excellent working knowledge of department policies, regulations, procedures, including those less known and seldom used.
- (8)

- 30. KNOWLEDGE OF CRIMINAL STATUTES** – Evaluates the trainee's knowledge of the criminal statutes (i.e., Penal, Vehicle, W & I, B & P, H & S, and all City/County Codes) and his/her ability to apply that knowledge to field situations.

Reflected by Verbal/Written/Simulated Testing

FIELD TRAINING PROGRAM

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Reflected in Field Performance

- (1) Unacceptable – Does not know the elements of basic code sections. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes. Incorrectly identifies violation(s). Provides incorrect court assignments or dates.
- (4) Acceptable – Recognizes commonly encountered criminal offenses and applies appropriate code section. Recognizes differences between criminal and non-criminal activity. Correctly identifies violation(s). Provides correct court assignments and dates.
- (7) Superior – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

- 31. KNOWLEDGE OF CRIMINAL PROCEDURE** – Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

Reflected by Verbal/Written/Simulated Testing

- (1) Unacceptable – When tested, answers with less than 70% accuracy.
- (4) Acceptable – When tested, answers with at least 70% accuracy.
- (7) Superior – When tested, answers with 100% accuracy.

Reflected in Field Performance

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

FIELD TRAINING PROGRAM

- (4) Acceptable – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.
- (7) Superior – Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrests.

**FIELD TRAINING PROGRAM
COMPLETION RECORD / COMPETENCY ATTESTATION**

<hr/> <p style="text-align: center;">Trainee</p>	<hr/> <p style="text-align: center;">NameBadge #</p>	<hr/> <p style="text-align: center;">Date of Completion</p>
<hr/> <p>Name of Field Training Officer</p>	<hr/> <p>Sector/Beat Assignment</p>	<hr/> <p>Field Training Dates (inclusive) FROM TO</p>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

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

<hr/> <p style="text-align: center;">Signature of Trainee</p>	<hr/> <p style="text-align: center;">Date</p>
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I certify that Officer _____ has received the instruction outlined in the Field Training Program Guide and that Officer _____ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

<hr/> <p style="text-align: center;">Primary Field Training Officer Signature</p>	<hr/> <p style="text-align: center;">Date</p>
<hr/> <p style="text-align: center;">Field Training Program SAC Signature</p>	<hr/> <p style="text-align: center;">Date</p>

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.

<hr/> <p style="text-align: center;">Agency Head</p>	<hr/> <p style="text-align: center;">Date</p>
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FIELD TRAINING PROGRAM

CRITIQUE FORM

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

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 with one another?
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?

FIELD TRAINING PROGRAM

Please comment:

- YES NO 8. Do you feel that the Daily Observation Reports were a fair and accurate representation of your performance while in the FTO Program?

Please Comment:

FIELD TRAINING PROGRAM

ALTERNATE WEEK EVALUATION

Week # _____

Trainee: _____ FTO: _____

1) First FTO: _____ Date: From _____ To _____

2) Second FTO _____ Date From _____ To _____

3) Third FTO _____ Date From _____ To _____

NOTE: Complete this form on your assigned trainee prior to the evaluation sessions. This form will be added to the trainee's training file.

SIGNIFICANT STRENGTHS:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

SIGNIFICANT WEAKNESSES:

- 1) _____
- 2) _____
- 3) _____
- 4) _____

ADDITIONAL COMMENTS:

This trainee is in their _____ week of training. In the judgment of this FTO, the trainee is performing at a level comparable to week _____ of training.

Signature of Trainee Date

Signature of FTO Date

Signature of FTO Sergeant Date

FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER EVALUATION

In order to ensure that all Los Altos Police Department Field Training Officers maintain a high level of skills, performance, and interest, recruits complete an evaluation for each FTO to which they were assigned during the field-training program. This evaluation will be completed at the conclusion of the Field Training Program.

The Field Training Supervisor will use this evaluation as a measure of the individual Field Training Officers' effectiveness, to learn what impressions the FTOs are making on the individual recruits and to improve the overall effectiveness of the Field Training Program. The field-training supervisor will share the information gleaned from the recruits' evaluations with the Field Training Officers to enhance their performance in that role.

With this in mind, the recruit is required to honestly appraise and evaluate the FTOs to the best of their ability.

The field-training supervisor will also share the feedback from these evaluations with the FTO's direct supervisor for overall performance review purposes.

FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER EVALUATION FORM

FTO

Trainee

From

To

INSTRUCTIONS

Answer the questions that follow by circling the appropriate code number. You are encouraged to utilize the comments section to elaborate on any matter pertinent to the abilities and techniques of the FTO, as you perceive it.

The numerical value of the questions are as follows:

- 1- represents the lowest, least, poorest, negative, no, etc.
- 5- represents the highest, always, excellent, superior, positive, yes, etc.

- | | |
|--|-----------|
| 1. Ability as a Police Officer? | 1 2 3 4 5 |
| 2. Ability to relate to you and communicate with you as an individual? | 1 2 3 4 5 |
| 3. Ability and interest in imparting training and information to you? | 1 2 3 4 5 |
| 4. Knowledge of training material covered? | 1 2 3 4 5 |
| 5. Skills as an instructor/teacher/trainer? | 1 2 3 4 5 |
| 6. Was the "timing" of the FTO fair and consistent when their intervention was needed in field situations? | 1 2 3 4 5 |
| 7. Do you feel the FTO allowed or encouraged you to verbalize your problems, concerns or criticisms? | 1 2 3 4 5 |
| 8. Application of honesty, fairness and objectivity in rating you? | 1 2 3 4 5 |
| 9. Overall attitude for the work and training the FTO is doing? | 1 2 3 4 5 |
| 10. Overall example set for you as a Los Altos Police Officer? | 1 2 3 4 5 |
| 11. Performance and abilities of the supervisory personnel in the FTO program? | 1 2 3 4 5 |

FIELD TRAINING PROGRAM

Please comment on the areas listed below. Attach additional sheets if needed.

A. List the areas in which you feel the FTO put forth their best efforts:

B. List the area(s) you feel the FTO could most improve:

C. What additional training/materials would you suggest to improve the program:

D. Overall, how would you rate the FTO program:

Recruit: _____

FIELD TRAINING PROGRAM

FIELD TRAINING OFFICER LOG

Week 1/ Team ____ FTO/Date _____ _____	Week 2/ Team ____ FTO/Date _____ _____	Week 3/ Team ____ FTO/Date _____ _____
Week 4/ Team ____ FTO/Date _____ _____	Week 5/ Team ____ FTO/Date _____ _____	Week 6/ Team ____ FTO/Date _____ _____
Week 7/ Team ____ FTO/Date _____ _____	Week 8/ Team ____ FTO/Date _____ _____	Week 9/ Team ____ FTO/Date _____ _____
Week 10/ Team ____ FTO/Date _____ _____	Week 11/ Team ____ FTO/Date _____ _____	Week 12/ Team ____ FTO/Date _____ _____
Week 13/ Team ____ FTO/Date _____ _____	Week 14/ Team ____ FTO/Date _____ _____	Week 15/ Team ____ FTO/Date _____ _____
Week 16/ Team ____ FTO/Date _____ _____	Week 17/ Team ____ FTO/Date _____ _____	Week 18/ Team ____ FTO/Date _____ _____
Week 19/ Team ____ FTO/Date _____ _____	Week 20/ Team ____ FTO/Date _____ _____	Week 21/ Team ____ FTO/Date _____ _____

Recruit: _____

FIELD TRAINING PROGRAM

PHASE I

FIELD TRAINING PROGRAM

IN HOUSE ORIENTATION

AREA HOSPITALS

TASK:	TASK COMPLETED DATE	FTO
El Camino Hospital		
Stanford Hospital		
Kaiser Santa Clara		
Valley Medical Center		
EPS		
VMC - SART		
Palo Alto Medical Clinic		
Palo Alto Veterans Hospital		

JAILS

TASK:	TASK COMPLETED DATE	FTO
Main Jail		
Men's Side		
Women's Side		
Central ID - SJPD		
Elmwood		
Juvenile Hall		
SJ AIB		

COURTS

TASK:	TASK COMPLETED DATE	FTO
North County Court, 270 Grant		
San Jose Superior, 191 N. First		
Juvenile Traffic, 2610 N. First		
Hall of Justice, 190 W. Hedding		

COUNTY FACILITIES

TASK:	TASK COMPLETED DATE	FTO
Children's Shelter		
Morgue		

FIELD TRAINING PROGRAM

IN HOUSE ORIENTATION EQUIPMENT PROCUREMENT

TASK	TASK COMPLETED DATE	FTO
Forms used by LAPD		
Safety Equipment		
Uniforms		
Locker		
I. D. Card		
Emergency Callback Form		
DMV Pull Program		
CLETS/SLETS Use		
DMV Access Form		
DMV Confidentiality Form		
CJIC		

CRITICAL POLICIES – Procedural Sign off

TASK	TASK COMPLETED DATE	FTO
USE OF FORCE 300		
SHOOTING POLICY 304		
CONTROL DEVICES 308		
ELECTRO-MUSCULAR DISRUPTION TECHNOLOGY/DEVICE 309		
OFFICER INVOLVED INCIDENTS 310		
FIREARMS 312		
VEHICLE PURSUIT POLICY 314		
OFFICER RESPONSE TO CALLS 316		
HARASSMENT POLICY 328		
CONDUCT & DISCIPLINE 340		
DEATH INVESTIGATIONS 360		
RAPID RESPONSE (ACTIVE SHOOTER) 424		
TEMPORARY HOLDING FACILITY 900		

FIELD TRAINING PROGRAM

IN HOUSE ORIENTATION

ADMINISTRATIVE MEETINGS

TASK	TASK COMPLETED DATE	FTO
Chief of Police		
Operations Division Commander		
Police Services Manager		
ISD Sergeant		
Administrative Sergeant		
Training Manager		
Administrative Assistant		
Crime Prevention		
Evidence Clerk		
FTO Sergeant		
School Resource Officer		
Firearms Instructors		
Defensive Tactics Instructors		
Payroll Supervisor		
City Manager		

FIELD TRAINING PROGRAM

IN HOUSE ORIENTATION

FIREARMS/DEFENSIVE TACTICS QUALIFICATION

TASK	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Handgun Orientation			
Range Rules/Orientation			
Qualification			
On-Duty Handgun			
Off-Duty Handgun			
Rifle			
Nomenclature			
Familiarization			
Tactical Movement			
Maintenance			
Clean-up			
Breakdown			
Test B: Firearms Policy			
Taser			
SAGE: 37			
Nomenclature			
Familiarization			
Less Lethal Shotgun			
Impact Weapon Qualification			
Arrest and Control techniques			
A&C Qualification			

FIELD TRAINING PROGRAM

IN-HOUSE ASSIMILATION PERIOD EMERGENCY VEHICLE OPERATIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
VEHICLE INSPECTION:			
Purpose:			
Prevention of accidents; operational efficiency; reduces maintenance/repair costs; locate contraband & evidence			
Inspection Procedures:			
Exterior: body, tires, rims			
Trunk: to ensure presence of flares, cones, first aid kit, evidence kit			
Interior: Radio operational, MDT in service, rifle loaded, rear seat/interior clear			
Emergency Equipment: lighting, siren, PA, controls, spotlights			
Vehicle maintenance process			
Downing vehicle for repairs			
Documenting damage to vehicle			
Emergency Vehicle Operation			
Mandatory use of Seatbelts			
Importance of seatbelts in officer fatality reduction			
Tactical considerations of seatbelt use			
Agency policy on routine driving:			
Rules of road, passing, speed pedestrians, right of way, parking			
Recruit operates patrol vehicle in safe & alert manner, complying with laws & policy			
Recruit identifies components of defensive driving: including: driver attitude, skill and vehicle capability			
Recruit identifies how driver attitude and condition can			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
contribute to accidents; over confidence, impatience, self righteousness, fatigue.			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Emergency Vehicle Operations: Code 3 Driving			
LAPD General Order Operation of Police Vehicle 316			
Authorization			
Notifying Communications			
Use of Lights and Siren			
Driving Tactics; to include: Slowing at intersections, observation of cross streets, caution when passing other cars, alert for hazards, safest route			
Plan best route for emergency response			
Discontinuing Emergency Response			
Emergency Vehicle Pursuits and Liability			
Review LAPD General Order 314 Pursuit Guidelines			
Factors to consider in determination of continuing or terminating a pursuit (see policy)			
Patrol vehicle operating under non emergency conditions subject to rules of road as is any other driver: 21052 CVC			
Emergency vehicle exemptions from rules of road (21055 cvc):			
Response to emergency, engaged in rescue operation, pursuit of a violator, responding to fire alarm			
Recruit demonstrates an understanding of conditions in which they and/or agency can be held liable during Code 3 driving:			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPTENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
a. Failure to drive with due regard for safety of others 21056 cvc.			
b. Number of units, Accidents, Pursuits by other agencies, air support, radio traffic			
c. Negligent or wrongful act or omission by an employee as per 17001 cvc.			
d. When not in immediate pursuit of actual/suspected violator or not responding to a bona fide emergency.			
Test C: Pursuit Policy			

FIELD TRAINING PROGRAM

IN-HOUSE ASSIMILATION PERIOD

COMMUNITY ORIENTATION: CITY TOUR

TASK	TASK COMPLETED DATE	FTO
MSC		
City Hall		
Chamber of Commerce		
Fire Stations:		
Loyola		
Los Altos		
El Monte		
Monte Vista		
Recreation/Hillview Center		
Woodland Library		
Los Altos Library		
Grant Park		
Shoup Park		
Lincoln Park		
Redwood Grove		
Rosita Park (401 Rosita Ave.)		
Heritage Oaks Park		
McKenzie Park		
Marymead Park		
Montclair Park		
Rancho San Antonio		
City Boundaries		
Beat Boundaries		

FIELD TRAINING PROGRAM

IN HOUSE ASSIMILATION PERIOD

COMMUNITY ORIENTATION: SCHOOLS

TASK	TASK COMPLETED DATE	FTO
Los Altos High School		
Mountain View High School		
Almond School		
Egan Jr. High School		
Blach Jr. High School		
Santa Rita School		
Covington School		
School District Offices		
Loyola School		
Montclair School		
Oak School		
Miramonte School		
St. Simons School		
St. Francis High School		
Foothill College		
Montecito School		
Pinewood School		
Test N: Locations		

REPORT WRITING

TASK	TASK COMPLETED DATE	FTO
Report Writing Format		
Field Notes / Notebook		
Interviewing Techniques		
Handwritten vs. Typed Reports		
Report Forms		

FIELD TRAINING PROGRAM

COMMUNICATIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
RADIO COMMUNICATIONS			
Agency policy re: communication control & coordination			
Phonetic alphabet			
Agency specific radio codes			
Standard Ten Code			
Radio Frequencies & use			
RADIO PROCEDURES			
Wait until channel is clear before transmitting			
Appropriate use of mic			
Speaking calmly; clearly			
Appropriate tone, volume & modulation of voice			
Code 22 & Code 33: understanding & application			
Awareness of other units call signs			
Awareness of other units assignments & locations			
Use of Radio to Complete a BOL – Crime Broadcast			
To include: Type of incident; number of suspects; suspect & clothing description; weapons; vehicles; direction of travel			
Use of Radio to transmit details of a vehicle pursuit			
To include: Unit ID; Suspect vehicle description; associated wants; number of occupants; direction of travel; approx. speed; conditions; location of stop			
MDT(MPS) Use:			
Agency policy re: use of vehicle Mobile Computer Terminals:			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Information Systems / Telecommunications			
A. Recruit gives examples where inquiries into LE Information would be necessary			
Locate info on lost/stolen property (including vehicles)			
Establish probable cause for a search or arrest			
Verify/confirm a warrant			
Determine validity of CDL			
Determine wanted status			
Determine whether a subject is on probation or parole			
Report/locate missing person			
B. Recruit will demonstrate an understanding of the various Information systems			
APS & SVS Lost/stolen property & vehicles			
Warrants: WPS, CJIC, NCIC, AWS			
DMV: AWS/SLETS(SVS)			
CJIC			
MUPS			
AFS			
DVROS			
SRF			
C. Agency Policy & Law regarding use of Information systems			
Crime to use information for personal use			
Use of "Iron Key" dual authentication on MDT			
D. Communications sit-along (4hr)			

FIELD TRAINING PROGRAM

RESPONSE CODES TO CALLS FOR SERVICE

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Normal Response			
Emergency Response			

RESPONSE TO ALARM CALLS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Level of Response			
Deployment of Resources			
Officer Safety			
Thorough Search			
Use of K-9			
Information via Communications			
Alarm Permit			
Notify Responsible			
Disposition of Alarm			
User Error			
No Fault			
Malfunction			
Test K: Alarm Policy			

FIELD TRAINING PROGRAM

RESPONSE TO ROBBERY CALLS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Response and Arrival			
Delay in Alarm Activation			
Alarms at Banks When They Are Open			
Alarms at Other Businesses			
Assignment of Assisting Units			
In Progress vs. Not in Progress			
Initial BOL Broadcast Quickly			
Preserve the Scene			
Investigative Responsibility			

FIELD TRAINING PROGRAM

LAWS OF ARREST – CRIMINAL LAW

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit will explain the following terms found in CA Criminal Law: Accessory, Accomplice, Criminal negligence, Corpus Delicti, Entrapment, Implied intent, Principal, Specific intent, Transferred intent			
Recruit will identify element of a crime, to include: Any act or omission, by a person, in violation of statutory law, for which there is punishment			
Criminal Law Test			
Recruit will identify elements of reasonable suspicion, those required for a stop, detention or investigative detention			
Recruit recognize/explain police officer's right to search when pc to arrest exists			
Given various field situations or scenarios, recruit will identify situations where probable cause may or may not exist & explain reasoning			
Peace Officer authority to arrest – 836 P.C. 40300.5 – 40302 cvc.			
Requirements related to arrests, to include: Time of day arrest may be made, information that must be provided to arrestee & Disposition of arrestee.			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit will explain requirements of Arrest by Private Person- 837 P.C.			
Miranda requirements			
Recruit will identify requirements re gaining admittance to a location to make an arrest (844 p.c.)			
40302 CVC- Must Take			
Recruit will explain the amount of force that may be used when effecting an arrest			
Recruit will explain the term reasonable as applicable to use of force			
Recruit reviews & explains CA Law & Dept. Policy re the use of physical force & the use of Deadly Force			
Recruit explains situations where legal exceptions to arrest might exist: including Diplomatic immunity, Stale Misdemeanor, Con. Exception			
40303 CVC- May Take			
849b P.C.-Custodial Release			
Test E: Laws of Arrest			
JUVENILE LAW			
Laws pertaining to apprehension & detention of Juvenile offenders to include:			
Miranda advisement			
300 W&I, 305 W&I, 601 W&I, 602 W&I, 625 W&I, 627 W&I			
Secure/non secure detention of juveniles			

FIELD TRAINING PROGRAM

ETHICS & STANDARDS OF CONDUCT

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Code of Ethics & application to decision making			
A. Aspects of Ethical Conduct			
Recruit not to conduct themselves in actions that discredit self or Department			
Recruit conducts self in manner showing respect, courtesy & professionalism with other members of Department			
Recruit not to use language that demeans, harasses or intimidates others			
Recruit treats violators with courtesy & respect.			
Recruit guards against overbearing, officious attitude, language that belittles or demeans others			
Recruit adheres to use of force policy & observes the civil rights of those in their custody			
B. Ethical Responsibilities			
Responsibility to intervene or stop unlawful/unethical practices by other officers			
Duty to report inappropriate conduct as per General Orders			
Professional Standards and Expectations			
C. Ethical Decision Making			
Limitations of discretionary authority: To include:			
Laws; Department Policy; Protocols; Department goals; Community Expectations; Officer Safety.			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Consequences of inappropriate discretionary decision making to include:			
Death or injury, commission of additional crime, civil & vicarious liability, discipline, discredit to Department			
Given various calls for service & scenarios, the Recruit will identify acceptable alternatives that result in:			
Arrest, citation/release, referral, warning, no action			
Conduct Unbecoming Officer			
Improper/Questionable Orders			
Gratuities and Bribes			
Conduct On/Off Duty as per General Order			
Harassment Policy			

FIELD TRAINING PROGRAM

OFFICER SURVIVAL

TOPICS	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Concept of tactical retreat			
Pre-planning scenarios			
Reduction of risks			
Mental Conditioning			
Will to live			
Continue to fight don't give-up			
Mental alertness			
Self-confidence			
Physical conditioning			
Strength – weight training			
Cardiovascular conditioning			
Nutrition			
Proper rest			
Weapon Retention			
Body Armor			
Benefits of wearing			
Agency policy re: wearing			
Level of protection: firearms			
Level of protection: knives etc.			

FIELD TRAINING PROGRAM

PROFESSIONAL STANDARDS AND CONDUCT & DISCIPLINE

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Complaint Procedures			
Available Findings			
Crimes Involving Employees			
AB 301- Officers Bill of Rights			
Conduct subject to discipline			
Discipline actions available			
Internal Affairs Procedures			

RESPONSE TO BURGLARY CALLS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Determine Manner of Response			
Duties at a Residential Burglary			
Duties at a Commercial Burglary			
Use of K-9			
Notification of a Responsible			
Setting a Perimeter			
Assistance from outside agencies			

FIELD TRAINING PROGRAM

TRAFFIC STOPS – OFFICER SAFETY

TOPIC	INSTRUCTED BY: DATE	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Contact Officers Tactics			
Primary responsibilities			
Records Incident Info			
Performs pat-downs/searches			
Issues Citations			
Recovers evidence/contraband			
Handles routine radio traffic			
Relays pertinent info to cover officer and others			
Watches hand movement			
Cover Officer Tactics			
Approach			
Position of Advantage			
Watching for: Weapons; hands concealed; hostility; approach of others; Symptoms of intoxication/drug influence; reactions/possible escape			
Communicating danger signals with contact officer			
Positioned to be of assistance			
Provides assistance as directed by contact officer			
Roles/Responsibilities of Contact & Cover Officer in:			
Calls for service			
In-progress calls			
Pedestrian stops			
Traffic Stops			
Vehicle Pursuits			
Felony Stops			
Foot Pursuits			

FIELD TRAINING PROGRAM

TRAFFIC STOPS-MECHANICS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Radio Procedure			
Picking a Safe Location			
Vehicle Position			
Approach Options			
Contacting Occupants			
Explaining the Reason for the Stop			
Officer Safety Issues			
Occupant Position during stop			
Officer Position during Contact			
Use of Emergency Lighting			

FIELD TRAINING PROGRAM

GENERAL ORDERS/DEPARTMENT POLICIES

POLICY NUMBER	TOPIC	COMPLETED DATE	FTO
200	Organizational Structure		
212	Electronic Mail		
306	Leg Restraint (WRAP)		
317	High Risk Operations		
319	Animal Control Procedures		
320	Domestic Violence		
322	Search and Seizure		
324	Temporary Custody of Juveniles		
326	Elder Abuse		
330	Child Abuse Reporting		
332	Missing Person Reporting		
336	Victim Witness Assistance		
338	Hate Crimes		
342	Department Computer Use		
344	Report Preparation		
346	News Media Relations		
348	Court Appearances		
352	Mutual Aid		
354	Handcuff Policy		
356	Megan's Law		
360	Death Investigations		
362	Identity Theft		
364	Private Person's Arrests		
402	Racial Profiling		
406	Crime Scenes		
408	Crisis Response Unit		
410	Ride-Along Policy		
412	Hazmat Response		
414	Hostage/Barricaded Subject		

FIELD TRAINING PROGRAM

GENERAL ORDERS/DEPARTMENT POLICIES

POLICY NUMBER	TOPIC	COMPLETED DATE	FTO
418	Mental Illness Commitments		
420	Cite and Release Policy		
422	Arrest/Detention of Foreign Nationals		
428	Immigration Violations		
432	Patrol Rifles		
440	Detentions		
441	Consent to Transport Citizen		
442	Criminal Street Gang		
448	MDT Use		
450	Use of Audio Recorders		
458	Foot Pursuit Policy		
502	Traffic Collision Reporting		
510	Vehicle Towing Policy		
514	Drunk Driving		
516	Citations		
524	72-hour Violations		
526	Admin Per Se law		
600	Investigation and Prosecution		
603	Arson Investigation		
607	Suspect Identification/Line-up		
608	Confidential Informant		
700	Department and Personal Property		
702	Personal Communication Devices		
704	Vehicle Maintenance		
706	Vehicle Use Policy		
802	Communications Operations		
804	Property Procedures		

FIELD TRAINING PROGRAM

GENERAL ORDERS/DEPARTMENT POLICIES

POLICY NUMBER	TOPIC	COMPLETED DATE	FTO
810	Release of Records and Information		
812	Criminal Offender and Digital Evidence		
814	Computers and Digital Evidence		
902	Custody Searches		
1002	Evaluation of Employees		
1005	Specialty Positions		
1006	Grievance Procedure		
1010	Reporting of Employee Convictions		
1012	Alcohol and Drug Use		
1014	Sick Leave Reporting		
1015	Vacation Policy		
1016	Communicable Diseases		
1018	Smoking Policy		
1020	Personnel Complaint Procedure		
1022	Seat Belt Procedure		
1024	Body Armor		
1031	Peer Counseling		
1034	Meal Periods		
1036	Time Card Procedures		
1040	Outside Employment		
1042	On Duty Injury		
1044	Personal Appearance Standards		
1046	Uniform Regulations		
1052	Department Badges		
1054	Modified Duty Assignments		

FIELD TRAINING PROGRAM

PATROL PROCEDURES

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Patrol methods: preventative & directed enforcement			
Preventative: Frequent checks of businesses, contacts with suspicious persons, fluctuating patrol patterns, high visibility			
Directed enforcement: Targets specific community problem or concern, action plans, enforcement options.			
Types of patrol and advantages of each: vehicle, foot, undercover vehicle			
Importance of positive daily contact with citizens			
Observation skills: methods by which observation skills can be improved			
Recruit explains/demonstrates techniques that aid in detecting/preventing crime			
Community familiarity: make up of population, problem areas, recent criminal activity			
Preparation for patrol shift to include: info gathering via briefing & bulletins, check out of equipment & forms, plan work around identified priorities			
Beat priorities, areas needing frequent attention			
Nighttime patrol priorities: signs of burglary, suspicious vehicles; persons; sounds			
Conducting surveillance: invisible deployment, radio usage, night vision, wire use			
Encountering plain clothes or undercover officer in the field			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Proper reaction when encountered by uniformed officer if trainee makes plain clothes arrest			
Hazards of silhouetting			
Stealth responses: how to minimize noise & visibility			
Recruit demonstrates understanding watching a subjects hands			
Mutual aid and responses to requests for assistance from outside agencies			
Building Searches			
Recruit identifies/explains the principles of a safe & effective building search to include:			
a. Containment of building			
b. Containment of areas already searched			
c. Using a safe & systematic method			
d. Safe searching techniques			
e. Appropriate use of canine, outside agency or other assistance			
Recruit explains or conducts a safe & effective building or area search			
Crimes in Progress			
Agency protocol & factors to consider in responding to crimes in progress.			
A. Proceeding to the scene quickly & silently			
B. Proceeding to scene using lights & siren			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
C. Proceeding to a location with greatest likelihood of intercepting suspect			
D. Proceeding to scene, coordinating deployment of other officers, deployment of assets, setting perimeter as needed			
E. Distance to location			
F. Availability of additional units			
G. Nature of offense			
H. Traffic & environmental conditions			
I. Potential for look-outs			
J. Watching for fleeing suspect			
K. Apprehension of Suspect			
L. Broadcasting additional info			
M. Securing scene			
N. Notification of ISD depending on nature of crime			
O. Deployment of canine for area search as necessary			
Misc. Patrol Procedures			
Beat Accountability			
Routine Calls			
Courtesy Services			
Basic Functions			
Preparation for Patrol			
Maintain/Fueling/Washing Patrol Car			
Check out and Inspection of patrol car			
Reporting Mechanical Problems			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Frequency of Patrol			
Recruit demonstrates the ability to conduct a lawful, safe & effective pat-down search			
Recruit demonstrates the ability to conduct a safe and effective field search (standing, kneeling, prone) of one or more suspect(s).			
Secondary officer responsibility during person search			
Recruit safely & effectively serves as back-up officer during search of suspect(s)			
Vehicle Stops			
Recruit demonstrates understanding of various types of vehicle stops including: traffic violations, investigative, high risk			
Elements to be considered when selecting proper location for a traffic stop: traffic hazards, escape routes, number of persons, lighting, position of primary & back-up vehicles			
Agency protocol for traffic stops to include: Unit ID, nature of stop, location license Plate & vehicle description			
Mechanics of traffic stop, to include: distance from which to initiate a safe stop, use of emergency lighting, creating safety corridor			
Techniques to gain driver attention when making stop: emergency lights, headlights, air-horn, siren, PA system.			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Hazards inherent in vehicle stops, to include: location, reason for stop, officer approach, officer's position, contact w/violator, visibility			
Consequences of failing to closely monitor movement of vehicle occupants to include, possible attack, destruction or concealment of evidence, escape of occupants			
Recruit explains advantages & disadvantages & legal aspects of directing occupants to remain in or exit the stopped vehicle			
Recruit explains or demonstrates how to safely approach: motorcycles, buses, campers, vans, trucks			
Common identifies violator reactions to include: anger, embarrassment, fear, rationalization, refusal to sign citation			
Recruit explains/understands why an officer should not argue with a violator			
Discretion: examples of when to cite vs. issuing a warning			
Contact with violator: obtain CDL, proof of insurance, Registration, check validity & authenticity of CDL, check signature on cite, proper copy of cite to violator			
Recruit demonstrates the ability to identify a violation, conduct a traffic stop & assess whether to issue a cite/warning			

FIELD TRAINING PROGRAM

FELONY OR HIGH RISK STOPS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit recognizes important decisions to be made in making a felony/High risk car stop to include: seriousness of crime, availability of back-up, location for stop, tactics to be used, number of suspects			
Proper vehicle positioning			
Verbal Commands: to order suspect(s) from vehicle & effect arrest/dentition			
Verbal commands & proper sequence: hands, method of exiting vehicle, viewing for weapons, position, moving backwards to sound of voice			
Freeze stop until arrival of sufficient units			
Roles of primary, secondary & tertiary units to include: verbal commands, rifle, arrest/contact officer, scene control, radio.			
Traffic Considerations			
Recruit explains or demonstrates how to conduct a safe high risk stop, removal of suspects from vehicle, safe positioning of suspects			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Vehicle Search			
Recruit identifies/explains the safe & effective search of a vehicle to include: removal of suspects, clearing of vehicle, systematic search, use of canine as needed			
Recruit explains or conducts a safe & effective vehicle search			

FIELD TRAINING PROGRAM

COMMUNITY RELATIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Maintain professional demeanor with citizens and suspects			
1. Communication:			
a. Positive & professional			
b. No disparaging comments or remarks			
c. No ethnically offensive language/terminology			
d. Effective communication with persons of all backgrounds			
2. Non Verbal Factors:			
a. Maintain positive attitude during all citizen contacts			
b. Positive body language			
c. Respect cultural differences			
3. Explanation of our actions to citizens			
Cultural Diversity			
Recruit explains how culture of community can affect relationship with community			
Recruit identifies how biases may affect ethics and impartial enforcement of the law			
Increasing trust with community			
Bias-Based Policing			
Recruit will explain how bias can affect his/her performance on the job.			
FTO and Recruit will discuss how bias-based policing leads to community distrust of police.			
Community Service Orientation:			
a. Protection of life & property.			
c. Delivery of Service			
d. Enforcement of law			
e. Maintain order			
Crime Prevention			
a. Dept. utilization of Crime Prevention			
b. Officer Involvement (i.e. recommending locks; lighting;			

FIELD TRAINING PROGRAM

access; cameras; alarms etc)			
c. Public Awareness			
d. Neighborhood Watch			

FIELD TRAINING PROGRAM

TRAFFIC

FIELD TRAINING PROGRAM

TRAFFIC

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Vehicle Code			
Recruit displays familiarity with CVC Laws relating to vehicle operation and can recognize violations			
Recruit defines the following terms found in the CVC: Crosswalk, Darkness, Driver, Highway, Intersection, Limit Line, Motor Vehicle, Roadway, School bus, Sidewalk, Vehicle			
Recruit reviews/demonstrates understanding of CVC authority to arrest (40300.4 – 40303; 40305)			
Recruit identifies common CVC by code number & classification to include:			
Vehicle Registration & Insurance requirements			
Theft & vehicle tampering			
CDL & Cal ID Cards			
CDL Suspensions			
Hit & Run			
Traffic signal lights			
Other traffic control devices			
Driving, overtaking & passing			
Right of way			
Pedestrians			
U-turns			
Stopping, standing & parking			
Driving under the influence			
Other public offenses			
Equipment violations			
Fleeing/evading an officer			
Reckless driving			
Seat belt violations			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Issuing Citations			
Enforcement discretion upon witnessing a violation: verbal warning, issuing a citation, physical arrest			
Recruit properly & legibly completes a traffic citation for an observed violation			
Signature not an admission of guilt			
Infraction vs. Misdemeanor			
Neatness/Accuracy			
Citation Corrections			
Voiding a Citation			
Bicycle Citations			
Parking Citations			
14601 & 12500			
Storing Vehicle for 30 Days			
Taking Notes on Green Copy			
Refusal to Sign			
Thumbprint on Misdemeanor			

FIELD TRAINING PROGRAM

IMPOUNDING – STORING - VEHICLES

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Agency protocol for towing vehicles			
Abandoned Vehicles 22669 (a) CVC			
Traffic hazard 22651 (b) CVC			
Incident to arrest 22651 h			
Stored for safekeeping 22651 (g) CVC			
Recovered stolen vehicle not released in field 22651 (c) CVC			
Held for investigation 22655.5 CVC			
Vehicle involved in hit & run 22655 or 22653(b) CVC			
Vehicle with VIN removed 10751 CVC			
Vehicle towed for suspended CDL or unlicensed driver 14602.6 CVC			
Authority to Store or Impound Vehicle from public or private property			
Recruit stores/impounds a vehicle in accordance with state law, agency protocol & completes required form in a satisfactory manner			
Incidents where vehicle would be processed for Evidence			
Inventory of Stored Vehicles			

FIELD TRAINING PROGRAM

TRAFFIC ACCIDENTS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Responsibilities for preventing accidents in community to include: education, enforcement, proactive engineering recommendations, coordination with traffic team, environmental factors, interagency cooperation with MSC, planning, engineering			
Primary duties upon being dispatched to traffic accident:			
a. Response and Arrival			
b. Protecting the scene			
c. Positioning of vehicles			
d. Determine if injuries, request Fire & EMS			
e. Unit Deployment upon Arrival			
f. Requesting Additional Units			
g. Officer Safety (Passing Traffic and Other Hazards)			
h. Identify Witnesses			
i. Determine Report Format			
j. Diagram and Sketch			
k. Pre-Drawn Diagrams			
l. Towing Vehicles			
m. School Bus Accidents- 1 or more Students			
n. LAPD or City Vehicles Involved			
o. Private Property Accidents			
p. Accidents Involving Animals			
q. Bicycle accidents			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Agency policy re: traffic accident investigation & reporting to include:			
a. Types of accidents requiring investigative format			
b. Types of accidents allowing for Summary Cause format			
Vehicle Collision defined			
Recruit identifies advantages & disadvantages of immediate removal of vehicles from roadway			
Recruit defines the term Primary Collision Factor			
Recruit demonstrates an understanding of term: Area of Impact (POI) & how it is established			
Recruit articulates or demonstrates an understanding of the following definitions in accident investigation: accident, classification of injuries, in-transport, other parties, witness, intersection			
Recruit completes a factual diagram that contains the necessary elements to include: Compass direction, scene measurements Point of impact/point of rest, and other appropriate illustrations			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit identifies types of physical evidence used to determine the cause of a collision, to include: locked wheel skid, scuff, impending skid, side scuff, side skid, debris, gouges, fluids etc.			
Information to be obtained in a collision investigation interview to include:			
a. Identity of involved parties, personal information & vehicle information			
b. Time/location of collision			
c. Chronology of collision events			
d. Statements of drivers & witnesses			
e. measurements			
f. notation of debris & physical evidence			
g. photos			
h. Establish elements of hit & run if applicable			
Recruit responds to a traffic accident in a safe & efficient manner and completes an accurate & complete report w/ appropriate PCF & any associated factors			
Fatal Accident Investigation			
Test J: Accident Investigation			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Traffic Control - Traffic Direction			
Recruit demonstrates the recognized hand signals for a driver to include: Stop, Turn Right, Turn left, Start, keep moving			
Appropriate use of flashlight in traffic control			
Accepted use of Flare and cone patterns			
Recruit deploys cones or flares at accident scene in manner that best protects life and property.			

HIT AND RUN ACCIDENTS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Legal Requirements			
Response and Area Search			
Suspect/Vehicle Descriptions			
Broadcast BOL			
Evidence Collection- Paint, Parts, Photos			
Impounding Suspect Vehicle			
Misdemeanor vs. Felony			

FIELD TRAINING PROGRAM

PHASE 2

FIELD TRAINING PROGRAM

LAWS OF ARREST

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Ramey			
Chimel			
Recruit will identify rights granted per the U.S. Constitution to include:			
First; Freedom of religion, speech, press & assembly			
Fourth: Search & Seizure only by warrant or good cause			
Fifth; Right to trial, Freedom from Double jeopardy, no self incrimination, due process			
Sixth; Right to speedy trial			
Eighth; No excessive bail			
Fourteenth; Civil rights			
How to Arrest:			
Pat Searches			
Transporting opposite sex			
Processing at LAPD			
Processing at Main Jail			
Processing at Hospitals			
ABC Laws			
After hours consumption			
Sales/providing to person under 21 years of age			
Selling/providing to person who is visibly intoxicated			
Possession of alcohol by minor			
Parole & Probation laws, searches and holds; 3056 PC. 1203.2 PC.			
Municipal Code see pg. 134			

FIELD TRAINING PROGRAM

WARRANT ARRESTS AND DETENTIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Day vs. Night Service (10 PM-6 AM)			
Confirmation			
Notification of Arrest			
Handcuffing and Officer Safety			
Public Place			
853.6 P.C.-Release with Citation			
Booking Based on Bail Amount			
Reasonable Time-Case-McGaughran			
Radio Procedures			
Abstract Destinations			
Posting Bail at LAPD			
Outside (Foreign) vs. Local Warrants			
Waiting Period for Infraction Warrant			
Reports Required			
Decision To Not Arrest			

FIELD TRAINING PROGRAM

ARREST ISSUES

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIA TED NAME/DATE:
Complaint Process			
Juvenile Options			
Arrest vs. Detention			
Medical Clearance			
Blood Samples			
Photograph and Fingerprint			
CAL ID at Main Jail and LAPD AIB			
Search of Suspect			
Search of Vehicle			
Vehicle Storage			
Vehicle Impound			
Concept of Tactical Retreat			
Primary vs. Cover Officer			
When to Issue Criminal Citation vs. Booking			
Determining Factors			
Booking at LAPD			
Booking/Citeable violations combined			
Time of Arraignment 0900/45 Days			
Citations for Municipal Code			

FIELD TRAINING PROGRAM

USE OF FORCE

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
When permitted			
Legal & Ethical Considerations 835 PC; 835 a PC; 843 PC; 198 PC			
Agency Use of Force Policy			
Legal ramifications			
Civil liability			
Types of situations that justify use of deadly force; 196PC; 198 PC; 835a PC; 843 PC			
Types of situations that DO NOT justify use of Deadly force.			
Use of Force Options			
Non Verbal: presence			
Verbal			
Physical: control holds			
Chemical agents: Regulations governing use, first aid, reporting requirements			
Impact weapons: When and how to use, target areas, lethal strike areas			
Less Lethal; 37 mm Sage: When and how to use			
Carotid Restraint			
Taser Deployment			
Deadly force: Law/agency policy, officer's present capabilities, capabilities of officer weapon			
Responsibilities After Use of force			
First Aid			
Reporting Procedures			
Medical Clearance			
Photography			
Supervisor Notification			
Test A: Use of Force			

FIELD TRAINING PROGRAM

SEARCH AND SEIZURE

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Search Concepts			
Consent			
Scope of searches			
Contemporaneous			
Probable Cause			
Instrumentalities of a crime			
Contraband			
Knock & Notice			
Container Search Doctrine			
Recruit will explain the circumstances in which the following types of searches can be made:			
Pat search for weapons			
Consent searches			
Probable cause searches			
Search warrant			
Plain view			
Incident to arrest			
Exigent Circumstances			
Probation/Parole Searches			
Items that the Officer may legally search for: dangerous weapons, fruits of the crime, contraband, suspects, additional victims			
Limitations on searches of persons, vehicles & buildings			
Protective sweeps			
Closed containers			
Inventory Searches			
Recruit will explain the exclusionary rule & its effect on police action/procedure, including:			
Court filings			
Prosecution of suspects			

FIELD TRAINING PROGRAM

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Seizure			
Lawful seizure of evidence including instances where force may be justified:			
Preventing suspect from swallowing evidence			
Inducing suspect to vomit			
Extracting blood evidence			
Extracting Fingerprint evidence			
Extracting DNA evidence			
Warrants			
Procedure for obtaining search and arrest warrants			
Probable Cause			
Exceptions to search warrant i.e. pursuant to valid arrest, property abandoned, exigency, valid consent			
Requirement for obtaining search warrant as per 1525 PC			
Process for obtaining warrants during/after business hours			
Search Warrant Affidavit			
Warrant service			
Hours of service for felony & misdemeanor arrest warrants			
Hours of service: search warrants			
Knock & notice requirements			
Warrant filing & return			

FIELD TRAINING PROGRAM

DEATH INVESTIGATIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Attended			
Unattended			
Who Pronounced Death			
Supervisor Notification			
Coroner Notification			
Homicide or Suspicious Incident			
Secure Scene			
ISD Notification			
Suicides			
Report Documentation			
Approval of Body Removal			
Removal by Private Mortuary			
Removal by Coroner			
Vehicular Death- Traffic Callout			
Release Number from Coroner			
Test D: Death Investigations			

FIELD TRAINING PROGRAM

CONTROL OF PERSONS/PRISONERS

TOPIC:	INSTRUCTED BY; DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Control/searching of persons			
Recruit will safely & effectively control (verbally & physically) one or more suspects			
Recruit demonstrates effective search techniques for male & female suspects to include:			
Constant alertness			
Maintaining control & position of advantage			
Standing/kneeling/prone search			
Protecting weapon			
Searching of opposite sex arrestees			
Recruit will explain reasons for handcuffing: (i.e. prevent attack, escape, destruction of evidence/contraband).			
Handcuffing Principles: control of suspect, positioning on wrists, tightness, observation of suspect, Wrap, controlled removal of handcuffs.			
Agency protocol on handcuffing of prisoners			
Recruit demonstrates safe & effective handcuffing of single or multiple suspects			
Legal requirements for protecting prisoners			
Legal responsibilities for providing prisoners with food, shelter & medical care			
Prisoner right to phone calls			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Requirements for issuing property receipts			
Agency policy & legal aspects re rights/privileges of prisoners in custody.			
Willful inhumanity or oppression of prisoners 147 PC			
Assault of prisoner under color of authority 149 PC			
Transportation of prisoners			
Agency protocol re: transportation of prisoners:			
Those restrained by WRAP, sick or injured, juveniles with/without adults, females, use of seat belts, search of area before/after transportation			
Recruit demonstrates ability to safely transport handcuffed arrestee			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Temporary Holding Facility & Booking of Prisoners			
Prisoner processing requirements in AIB: LAPD General Order 900			
Weapon policy in AIB, gun locker location/operation			
Prisoner Custody Log			
LAPD Medical Clearance Form & screening			
Santa Clara County DOC Medical Clearance Form			
Pre Booking Sheet			
Probable Cause affidavit			
Emergency Procedures			
Opposite Sex arrestees in AIB			
Strip Searches: Adult/Juveniles			
AFIS			
Print Track System			
Prisoner Rights			
Prisoner Phone Calls			
Officer Safety in LAPD AIB			
Secure & Non Secure Confinement of Juveniles			
Citation and Release			
Recruit demonstrates the ability to successfully process an arrestee in AIB w/in policy			
Release per 849 b & 849a PC			
Granting Attorney access to prisoners upon request.			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Main Jail Bookings:			
Notification & procedures for booking of the following categories of prisoners:			
Alcoholics, drug users, mentally ill, sex offenders, escape risks, non-conformists			
Inmates who warrant special consideration:			
Injured or sick, pregnant females, elderly, gang members, informants, current or former police officers, high profile prisoners, others who need special housing/class.			
Recruit demonstrates understanding of basic inmate classification to include:			
Sex, age, criminal sophistication, seriousness of offense, assaultive, medical issues, gang affiliation, overt sexual behavior			

FIELD TRAINING PROGRAM

PERSONS WITH DISABILITIES & MENTALLY ILL:

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Requires reasonable modifications in each case, except where safety is compromised			
Prohibits arrest for behavioral manifestation of non-criminal behavior			
Requires safety & rights of person w/disability be protected during detention			
Dealing with Persons with Mental Illness			
The role of the CIT officer			
De-escalation techniques			
Recruit recognizes and demonstrates effective communication w/persons having cognitive impairments to include:			
Giving one direction/asking one question at a time			
Slow down communication			
Ask simple, non-complex questions			
Avoid yes/no questions			
Avoid questions about time or complex sequence of events			
Recruit demonstrates an understanding that non compliance indicates person may need more time to grasp what is being said/asked them rather than defiance			
Safety priority in dealing with impaired people, Recruit understands tactical assessment which includes:			
a. Officer ability to control person			

FIELD TRAINING PROGRAM

b. Escape routes			
c. Use of cover			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
d. Call for back-up			
e. TACT Model (tone: calm, firm & respectful demeanor; Atmosphere (reduce distractions/respect personal space(Communication (contact & rapport) Time (slow down & reassess)			
Recruit demonstrates an understanding of State Law and agency protocol in handling mental illness cases			
Recruit recognizes considerations when dealing with mentally ill to include:			
Ignore verbal abuse, avoid excitement, avoid unnecessary deception, requesting back-up to limit resistance, handle medic response in manner to avoid confrontation, constant visual observation, remain alert, take firearms for safekeeping			
Facilities for evaluation, treatment & referral of mental health cases (EPS, ECH,)			
Uplift Family Services: Juvenile Facility			
Criteria for 72 hour hold (danger to self; danger to others; gravely disabled)			
Procedural requirements for 5150 W&I Hold:			
Application for 72 hour Detention			
a. Circumstances person's condition called to attention and probable cause for detention			

FIELD TRAINING PROGRAM

b. Miranda advisement			
c. Safeguarding of subject's personal property			
d. Providing person detained with officer's name, agency & reason for detention			
e. Informing detained person the right to bring some personal items & right to telephone call for contact family or friends.			
Alternatives available if subject does not meet criteria for 72 hour detention:			
Voluntary hospitalization: ECH, EPS, Private hospitals			
Arrest (if p.c. exists)			
Referral to other treatment facility			
Use of medics for transport			
Test G: 5150 W&I			

FIELD TRAINING PROGRAM

EVIDENCE COLLECTION- SPECIAL SITUATIONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIA TED NAME/DATE:
Latent fingerprints			
Wet Property-blood, water, semen			
Narcotics			
Marijuana Plants			
Explosives and Flammables			
Firearms			
Bicycles			
Oversize Items			
Vehicles			
Crime scene search: Strip, Spiral, Quadrant			
Preservation of evidence in fair & inclement weather			
Processing & booking evidence according to policy & protocol: Includes: Controlled substances, money, firearms, explosives, return of evidence			
Procedure for submitting evidence to Crime Lab			
Recruit explains chain of custody in evidence			
Recruit demonstrates ability to collect, package, process & submit evidence in accordance with chain of custody & policy			

FIELD TRAINING PROGRAM

SEXUAL ASSAULT

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Statements			
Collection of Evidence			
Evidence at the Scene			
Evidence from the Victim			
Contact S.A.R.T. Investigators			
Juvenile Victims			
Evidence from Suspect(s)			
Investigative Procedures (ISD callouts)			

PUBLIC INTOXICATION

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Criteria for Booking			
Transportation by Paramedics			
647f PC-Elements of the Crime			

CROWD CONTROL

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
First Amendment Rights			
Must Stay Neutral			
Def. of Unlawful Assembly and Riot			
Basic Crowd Control Techniques			
Proper Use of Force/Options			
Mutual Aid			

FIELD TRAINING PROGRAM

FIELD TRAINING PROGRAM

FIELD INTERVIEWS - PEDESTRIAN STOPS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIAED NAME/DATE:
Differences between Consensual Encounter and reasonable or probable cause to stop & detain			
Recruit explains circumstances allowing lawful ped. stop, to include: existence of suspicious Activity, time of day; reason to believe subject may be involved in criminal activity			
Variables to consider in making a ped. stop, to include; whether to stop person, when/where to make stop, method of approach			
Recruit demonstrates or describes position that one or two officers should take in encountering one or more suspicious persons			
Primary vs. Cover Officer			
Use of SLETS/CLETS in determining subject's wanted status			
Duration of Stop			
Field Photos			
Proper completion of F.I. Card			
Process for obtaining Criminal History			
Recruit demonstrates ability to conduct a Ped. Stop of one or more subjects using sufficient PC, makes a safe & effective approach, conducts proper contact, interview and disposition of subject			
Concept of Tactical Retreat			

FIELD TRAINING PROGRAM

JUVENILE CONTACTS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Reporting Action in the Field			
Notification of Custody to Adult			
625 W&I-Temporary Custody			
300 W&I- Dependent Children			
Child Abuse Reporting			
Children's Shelter for Housing			
601 W&I- Status Offenders			
602 W&I- Law Violators			
Curfew Violators			
Obtaining Medical Treatment			
Police Holds on Juveniles at Hospitals			
Protective Custody			
DUI Juveniles			
Blood Samples from Juveniles			
Juvenile Sex Assault Victim			
Counseling Services			
Emergency Psychiatric Services			
EMQ			
Juvenile Contact Reports			
Juvenile Diversion			
Traffic Citations			
Information Only Reports			
Juvenile Hall			
Mandatory Miranda Warning			
Child Protective Services			
Transporting to LAPD			
Processing at LAPD			
LAPD Logs			
School Responses:			
Non student on campus			
Investigations & questioning of students.			
Code Red & Code Blue			
Test H: Juvenile Cases			

FIELD TRAINING PROGRAM

GANG AWARENESS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAMES/DATE:	REMEDIED NAME/DATE:
Recruit recognizes characteristics of gangs & importance in the ID of gangs for officer safety & criminal investigations			
Recruit identifies the types of gangs that concern law enforcement to include: Street gangs, motorcycle gangs, Prison gangs, Cults			
Reasons for gang membership: peer pressure, common interest, protection, safety. Lack of parental involvement			
Characteristics common to most gangs to include: Cohesiveness, code of silence, rivalries, revenge, violence			
Recruit identifies some methods that gang members use to distinguish members to include: Tattoos, attire, monikers, hand signs			
Gang graffiti factors significant to law enforcement to include:			
a. Identifies individuals or specific Gangs			
b. Identifies gang boundaries			
c. Indicators of pending or past gang conflicts			
d. Identifies specific individuals with certain Gangs			
Methods to address – reduce gang related activity: ID of gang activity, coordination w/other agencies, zero tolerance, visibility			

FIELD TRAINING PROGRAM

MISSING AND FOUND PERSONS

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit demonstrates understanding of state law & agency policy/procedure for handling missing persons cases			
Adults			
Juveniles			
Search procedures for missing persons to include:			
Search of Surrounding Scene			
Search of Surrounding Area			
Broadcast Critical Reach -Trak & other related BOLS			
Vehicles Used			
Possible Destinations or Intentions			
Missing juveniles; need to search home & nearby areas at outset of investigation			
Obtain Photograph			
Enter into NCIC within 4 hours			
Child Abduction Protocol			
Recruit will demonstrate or explain agency policy & proper investigative procedures in a missing persons case			

FIELD TRAINING PROGRAM

RESPONDING TO CRITICAL INCIDENTS - EMERGENCIES

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Responsibilities & actions required of agency tat encounters Hazmat incident, natural disaster, or other critical incident			
ICS Model			
Protocol for response to Hazmat or chemical spills			
Duties of First Arriving Units to include: Recognition, isolation/area containment, notifications, first responder limitations			
Initial responsibilities of first unit to arrive at major vehicle accident or disaster scene to include:			
Requesting assistance, emergency medical aid, coordination with other agencies, secure perimeter, establish ingress /egress corridors			
Response to In-Progress Crimes			
Duties of All Units After Arrival			
Mutual Aid for LAPD			
Mutual Aid for Other Agencies			
Hostage Situations			
Hostage Negotiations			
Barricaded Subjects			
SWAT & TRT Deployment			

FIELD TRAINING PROGRAM

INVESTIGATIONS & EVIDENCE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Interviewing:			
Preparing for an interview			
Recruit demonstrates or explains basic rules in statement taking/interviewing to include:			
Asking brief & direct questions: let person do most of the talking			
Taking control of interview			
Avoid leading questions			
Putting interviewee at ease or creating discomfort			
Summarizing statement, using direct quotes, avoid assumptions			
Contents of good statement to include: What; when, where, who how, why and how many involved			
Miranda requirement: When & when not to use including: Custody & Interrogation			
Recruit demonstrates ability to properly conduct an interview & summarize information accurately in report format			
Recruit demonstrates or articulates ability to conduct thorough & complete preliminary investigations			
Factors that must be determined when interviewing RP's, victims and witnesses			
Use of Evidence Tech or Crime Lab			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Crimes Against Property			
Recruit reviews or explains officer's responsibilities in the preliminary investigation and reporting of in-progress or just occurred property crimes to include:			
ID or description of suspect(s)			
Identification of crime			
DOT for fleeing suspect(s)			
Weapons involved			
Radio broadcast of all known pertinent information			
Pursuit/apprehension of suspect(s)			
Recruit demonstrates or articulates how to complete a preliminary investigation in a just occurred property crime to include satisfactory completion of all reports & forms			
Crimes Against Persons			
Recruit reviews or explains officer's responsibilities in the preliminary investigation and reporting of an in-progress or just occurred crimes against persons.			
Recruit explains steps to be taken in the investigation & reporting of in-progress crimes against persons including:			
Rape/sexual assault Pg. 94			
ADW – Felonious assault			
Robbery Pg. 79			
Kidnapping			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit explains steps to be taken at scene where serious injury/death has occurred to include:			
Preservation of scene			
Crime scene log/restrict access			
Need for Fire & Medics			
Summon additional assistance, outside agencies if needed			
ID & apprehension of suspects			
Notification of ISD, Admin, Crime Lab			
Locate & protect possible evidence			
Canvass to locate witnesses			
Adhere to appropriate protocol or policy as required			
Recruit demonstrates ability to perform a competent preliminary investigation in a just occurred crime against person case			

FIELD TRAINING PROGRAM

DRIVING UNDER THE INFLUENCE

TOPIC	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit recognizes/explains common driving indications of suspected DUI			
Objective Symptoms of DUI drivers			
Recruit explains and demonstrates field sobriety tests (FST's) used by agency			
Nystagmus Test			
Use of PAS Device at conclusion of FST's			
Note Taking during FST's			
Arrest Procedures			
Recruit explains the law & agency policy regarding Chemical Tests to include:			
a. How & where taken			
b. Tests available			
c. Refusal Procedures			
d. 13353 CVC Admonition			
e. Refusals & acceptable amount of force to obtain sample			
f. Medical Technician for blood samples			
g. Booking of evidence			
Processing at LAPD AIB			
Opposite Sex Requirement			
Forms Required for DUI			
DUI when drugs suspected			
Proper Radio Traffic			
Admin Per Se			
Intoxilyzer Operation			
Juvenile DUI Arrests			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
23140 C.V.C. Juvenile DUI			
Injured DUI Arrestees			
Adult Booking vs. Cite and Release			
Juvenile Booking vs. Cite and Release			
Custodial Release Agreement			
Felony DUI- Blood Sample Required			
DUI on a Bike 21200.5 CVC			
Given a DUI, the Recruit demonstrates the ability to conduct FST's & process the DUI arrestee in a safe and effective manner			

FIELD TRAINING PROGRAM

MARIJUANA LAW VIOLATIONS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Adult Procedures & Juvenile			
One Ounce or less			
More than One Ounce			
Report Requirements			
Citation vs. Booking			
Reporting Requirements			
Citation vs. Booking			
Concurrent On-view Violation			
Other offenses determined			
Possession for Sale			
Evidence of Crime			
Medical Marijuana Procedures			

FIELD TRAINING PROGRAM

NARCOTICS POSSESSION CASE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Possession for Personal Use			
Possession for Sales			
Quantity			
Packaging			
Cash			
Pay-Owe Sheets			
Pager			
Cell Phone			
Lack of Use			
Lack of Paraphernalia			
Identification of Substance			
Narkit Presumptive Tests			
Physician's Desk Reference			
Other options- Call a Pharmacy			
Handling Evidence			
Packaging Evidence			
Report Writing/ Forms Used			
Evidence vs. Seizure			
11470 H&S Seizures			
SCCSET Team			
Influence Cases			
Objective Symptoms			
Pupilometer			
Officer Safety			
AIB Processing			
Photos of Suspect			
Blood Sample			
Report Forms			
Informants			
Other indicia of Crime			
Test M: Narcotics			

FIELD TRAINING PROGRAM

ANIMAL COMPLAINTS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Barking Dogs			
Leash law violations			
Animal Bites			
Vicious Animals			
Code Enforcement Officer Responsibilities			
Treatment of Injuries			
Photograph Injuries			
Notification of Animal Services			
Disposition of Animal			
Dispatching Injured Animal			
Dispatching Dangerous Animal			
Report Documentation			

DISTURBING THE PEACE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Officer Safety			
Officer Conduct			
Take Action			
Mediation			
Referral			
Arrest			

FIELD TRAINING PROGRAM

BOMB THREATS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Notification of Fire Department			
Directed at Police Facilities			
Initial Action			
Search Procedures			
Communications during Search			
Directed at Private Facilities			
Initial Action			
Search Procedure			
Communications during Search			
Locating Suspicious Package/Device			
EOD Resources and Response Procedures			
Investigation			
Written Documentation			
Evacuations by School Officials			

FIELD TRAINING PROGRAM

SELF INTITATED ACTIVITY

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIAED NAME/DATE:
Recruit understands and demonstrates proficiency in self-initiated activity to include:			
Vehicle Stops: Investigative & Traffic Enforcement			
Pedestrian Stops: Suspicious persons, consensual encounters, traffic enforcement			
Directed Patrol: DUI enforcement, pattern crimes, Special enforcement plans, Gang activities			
Arrests: Misdemeanor, Felony, LAMC, ABC			
Other activities: FI Cards, Bar Checks, Curfew, Suspicious activities, Truancy & other school specific issues, leaf blower violations, leash law & other animal related violations, warrant service, probation & parole searches			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
DOMESTIC VIOLENCE			
Recruit explains legal issues & duties in response to calls of domestic violence to include:			
A. Difference between domestic violence (DV) & domestic dispute			
B. Impact of DV on victim, children & batterer			
C. Elements of PC 13700 & 13519			
Response Level			
Duty to provide maximum protection to victim (EPRO)			
Verification & enforcement of Court Orders			
Determine if Crime has been committed			
273.5 P.C. Mandatory Arrest Requirements			
Santa Clara County Domestic Violence Response Protocol			
Required documentation & necessary Reports			
Making appropriate referrals: Support Network for Battered Women, DA's Office, Family Court Services etc.			
Officer Safety & inherent dangers in DV cases			
Advantages & disadvantages of separating parties in a DV response			
273.6 P.C.- Court Order Violation			
Citizen Arrest			
Victim Referral Forms			
Other Penal Code Options			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Temporary Restraining Order & other Court Order violations: procedures & enforcement			
Given a DV incident, the recruit assess/handles the situation in an effective manner			
Weapon Confiscation			
243(e)(1) P.C.			
Test I: Domestic Violence			

FIELD TRAINING PROGRAM

PHASE 3

FIELD TRAINING PROGRAM

RESTRAINING ORDERS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Non-Domestic Violence			
Reporting Procedures			
Domestic Violence or Harassment			
Reporting Procedures			
Emergency Protective Orders			
Reporting Procedures			
Proper Service of Court Orders			
Filing orders with local agencies			
166.4 PC			
273.6 PC			

FIELD TRAINING PROGRAM

ATTEMPTED SUICIDES

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIAED NAME/DATE:
Response Level			
Officer Safety			
Provide Medical Aid			
Evidence of Chemicals Ingested			
Evidence of Weapons			
Search for Notes of Intentions and other Evidence			
Investigate as a Crime Scene			
Transport to Emergency Facility			
Written Documentation			

FIELD TRAINING PROGRAM

CRIME SCENE - COLLECTION OF PHYSICAL EVIDENCE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATE D NAME/DATE:	REMEDIED NAME/DATE:
Physical Evidence Defined			
Preliminary Scene Assessment			
Crime Scene Photographs			
Video of Crime Scene			
Measuring Devices			
Documenting Photographs			
Initial Search			
Crime Scene Sketches			
Documenting Sketches			
Collection and Marking Procedure to preserve integrity			
Collection and Marking of Evidence			
Degree of Marking			
Unique Marking			
Transportation of Evidence			
Chain of Possession			
Evidence Processing and Booking Procedures			
Procedures upon arrival at scene:			
Protect Crime Scene			
Prevent further injuries			
Protect Life and Property			
Arrest			
Locate and Identify Witnesses			
Broadcasting BOL's			
Evidence Preservation, Location and Collection			

FIELD TRAINING PROGRAM

EVIDENCE

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Concepts of Evidence			
Recruit explains concept of Burden of Proof and the necessary components			
Recruit recognizes concepts of evidence including: evidence, direct & circumstantial evidence			
Types of evidence for court: Fruits of crime, Instrumentalities, Contraband			
Tests evidence must pass before being admitted to court: Relevant, Presented competently, legally obtained			
Privileged Communication Rule: Husband & wife, attorney & client, clergyman, physician & patient			
Evidence Collection see pg 94			
Line-Ups & Viewing:			
Methods for identifying suspect: In field viewing, Photo line-up, Artist sketch			
County protocol & admonition for suspect viewing: in-field, in custody, photographic			
Method for constructing & conducting photo line-up			
Subpoenas			
Agency practice in serving & processing subpoenas			
Recruit defines the term subpoena & describes authority & immunities associated, including:			
Who may exercise power over subpoena			
Who may serve a subpoena			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
How is a subpoena served			
Who is subject to power of subpoena			
Immunities from arrest for person traveling in answer to subpoena			
How subpoena is enforced			
Courtroom Testimony & Demeanor			
Value of impressive & professional demeanor and appearance in court			
Purpose of Pre-trial Conference with DA			
Recruit identifies & explains principles of effective testimony to include: Honesty, clarity, brevity, objectivity, keep it simple, objectivity, poise			
Importance of testifying in a professional manner regardless of attorney personalities that include: Irate, Offensive, Threatening, Argumentative, Overly friendly			
County courtroom Security procedures relating to: Prisoner escort, Prisoner restraint, Security checkpoint & check-in, Disturbance procedures			
Recruit demonstrates the ability to prepare & furnish testimony in a professional manner that promotes justice			

FIELD TRAINING PROGRAM

RESPONSE TO PROWLER CALLS

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Coordination of responding units			
Stealth approach: quiet & blacked out			
Parking/securing vehicle			
Containment of scene			
Advising RP on entry to yard/premises			
Coordinated search or premises or area			
Signs of prowler: footprints & other indicia of presence			
Use of K-9			
Night Vision Devices			
Use of Perimeter Units			
Location of warm vehicles in area			

VICTIMS OF VIOLENT CRIME

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit demonstrates understanding of State requirements on law enforcement to notify victims & their families of financial assistance including:			
Who is eligible			
Time limitations on filing claim			
Whom to contact			
Govt. Code 13959-13969: Notice to Crime Victims			

FIELD TRAINING PROGRAM

CHILD ABUSE – ELDER ABUSE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIA TED NAME/DATE:
Initial receipt & review of information			
Preliminary investigation to include:			
Statements from all parties			
Interviewing child victims: record whenever possible			
Physical Evidence			
Photograph Injuries			
Children's Shelter as an option			
Requirement to cross report to Child Protective Services			
Reporting laws			
Reporting Procedures & forms			
Follow up investigation			
300 W&I			
Santa Clara County Child Abuse Investigation Protocol			
Elder Abuse & Neglect			
Initial receipt & review of information			
Preliminary investigation to include:			
Statements from all parties			
Interview of victim: record whenever possible			
Photos of injuries, conditions of premises			
Collect any physical evidence			
Document condition of premises			
Collect financial documents if relevant			
Santa Clara County Elder Abuse Response Protocol			
Reporting requirements: APS, Public Guardian, Ombudsman			

FIELD TRAINING PROGRAM

HATE CRIMES

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit recognizes indicators of hate related crimes including:			
Anti-religious symbols/slurs			
Racial, ethnic, sexual slurs			
Racist symbols			
Hate group symbols			
Anti gay/lesbian slurs			
Recruit identifies effects of hate crimes including:			
Psychological effect on victim			
Denial of constitutional rights			
Divisiveness in community			
Potential escalation in violence			
Recruit demonstrates understanding of legislative mandates and agency protocol re hate crimes (ref. 422.6 PC)			
Recruit recognizes and explains or demonstrates how to deal with hate crimes motivated by race, ethnicity, religion or sexual orientation			

FIELD TRAINING PROGRAM

CONFLICT RESOLUTION / TACTICAL COMMUNICATION

TOPIC:	INSTRUCTED BY: DATE:	COMPTENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit identifies how tactical communication involves professional demeanor & words			
Recruit identifies benefits of tactical communication to include: enhanced safety, enhanced professionalism			
Recruit demonstrates ability to perform in calm, professional manner while de-escalating hostilities or conflicts.			
Recruit explains/demonstrates ability to use deflection techniques in response to verbal abuse (i.e. I understand that but...I appreciate that but..			
Recruit explains/demonstrates use of 5 step process to gain voluntary compliance includes:			
a. Ask (opportunity to comply)			
b. Set Context (explain law, policy or rationale that applies)			
c. Present Options (what option or outcome will result)			
d. Confirm (one last opportunity to comply)			
e. Act (take appropriate action)			

FIELD TRAINING PROGRAM

CIVIL DISPUTES

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Civil Disputes			
Definition			
Recruit explains or demonstrates officer's basic responsibilities at scene of a dispute to include:			
a. Remaining impartial			
b. Preserving the peace			
c. Determining whether a crime has been committed			
d. Conduct investigation to determine if a crime exists			
e. Provide safety to individuals and property			
f. Suggest possible solutions to the problem			
g. Offer names of referral agencies (i.e. LAMP)			
h. Consider an arrest if a crime has been committed			
Possible referral agencies to include: Social Services agency, Public Health, APS, CHAC, Eastfield Minq Quong, No. County Drug/Alcohol Program, Animal Control			
Advantages/disadvantages of separating parties in a dispute			
Explanation of citizen arrest alternative if appropriate			
Recruit explains or demonstrates different techniques to be used in:			
a. Family disputes			
b. neighbor disputes			
c. Juvenile disputes			
d. Loud music or parties			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
e. Contract Disputes			
Given a civil dispute, the recruit handles the matter in a safe & effective manner			
Agency protocol in mitigating Landlord/Tenant disputes			
Role of small claims court			
Test F: Civil Issues			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIED NAME/DATE:
Recruit identifies and explains California Civil & criminal law and agency procedures as they relate to landlord – tenant disputes, including:			
a. Evictions			
b. Lockout			
c. Trespasses			
d. Confiscation of property (refer civil code 1861a; 1161; 1161a; 1162 ; 1946)			
Recruit demonstrates an understanding of agency protocol in mitigating labor disputes to include:			
a. Obstruction of ingress/egress			
b. Blocking sidewalk/roadway			
c. Noise disturbances			
d. Outside agitators			
e. Violence & vandalism			
f. Deployment of TRT			
g. Notifications			
Repossessions			
Recruit explains general rules applicable to the repossession of real property to include:			
a. Type of property that is subject to repossession			
b. Who may make a repossession			
c. What lengths a reposessor may go			
d. When is a repossession complete			
Civil Standby's			

FIELD TRAINING PROGRAM

UNUSUAL OCCURRENCES

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
Determine Response Level			
Determine Responsibility			
Electrical Wires Down			
Power Outage			
Traffic Signal Problems			
Gas Leaks			
Water Leaks			
Sewer Problems			
Hazmat/Chemical Spills			
Emergency Callout of LAPD Units			
Officer Safety			
MSC Duty Man Callout			
Earthquake			
Other Natural Disasters			
Traffic Hazards			
Area Evacuations			

FIELD TRAINING PROGRAM

LOS ALTOS MUNICIPAL CODE

TOPIC:	INSTRUCTED BY: DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIA TED NAME/DATE:
Noise Ordinance			
Leash Law			
Vicious Animals			
Parking Regulations			
Juvenile Parties			
Park Hours			
Curfew			
Fireworks			
Missile Projectors			
Leaf Blowers			
Illegal Dumping			
Unlawful discharges into storm drains/creeks etc.			
Solicitor Ordinance			
Parking regulations			
Massage Ordinance			
Interpretation and Enforcement of the Municipal Code			
Online Muni Code http://www.ci.los-altos.ca.us/			
Hard copies are located in Dispatch and Code Enforcement Officer's Office			
Administrative Citation Procedure			
Meet w/Code Enforcement Ofc.			
Test L: Municipal Code			

FIELD TRAINING PROGRAM

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
RACIAL PROFILING			
a. Profile behavior not race			
b. 13519.4 p.c. Prohibition of Profiling			
c. Agency policy/philosophy re profiling			
4 th and 14th Amendment to U.S. Constitution & application to profiling			
MISCELLANEOUS			
Recruit demonstrates understanding of agency concept of Community Policing			
Community Priorities			
Service level expectations			
Problem Solving Philosophy			
Community Contacts			
Business Contacts			
Community involvement			

TOPIC:	INSTRUCTED BY DATE:	COMPETENCY DEMONSTRATED NAME/DATE:	REMEDIATED NAME/DATE:
LEADERSHIP			
Recruit identifies effective leadership techniques that provide purpose, motivation and direction to co-workers & citizens.			
Recruit summarizes how integrity, credibility, trust discretion, duty, loyalty & honesty can impact their ability & success as an officer			
Recruit assesses & explains their leadership role w/in Department			

FIELD TRAINING PROGRAM

LOGS/LISTS/TESTS

FIELD TRAINING PROGRAM

Individual Report Form Competence

The following forms will be signed off by the FTO only when the recruit has demonstrated proficiency with the form and no longer needs assistance completing it.

Report Form	Case Number or Date	FTO
11550 Form- CNS		
11550 Form- PCP		
11550 H&S Worksheet		
24 Hr. Recorder Tape Req.		
72 Hr. Hold for Evaluation		
Employee Injury Form		
Admin per se- English		
Admin per se- Spanish		
Admin per se- Sp. Under 21		
Admin per se- Under 21		
Victim Confidentiality form per 293 P.C.		
Affid. Re- Probable Cause		
Alarm Card Warning		
Animal Noise Card		
Arrest by Private Person		
Auth- Rel. of Med. Record		
Bad Check Complaint Form		
Bite Report		
Burn Evidence Worksheet		
Case Disposition Report		
Cert. Of Release 849(b) P.C.		
Child Abuse Invest. Report		
Child Abuse Suspected Rpt.		
CHP 180		
Citation Amendment		
Cite and Release Form 853.6 P.C.		
Consent to Search		
Crime/Incident Report		

Recruit: _____

FIELD TRAINING PROGRAM

Report Form	Case Number or Date	FTO
Crime/Incident- Cont.		
Crime/Incident- Add. Pers.		
Crime/Incident- Suspect		
Crime/Incident- Stln.Prop.		
Dental/Photo Relse. - Juv.		
Dep. Adult/Elder Abuse Rpt		
DMV 310		
Dom. Viol. Resources		
DUI Invest. Report		
DUI Release on own Recog		
Emergency Message		
EPRO- Application		
EPRO- Instructions		
TI Card		
In-Field Line-up		
FST Card		
Impound Card		
Juvenile Contact Report		
Leaf Blower Card		
Leash Law Card		
AIB Medical Clearance Form		
Miranda Warning- English		
Miranda Warning -Spanish		
Missing Person Report		
Names Exchange Form		
Notice of Citation		
Notice of Re-Exam-Driver		
Notice of Seizure 11470 HS		
Notice of Stored Vehicle		

Recruit: _____

FIELD TRAINING PROGRAM

Report Form	Case Number or Date	FTO
Parking Citation		
Photo Line-up Witness Form		
Photo Log- Evidence		
Photograph Case Card		
Potential HIV Exposure		
Pre Booking Sheet		
Property Report		
Property Report- Continued		
Request for AIDS testing		
Req. for Confid. Home Add		
Request for Dismissal		
Sexual Registrant Contact		
Special Bulletin		
Time Off Request		
Traff. Coll. Prop Damage		
Traff. Coll. Rpt. CHP 555		
Traff. Coll. Rpt. Narrative		
Traff. Coll. Rpt. Diag/Inj.		
Traff. Coll. Rpt. Truck/Bus		
Traff. Coll. Rpt. Skid Speed		
Training Request		
Unattend. Vehicle Check		
Veh. Repair Request		
Verbal Notice by Officer DMV 310		
VIN Verification		
Main Jail Medical Clearance		
Adult Custody Log		
Juvenile Custody Log		
AED Use Form		

Recruit: _____

FIELD TRAINING PROGRAM

Report Form	Case Number or Date	FTO

Recruit: _____

FIELD TRAINING PROGRAM

REPORT WRITING LOG

All reports that are completed by the recruit are logged below. Copies are to be placed with the Daily Observation Report.

DATE	TITLE	CASE NO.	FTO	WRITING TIME

Recruit: _____

FIELD TRAINING PROGRAM

REPORT WRITING LOG

All reports that are completed by the recruit are logged below. Copies are to be placed with the Daily Observation Report.

DATE	TITLE	CASE NO.	FTO	WRITING TIME

Recruit: _____

FIELD TRAINING PROGRAM

WRITTEN FTO TEST INDEX

NOTE: Passing score for any written test is 70% for all possible answers.

TEST	TEST CONTENT	DATE	SCORE	FTO
A	Use of Force			
B	Firearms Policy			
C	Pursuit Policy			
D	Death Investigations			
E	Laws of Arrest			
F	Civil Issues			
G	Mental Health Cases			
H	Juvenile Cases			
I	Domestic Violence			
J	Accident Investigation			
K	Alarm Policy			
L	Municipal Codes			
M	Narcotics			
N	Locations			
	RETESTS			

Recruit: _____