PALM SPRINGS POLICE DEPARTMENT

RAPID RESPONSE AND DEPLOYMENT (ACTIVE SHOOTER)
EXPANDED COURSE OUTLINE

I. Introduction

A. Course check in

1. Sign in sheet

B. Review of department policy

1. Lexipol section 424- Rapid Response and Deployment

II. Course description

A. Through lecture, demonstration, practical application and testing, this 10 hour course will provide the officer with the following:

1. An understanding of equipment, weapons and tactics needed to respond to active shooter/ killer incidents.

2. Development of the proper mindset to respond to active shooter/killer incidents.

III. Course Objectives

A. Understand the policy parameters

1. This includes what constitutes an active shooter/ killer incident, equipment and weapon considerations.

2. Tactics and deployment considerations based on department policy.

B. What constitutes an "Active shooter/ killer" incident.

C. Deployment considerations

D. Equipment considerations

1. Weapons, Body armor, lighting and breaching tools.

2. Other misc. tools and equipment

E. Rescue of the injured

1. Rescue task force

2. Coordination with Fire and EMS personnel

F. Use of force

1. Legal standard for the use of force

2. Prioritization of human life.

IV. Safety Protocols

A. Range safety- All students will abide by the following range safety rules.

1. Treat all weapons as if they are loaded

2. Never point a firearm at anything or anybody that you do not intent to shoot, or in a direction where unintentional discharge may do harm.

3. Never place your finger into the trigger guard or on the trigger until ready to fire (master grip)

4. Be sure of your target, backstop and beyond.

5. Obey all range commands <u>immediately.</u>

6. Never go forward of the firing line unless directed to do so.

7. Download your weapon into a berm or in a safe direction.

8. All personnel on the range will wear eye and ear protection while shooting.

B. Practical exercise safety- Students will conduct the following weapon safety check.

1. Students will lock bolt or slide open to the rear.

2. Visually and physically inspect chamber for live ammunition.

3. Have a partner officer inspect weapon.

4. Weapon will be considered safe.

5. No live ammunition, knives, chemical agents or Tasers will be allowed into the practical exercise training environment.

V. What is an "Active Shooter/ Killer" incident

1. An ongoing event where an individual or individuals have suddenly begun acts of violence against innocent civilians

2. These acts are not exclusively committed with firearms. Other conventional and unconventional weapons can be used.

VI. Deployment Considerations

A. Initial Responders

1. Is this really an active shooter incident? Is the killing and wounding happening now? It is critical that these questions are answered ASAP.

2. Is this miscommunication, a prank? etc….

3. Quick decisive action is required when there is the possibility of ongoing/ continuous loss of life.

4. Types of response
   a. Contact- Suspects location is known.
   b. Search- Suspect is believed to be in a particular area based on indicators (blood trail, gunfire etc….)
   c. Rescue- Suspect has been neutralized or cannot be found. Victims are within the warm zone.

Palm Springs Police Department Rapid Response and Deployment

THE VICTIMS

CHILDREN

Daniel Barden, 7
Charlotte Bacon, 6
Olivia Engel, 6
Josephine Gay, 7
Ana M. Marquez-Greene, 6
Dylan Hockley, 6
Madeleine F. Hsu, 6
Catherine V. Hubbard, 6
Chase Kowalski, 7
Jesse Lewis, 6
James Mattioli, 6
Grace McDonnell, 7
Emilie Parker, 6
Jack Pinto, 6
Noah Pozner, 6
Caroline Previdi, 6
Jessica Rekos, 6
Avielle Richman, 6
Benjamin Wheeler, 6
Allison N. Wyatt, 6

ADULTS

Mary Sherlach, 56
Victoria Soto, 27
Anne Marie Murphy, 52
Lauren Rousseau, 30
Dawn Hochsprung, 47
Rachel Davino, 29

- Set of twins at school. One killed / One survived.
- All of the kids were born in 2006 except one who was born in 2005.

Sandy Hook Elementary School

Friday, December 14, 2012

9:35 AM

COURSE GOALS

- To aid the First Responder in their abilities to effectively isolate, distract, and neutralize a "Rampage Killing" event/ "*Active Shooter*"
- To empower the First Responder with the tactics and techniques necessary to combat the most dedicated killer(s)
- **To Save As Many Lives As Possible!!!**

COURSE GOALS

- Re-familiarize ourselves with department policy sections:
  - 300- Use of Force
  - 424- Rapid Response
  - 414- Hostage/ Barricade
- Understand the difference between the two and respond appropriately
- Participate in live fire range training
- Learn just “1” new thing

300.3 USE OF FORCE

- Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.
- The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.
- Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

300.3 USE OF FORCE

- It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.
- While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.4 DEADLY FORCE APPLICATIONS

- Use of deadly force is justified in the following circumstances:
- An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.
- An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

300.4 DEADLY FORCE APPLICATIONS

- Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:
  - The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
  - The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

HOSTAGE/BARRICADE

VS.

ACTIVE SHOOTER

414- Hostage and Barricade Incidents

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

(a) Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

(b) Unlawfully held against his/her will under threat or actual use of force.

HOSTAGE TAKING

- Generally not mass murder
- Usually surprised/unplanned event
- Victims are “bargaining tools”
- Preplanned? Caution!
- Prepare for hostage rescue

HOSTAGE VS. CAPTIVE

- What is a hostage?
  - A person kept as a pledge pending the fulfillment of an agreement
  - The term hostage conveys the person being held has value to the captor and that negotiations are a useful strategy
- What is a captive?
  - A captive on the other hand conveys they are a victim and have no value and that they are helpless and in need of rescue.
  - We default to calling them “hostages” when there was never an understanding that they were never anything more than unfired targets to the suspect.

424- Rapid Response and Deployment

424.3 FIRST RESPONSE

- If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.
- **If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.**
- Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

- Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- Whether to wait for additional resources or personnel. **This does not preclude an individual officer from taking immediate action.**
- Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- Whether the suspect can be contained or denied access to victims.
- Whether the officers have the ability to effectively communicate with other personnel or resources.
- Whether planned tactics can be effectively deployed.
- The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

424.4 CONSIDERATIONS

- When dealing with a crisis situation members should:
- Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

ACTIVE SHOOTER

"An individual actively engaged in killing or attempting to kill people in a confined and populated area."

- FBI REPORT

ACTIVE SHOOTER

- Purpose is Mass Homicide
- Victims are “Dehumanized”
- Often acts of vengeance
- Some commit suicide
- Committed will fight to the death

ACTIVE SHOOTER OVERVIEW

- Almost any type of location*
  - Schools: **24%**-*34%*-24%
  - Businesses: **47%**-*37%*-45%
    - Office buildings = **11%**
    - Open commercial areas = **24%**
    - Factories = **12%**
  - Other = 21%-29%
    - Residence, Health Care, Government, Religious
  - Outside area 20%-29%

*__NYPD__ *TSUSM* FBI

ACTIVE SHOOTER OVERVIEW

- 98% act alone
- Nearly always a male – 97%
- 60% armed with a pistol / 27% with a rifle
- Average incident is 12 minutes / 69% less than five minutes
- Most victims killed in the first 8 minutes
- Seldom have IED's – 2%
- Vast majority will end by force – 84%
- 20% of active shooters move to more than one location

ACTIVE SHOOTER OVERVIEW
Resolution

- Suicide: 40%
- Surrender: 7%
- Stopped by citizens: 18%-19%
- Stopped by police: **28%-30%**
- Escape: 5%
- 36% ended in 2 minutes or less

LESSONS LEARNED

- Such incidents develop rapidly and appear spontaneous
- Suspect's actions are to one degree or another unpredictable

LESSONS LEARNED

- First responders
  - Outgunned at least initially

LESSONS LEARNED

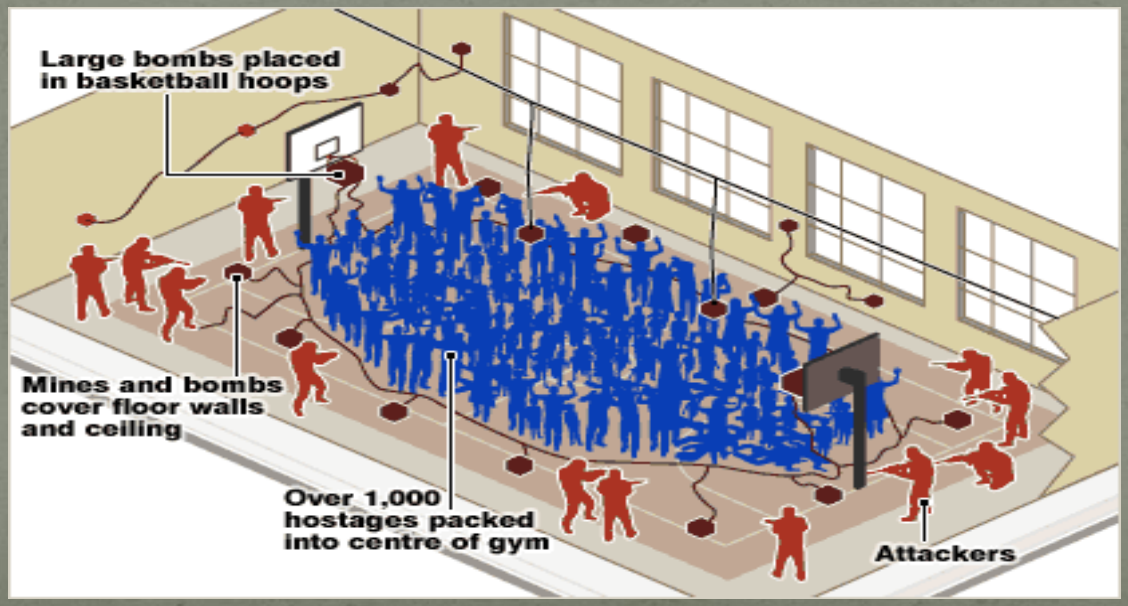
- First responders
  - May not get there fast enough
  - Should be trained to an appropriate level
- People will be injured and will die, possibly even law enforcement

WHAT DOES THE FUTURE HOLD?

- Beslin/Mumbai/Narobi Type Incidents
  - Teams of suspects trained to act as military style units
  - The suspects are most likely there with the intent of creating a major incident and dying in the process.

WHAT WE NEED TO DO

- Some form of aggressive action by law enforcement may be the victims' only chance for survival.
- Expect the suspects to attempt an apocalyptic end.



INITIAL RESPONDERS

- Timely assessment of the situation
  - Is it really an Active Shooter incident?
- Time is not on our side
- Who, What & Where?
- Start broadcasting relevant intel
  - Radio discipline
  - First responding units, Team Leaders/supervisors & emergency traffic have priority

INITIAL RESPONDERS

- Officers should be empowered to "self-deploy" but teamwork will make the difference.
- Your actions will influence others
  - Fellow Officers
  - Civilians
- Most likely Patrol Officers but others may join in
  - Identification critical
  - Proper equipment is equally critical

ON-DUTY OFFICERS

- "Primary Response Officer" concept
- Mindset
- Training
- Self-Deployment
  - Reasonable
  - Tactically sound

ON-DUTY OFFICERS

- Weapons & Equipment
  - Rifle/Shotgun & handgun
  - Police ID/Business cards
  - IFAK & gloves
  - Illumination tools
  - Radio/cell phone
  - Immediate response “go bag”
  - Plates & Plate Carriers?

ARRIVAL ONSCENE

- Position patrol unit as cover and possible initial Command Post*
- Move to a better vantage point if safe and tactically sound to do so
- Contact fleeing victims

ARRIVAL ONSCENE

- Collect intel and communicate
- Start requesting resources as soon as possible
- Avoid as much as possible bringing responding units into a “kill zone”
- Consider using a target site numbering system
- ABOVE ALL…MAKE A DECISION.

Now let’s get to work

BELOW 100®

Honoring the Fallen by Training the Living

Our Mission:

Reduce line-of-duty deaths to fewer than 100 per year.

The last time annual LODDs were below 100 was 1943. (94)

Source: Officer Down Memorial Page (www.ODMP.org)

1944: 100
1954: 138
1964: 149
1974: 281
1984: 185
1994: 183
2004: 166

Source: Officer Down Memorial Page (www.ODMP.org)

2005: 166
2006: 161
2007: 204
2008: 161
2009: 140
2010: 177
2011: 180

Below 100 begins at ILEETA 2011

Source: Officer Down Memorial Page (www.ODMP.org)

2011: 180

2012: 138

2013: 120

2014: 136

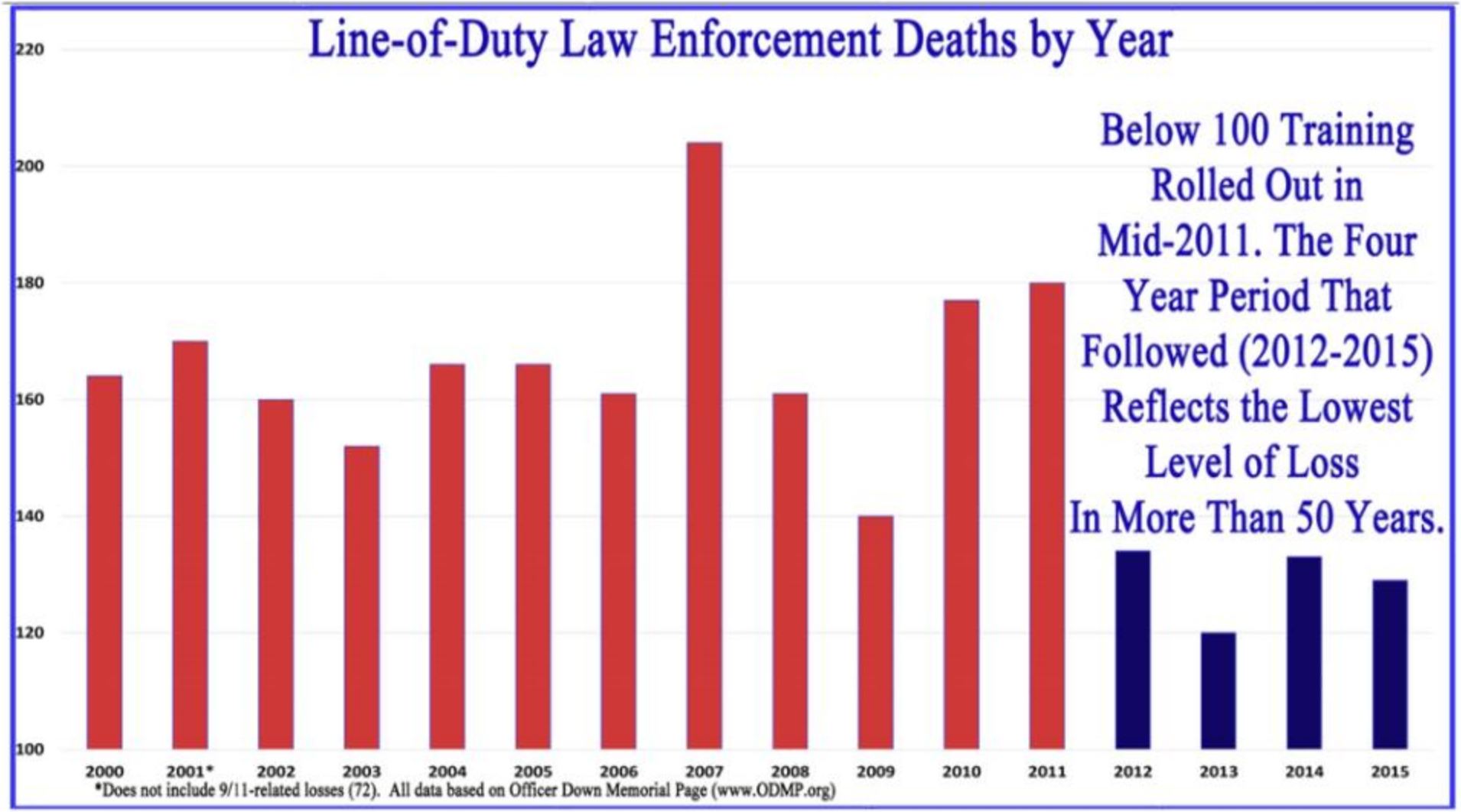
2015: 127

Below 100 begins at ILEETA 2011

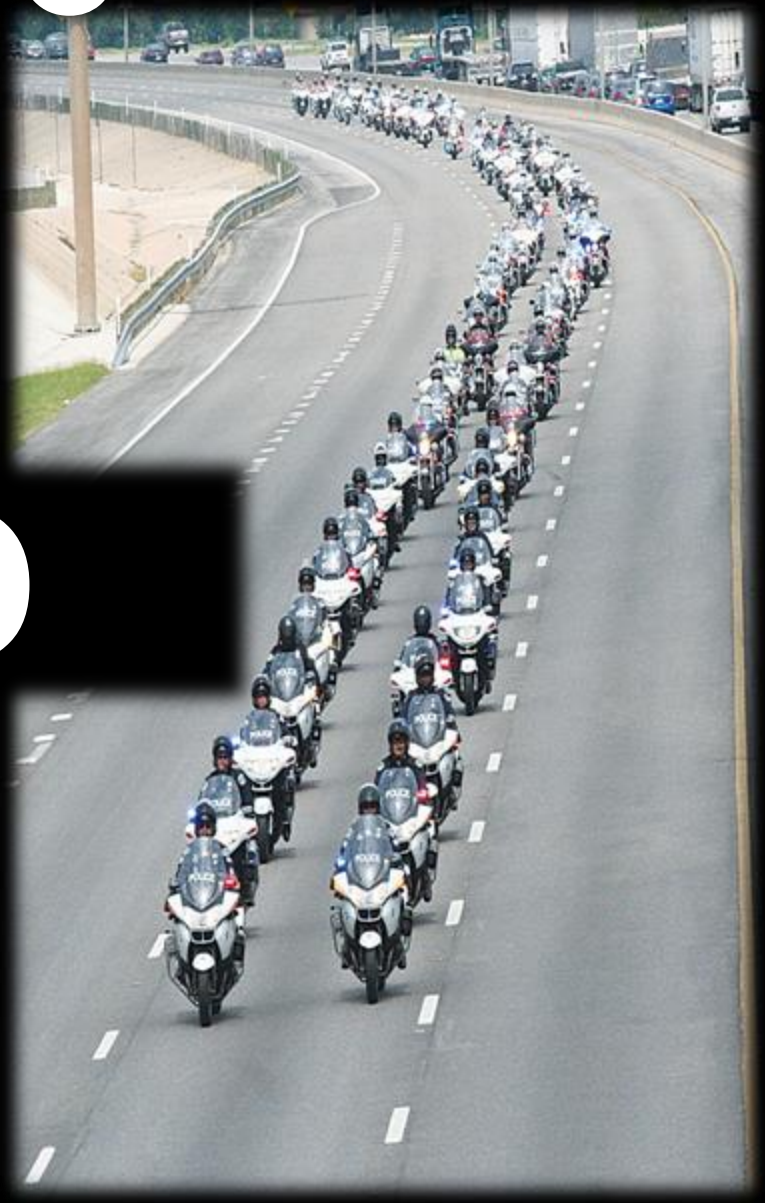
Lowest Four Year Period in 50+ Years

Source: Officer Down Memorial Page (www.ODMP.org)

Below 100 – Making a Difference



2016



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Source: www.odmp.org

By addressing areas most under our control, we can <u>dramatically</u> reduce officer line-of-duty deaths.

BELOW 100

WEAR YOUR BELT.

WEAR YOUR VEST.

WATCH YOUR SPEED.

WIN—WHAT'S IMPORTANT NOW?

REMEMBER: COMPLACENCY KILLS!

Simple ≠ Easy

Start

Stop

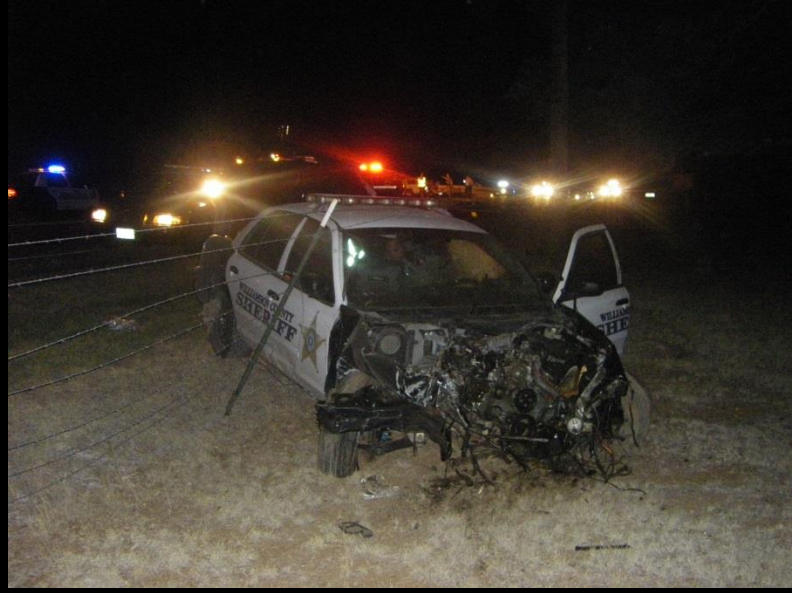
Continue

Change

Predictable is Preventable

Gordon Graham

Leading Cause of Death for 18 out of the last 20 Years…



Vehicle-Related Incidents

Vehicle Related Officer Deaths

It really comes down to 3 S's:

- **Speed**
- **Seatbelts**
- **Struck by vehicles**

Why do cops speed?

No Lights or Siren

“Be quick, but don’t hurry.”

John Wooden

“Don’t run to your death.”

- Navy SEALS -

Code 3

Clear Intersections!

We Are Not Just Killing Ourselves

Jessica and Kelli Uhl

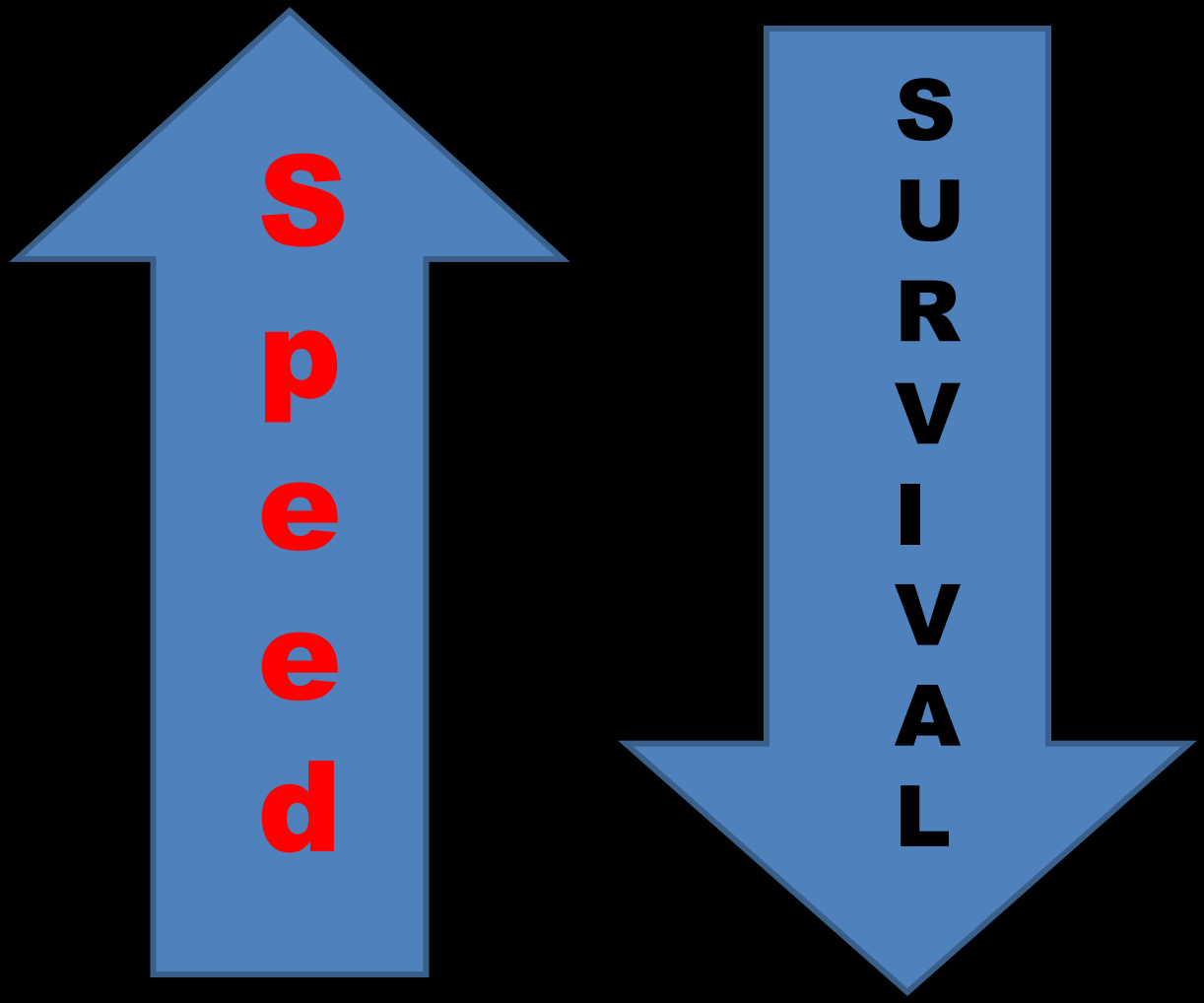
90 Seconds

Effects of High-Speed Driving

- Heart rate and blood pressure increase
- Tunnel Vision
- Depth Perception diminishes
- Fine and complex motor skills decrease
- Forebrain shuts down (cognitive, reasoning, thinking)

Tunnel Vision?

As Speed Goes Up, Survival Goes Down



“There is too much tolerance for negligent driving in our profession.”

Paul Cappitelli (retired)
Executive Director
California Peace Officer Standards and Training

11
ALIVE
NEWS

Ask yourself these two questions:

"Who are you willing to kill responding to this call/situation?"

"Who are you willing to allow to die as the result of dangerous driving by an officer that you know about, but allow to go unaddressed?"

Officer Michael Vaughn
October 17, 2008

Speed

An issue in your agency?

What are you doing about it?

Courageous Conversations?

Seatbelts

Traffic crashes continue to be a major cause of death for Virginia law enforcement officers —

DON'T TAKE CHANCES WITH YOUR LIFE!

BUCKLE UP... for your family, for your fellow officers, and for everyone you serve and protect.

Produced by the Virginia Association of Chiefs of Police. Supported in part by National Highway Transportation Safety Administration Grant #2013-53458

VIRGINIA'S SMART, SAFE & SOBER

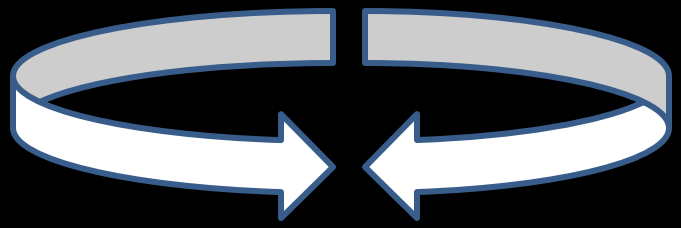
Seatbelt

Excuses

Responding to…

Ejected…

Seatbelts and Officer Safety



NHTSA: In 733 fatal LE crashes seatbelts not worn in 42% of crashes.

7% could not be determined.

Most recent data: 50% wear.

Oklahoma County Sheriff’s Office

ONLY

FIRE DEPT
SHERIFF

Culture: How Do We Go from This . . .

To This

ODMP Remembers...

United States > Maryland > Prince George's County Police Department > Police Officer I Adrian Morris

Police Officer I

Adrian Morris

Prince George's County Police Department, Maryland

End of Watch: Monday, August 20, 2012

Bio & Incident Details

Age: 23

Tour: 2 years, 6 months

Badge # 3510

Cause: Vehic

Incident D

Weapon: Au

Suspect: In custo

· Leave a Reflection
· Add to My Heroes

Police Officer Adrian Morris was killed in a vehicle crash while pursuing a vehicle on I-95, near the Powder Mill Road interchange, shortly before 1:00 pm.

purposefully cut them off, causing ... theft

to leave the roadway and enter a ravine. Officer Morris, who was not wearing a seat belt, was ejected from the vehicle.

Morris was transported to a local hospital ... officer

Seatbelts Work - But Only If You Wear Them!

His partner says…

Drive Like Your Life Depends On It!
Watch Your Speed! Wear Your Seatbelt!

ICE

Law Enforcement Culture:

It's time to *change.*

Seatbelts

An issue in your agency?

What are you doing about it?

Courageous conversation?

The Dangers of the Road

Being Seen Is Important!

This is Not a Time for Stealth!

Being Seen is What's Important

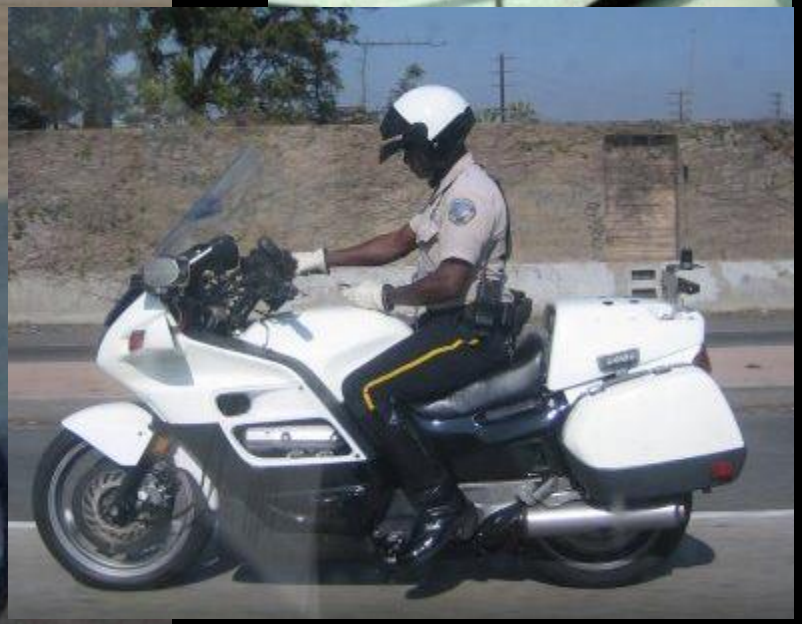
Being Seen is What's Important

So – What Are We Thinking???

Visibility Test

Worth the Risk?

Respect the Risk!



Respect the Risk!

Roadway Stops

Where you stand
can mean the difference
between life and death.

1168
16:45:04
L11-06-05

02/23/2012 15:29:37
L
MorleyD

Tire Deflation Devices

Useful or Deadly?

How were you trained?

Have you practiced?

Timing and Location of Deployment

11090 2:28 521
01/23/2008 LSB 11:53:05

GOOD COVER ?

GOOD COVER

Stop Sticks

LOCATION

LOCATION

LOCATION

Location

UNREALISTIC TRAINING

+

STRESS

=

DISASTER

“You can’t be good at what you don’t train for.”

DENTAL

ODMP Remembers...

United States > Florida > Orange County Sheriff's Office > Deputy Sheriff John Joseph Creegan

Deputy Sheriff

John Joseph Creegan

Orange County Sheriff's Office, Florida

End of Watch: Wednesday, May 29, 1996

Bio & Incident Details

Age: 37

Tour: 2 years

Badge # Not available

Cause: Vehicular assault

Incident Date: 5/29/1996

Weapon: Automobile

Suspect: Deceased

Leave a Reflection

Deputy John Creegan struck and killed by a vehicle being pursued by other officers. Deputy Creegan had just deployed stop sticks in order to stop a stolen truck, driven by an 18-year-old.

The driver of the vehicle drove off the road, around two patrol car, and then intentionally struck Deputy Creegan. As the driver continued to flee he was observed making obscene hand gestures at other deputies and laughing after he struck Deputy Creegan.

The driver was later shot by a pursuing deputy and ultimately crashed the truck. As a result of being shot, the suspect was

ODMP Remembers...

Sergeant
Richard James Asten

Kansas City Police Department, Kansas

End of Watch: Thursday, June 11, 1998

Bio & Incident Details

Age: 46

Tour: 14 years

Badge # Not available

Cause: Vehicular assault

Incident Date: 6/11/1998

Weapon: Automobile

Suspect: Sentenced to 38 years

· Leave a Reflection

Sergeant Richard Asten was killed after being intentionally struck by a stolen vehicle.

He was attempting to deploy stop sticks in the street when the driver of a Chevy Blazer intentionally turned and struck him, throwing him 250 feet down the street. After striking Sergeant Asten, the driver crashed while attempting to make a turn. He was arrested at the scene.

The suspect was convicted of Sergeant Asten's murder and was sentenced to 38 years in prison without the possibility of parole.

Sergeant Asten is survived by his wife, two daughters, two

ODMP Remembers...

STATE POLICE N.MEX.

Patrolman

Lloyd R. Aragon, Sr.

New Mexico State Police, New Mexico

End of Watch: Wednesday, August 1, 2001

Bio & Incident Details

Age: 37

Tour: 13 years

Badge # Not available

Cause: Vehicular assault

Incident Date: 8/1/2001

Weapon: Automobile

Suspect: Apprehended

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Patrolman Lloyd Aragon was struck by a suspect's vehicle and killed while laying stop sticks on I-40 near Grants, New Mexico.

He and his partner were in plain clothes and en route to a federal court to testify in a case when they heard the radio traffic about the pursuit. They offered to assist the pursuit and stopped on I-40 to deploy the spike strip at approximately 0730 hours. As the suspect vehicle approached the scene, the driver swerved off the road to avoid the strips and struck Officer Aragon. The suspect and an accomplice were apprehended at the scene.

Patrolman Aragon had been employed with the New Mexico State Police for eight years, and had been in law enforcement for an additional five years.

ODMP Remembers...

United States > Texas > Austin Police Department > Police Officer Clinton Hunter

Police Officer

Clinton Hunter

Austin Police Department, Texas

End of Watch: Thursday, November 29, 2001

Bio & Incident Details

Age: 22

Tour: 1 year, 2 months

Badge # 180

Cause: Vehicular assault

Incident Date: 11/29/2001

Weapon: Automobile

Suspect: Sentenced to life

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Officer Clinton Hunter was struck and killed by a suspect during a vehicle pursuit.

Another officer had observed the suspect vehicle driving erratically southbound on I-35. When he attempted to stop the vehicle, the driver fled and led the officer on a chase. The vehicle exited the highway but re-entered northbound. Officer Hunter was attempting to deploy stop sticks when the driver struck him and his patrol unit.

Officer Hunter was transported to a local hospital where he succumbed to his injuries. The driver was also injured in the accident and was taken into custody. The man was sentenced to life as a result of Officer Hunter's death.

Officer Hunter had been employed with the Austin Police Department for just 14 months, and is survived by his wife

ODMP Remembers...

Deputy Sheriff

Dennis Ray McElderry

Davis County Sheriff's Department, Iowa

End of Watch: Friday, January 3, 2003

Bio & Incident Details

Age: 45

Tour: 4 years

Badge # 26-3

Cause: Vehicle pursuit

Incident Date: 1/3/2003

Weapon: Automobile

Suspect: Sentenced to 12 years

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Deputy Dennis McElderry was struck and killed by a patrol car after deploying stop sticks during a high-speed pursuit on U.S. Highway 63 just north of Bloomfield, Iowa, shortly before midnight.

The suspect, who was being chased, later turned himself in and was charged with vehicular manslaughter. The suspect was convicted of charges related to Deputy McElderry's death and was sentenced to 12 years in jail.

Deputy McElderry had been employed with the Davis County Sheriff's Department for four years, and he is survived by his three children, fiancee, parents, and two sisters.

Leave a Reflection · Update Memorial

ODMP Remembers...

Sergeant

Michael Walter Johnson

Vermont State Police, Vermont

End of Watch: Sunday, June 15, 2003

Bio & Incident Details

Age: 39

Tour: 16 years

Badge # 312

Cause: Vehicle pursuit

Incident Date: 6/15/2003

Weapon: Automobile

Suspect: Sentenced to 26-33 Years

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Sergeant Michael Johnson was struck and killed by a vehicle after he put spike strips down on the highway to stop the vehicle being pursued by other officers.

Troopers from the Vermont State Police were chasing a suspect who fled from a traffic stop on I-89 in Thetford. Sergeant Johnson was located about five miles south of the initial traffic stop. After laying down the spike strips in the roadway, Sergeant Johnson parked his patrol car in the nearby crossover between the north and southbound lanes of I-91, near Exit 13.

As the suspect approached the spike strips, the suspect swerved into the median and through the crossover, striking Sergeant Johnson. The suspect's black colored Nissan stopped in the northbound lane of I-91 and he fled the scene on foot. He was apprehended in Pennsylvania two days later. Sergeant

ODMP Remembers...

United States > Florida > Flagler County Sheriff's Office > Deputy Sheriff Charles T. "Chuck" Sease

Deputy Sheriff

Charles T. "Chuck" Sease

Flagler County Sheriff's Office, Florida

End of Watch: Saturday, July 5, 2003

Bio & Incident Details

Age: 35

Tour: 5 years

Badge # 6179

Cause: Vehicle pursuit

Incident Date: 7/5/2003

Weapon: Automobile

Suspect: Sentenced to 35 years

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Deputy Charles Sease was struck and killed by a vehicle being pursued by officers following a disturbance at a bar in Flagler Beach at 0300 hours.

Deputy Sease was attempting to deploy stop sticks on an exit ramp from I-95 when he was struck by the suspect's vehicle. After the collision, the suspect's vehicle went out of control and crashed. The suspect was taken to a local hospital under police custody. The man was convicted of charges in connection with Deputy Sease's death and sentenced to 35 years in prison.

Deputy Sease had been employed with the Flagler County Sheriff's Office for only two months, and had previously served with the Waterbury, Connecticut, Police Department for five years. He is survived by his wife, mother, and sister.

ODMP Remembers...

Deputy Sheriff
John Wayne Musice

Wilson County Sheriff's Department, Tennessee

End of Watch: Wednesday, July 9, 2003

Bio & Incident Details

Age: 49

Tour: 15 years

Badge # 317

Cause: Vehicle pursuit

Incident Date: 7/9/2003

Weapon: Automobile

Suspect: Sentenced to life

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Deputy Musice and Sergeant Jerry Mundy, of the Mount Juliet Police Department, were struck and killed by a vehicle being pursued by officers on I-40.

The chase had originally gone through Marysville and Knoxville, but officers called off the pursuit and notified other agencies along the highway. When the vehicle entered Wilson County, officers resumed the pursuit again at speeds reaching 140 mph. The vehicle struck Deputy Musice and Sergeant Mundy as they attempted to lay down stop sticks near exit 226.

The two female occupants of the fleeing vehicle were injured in the incident and taken into custody at a local hospital

On June 30, 2004, the driver of the car was convicted of two

ODMP Remembers...

Sergeant
Jerry Alton Mundy

Mt. Juliet Police Department, Tennessee

End of Watch: Wednesday, July 9, 2003

Bio & Incident Details

Age: 43

Tour: 15 years

Badge # 7

Cause: Vehicle pursuit

Incident Date: 7/9/2003

Weapon: Automobile

Suspect: Sentenced to life

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Sergeant Jerry Mundy and Deputy John Musice, of the Wilson County Sheriff's Department, were struck and killed by a vehicle being pursued by officers on I-40.

The chase had originally gone through Marysville and Knoxville, but officers called off the pursuit and notified other agencies along the highway. When the vehicle entered Wilson County, officers began the pursuit again at speeds reaching 140 mph. The vehicle struck Deputy Musice and Sergeant Mundy as they attempted to lay down stop sticks near exit 226.

The two female occupants of the fleeing vehicle were injured in the incident and taken into custody at a local hospital.

On June 30, 2004, the driver of the car was convicted of two

ODMP Remembers...

United States > South Carolina > South Carolina Highway Patrol > Lance Corporal Jonathan Wade Parker

Lance Corporal

Jonathan Wade Parker

South Carolina Highway Patrol, South Carolina

End of Watch: Monday, May 16, 2005

Bio & Incident Details

Age: 29

Tour: 5 years

Badge # 779

Cause: Vehicular assault

Incident Date: 5/16/2005

Weapon: Automobile

Suspect: Sentenced to life

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Trooper Jonathan Parker was killed when his patrol car was deliberately rammed during a vehicle pursuit of a robbery suspect near the intersection of Highway 527 and Highway 378.

The suspect had robbed a convenience store at a truck stop on I-95 earlier in the morning and was being pursued by Clarendon County deputies and Manning police officers.

Trooper Parker, who was ahead of the pursuit, had stopped his patrol car on the shoulder of the highway to wait for the pursuit to reach his location. It is believed that the suspect intentionally drove into the patrol car, causing it to burst into flames. The suspect attempted to flee on foot but was apprehended at the scene.

ODMP Remembers...

United States > Minnesota > Lino Lakes Police Department > Police Officer Shawn Barrington Silvera

Police Officer

Shawn Barrington Silvera

Lino Lakes Police Department, Minnesota

End of Watch: Tuesday, September 6, 2005

Bio & Incident Details

Age: 32

Tour: 7 years

Badge # 126

Cause: Vehicular assault

Incident Date: 9/6/2005

Weapon: Automobile

Suspect: Sentenced to 42 years

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Officer Shawn Silvera was struck and killed while deploying stop sticks on I-35 in an attempt to stop a vehicle being pursued by officers.

The pursuit had started in Chisago County when officers attempted to serve a South Dakota felony warrant on a male. Officer Silvera had just placed the stop sticks on the roadway when the driver of the vehicle swerved around them and struck him. Officer Silvera had positioned himself on the median of the highway.

After striking Officer Silvera, the vehicle continued into the northbound lanes and struck an oncoming vehicle. The suspect then attempted to flee on foot but was taken into custody. The suspect was charged with second degree murder in connection with Officer Silvera's death. He plead guilty and was sentenced

ODMP Remembers...

Corporal
Mark Wesley Carthron

Arkansas State Police, Arkansas

End of Watch: Monday, September 12, 2005

Bio & Incident Details

Age: 31

Tour: 8 years

Badge # 11

Cause: Vehicle pursuit

Incident Date: 9/11/2005

Weapon: Automobile

Suspect: Sentenced to life

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Corporal Mark Carthron was struck and killed while retrieving stop sticks he had deployed during a vehicle pursuit on I-40 in Crittenden County.

The suspect's vehicle struck the stop sticks, bringing it to a halt. As Corporal Carthron retrieved the strips, he was struck by a state police vehicle that was involved in the pursuit. Corporal Carthron was transported to a hospital in Memphis, Tennessee, where he succumbed to his injuries at 12:31 am the following morning.

The two suspects involved in the pursuit were driving a stolen vehicle and were wanted for an armed robbery of a service station. The driver of the stolen vehicle was convicted of capital murder and sentenced to life in prison. The passenger was convicted of robbery and theft charges and sentenced to

ODMP Remembers...

United States > California > San Francisco Police Department > Police Officer Nick-Tomasito Birco

Police Officer

Nick-Tomasito Birco

San Francisco Police Department, California

End of Watch: Wednesday, July 26, 2006

Bio & Incident Details

Age: 39

Tour: 5 years

Badge # 612

Military veteran

Cause: Vehicle pursuit

Incident Date: 7/26/2006

Weapon: Automobile

Suspect: Charged with murder

· Leave a Reflection

Officer Nick Birco was killed when his patrol car was struck by a van being pursued by officers at the intersection of Cambridge and Felton Streets.

The persons in the van had been involved in an earlier robbery of an individual. The victim had accompanied officers during a search of the van and located it a short distance away. As the officers approached it, the van sped away.

The officers pursued the van until it struck the rear quarter-panel of Officer Birco's patrol car, causing it spin around and strike a utility pole. The van then struck two buildings and crashed. Officer Birco had aborted an attempt to lay down spike strips at the intersection and was moving his patrol car when it was struck.

ODMP Remembers...

United States > California > California Highway Patrol > Officer Douglas Scott Russell

Officer

Douglas Scott Russell

California Highway Patrol, California

End of Watch: Tuesday, July 31, 2007

Bio & Incident Details

Age: 46

Tour: 22 years

Badge # 11619

Cause: Vehicular assault

Incident Date: 7/31/2007

Weapon: Automobile

Suspect: Sentenced to death

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Officer Douglas Russell was struck and killed while deploying stop sticks to stop a vehicle involved in a pursuit.

The pursuit began after Rancho Cordova police were dispatched at 12:23 pm on a welfare check on a person in a brown, four-door sedan parked on Horn Road in Rancho Cordova. As officers approached, the driver sped off, tossing items out of his vehicle. A police pursuit ensued, going onto eastbound Highway 50.

Officer Russell was deploying the spike strip when the car swerved and hit him. He was airlifted to the University of California Davis Medical Center where he succumbed to his injuries.

After striking the officer, the vehicle continued until officers

ODMP Remembers...

Deputy Sheriff

Donta J. Manuel

Palm Beach County Sheriff's Office, Florida

End of Watch: Wednesday, November 28, 2007

Bio & Incident Details

Age: 33

Tour: 13 years

Badge # 5213

Cause: Struck by vehicle

Incident Date: 11/28/2007

Weapon: Automobile

Suspect: Apprehended

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Deputy Donta Manuel and Deputy Jonathan Wallace were struck and killed by a patrol car while attempting to remove stop sticks from the roadway.

A stolen vehicle that was being pursued by other deputies had just passed over the stop sticks and the two deputies ran into the road to remove them. It is believed that, because of the darkness, the deputies did not observe how fast the pursuing units were following behind the suspect vehicle. One of the pursuing patrol cars struck both deputies, killing them. The driver of that patrol car was seriously injured and flown to a local hospital.

One of the suspects in the stolen car was apprehended a short time later.

ODMP Remembers...

United States > Florida > Palm Beach County Sheriff's Office > Deputy Sheriff Jonathan D. Wallace

Deputy Sheriff

Jonathan D. Wallace

Palm Beach County Sheriff's Office, Florida

End of Watch: Wednesday, November 28, 2007

Bio & Incident Details

Age: 23

Tour: 1 year, 6 months

Badge # Not available

Cause: Struck by vehicle

Incident Date: 11/28/2007

Weapon: Automobile

Suspect: Apprehended

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Deputies Jonathan Wallace and Donta Manuel were struck and killed by a patrol car while attempting to remove stop sticks from the roadway.

A stolen vehicle that was being pursued by other deputies had just passed over the stop sticks and the two deputies ran into the road to remove them. It is believed that, because of the darkness, the deputies did not observe how fast the pursuing units were following behind the suspect vehicle. One of the pursuing patrol cars struck both deputies, killing them. The driver of that patrol car was seriously injured and flown to a local hospital.

One of the suspects in the stolen car was apprehended a short time later.

ODMP Remembers...

Senior Border Patrol Agent

Luis Alberto Aguilar

United States Department of Homeland Security - Customs and Border Protection - Border Patrol, U.S. Government

End of Watch: Saturday, January 19, 2008

Bio & Incident Details

Age: 31

Tour: 6 years

Badge # Y246

Cause: Vehicular assault

Location: California

Incident Date: 1/19/2008

Weapon: Automobile

Suspect: Convicted of murder

- Leave a Reflection
- Add to My Heroes

Senior Border Patrol Agent Luis Aguilar was killed when he was intentionally struck by the driver of a vehicle he was attempting to stop.

Border patrol agents observed a brown Hummer and a red Ford F-250 pickup crossing from Mexico into the United States about 20 miles west of Yuma, Arizona. Agents on normal patrol watched as the vehicles traveled west on I-8. The drivers of the Hummer and the pickup saw that the agents were following them and turned around, heading back the way they had come, with the Border Patrol following them. As Agent Aguilar deployed spike strips, near the Imperial Sand Dunes Recreation Area, he was intentionally struck by the the driver of the Hummer.

Both vehicles fled into Mexico, where the suspect who struck

ODMP Remembers...

United States > Texas > Corpus Christi Police Department > Lieutenant Stuart Jay Alexander

Lieutenant

Stuart Jay Alexander

Corpus Christi Police Department, Texas

End of Watch: Wednesday, March 11, 2009

Bio & Incident Details

Age: 47

Tour: 20 years

Badge # 0002

Cause: Vehicular assault

Incident Date: 3/11/2009

Weapon: Automobile

Suspect: Sentenced to death

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Lieutenant Stuart Alexander was intentionally struck and killed by a suspect while attempting to deploy stop sticks on SH 358 at 12:10 am. The suspect had just assaulted another officer at a disturbance call and was fleeing the area at the time.

The suspect was shot and wounded a short time later after ramming several police cars. Lieutenant Alexander was transported to Spohn Memorial Hospital, where he succumbed to his injuries.

The suspect was sentenced to death in connection with Lieutenant Alexander's murder.

Lieutenant Alexander had served with the Corpus Christi Police Department for 20 years. He is survived by his wife and son.

Leave a Reflection · Update Memorial

ODMP Remembers...

United States > Arizona > Arizona Department of Public Safety > Officer Christopher Russell Marano

Officer

Christopher Russell Marano

Arizona Department of Public Safety, Arizona

End of Watch: Thursday, December 17, 2009

Bio & Incident Details

Age: 28

Tour: 3 years, 6 months

Badge # 6759

Cause: Vehicle pursuit

Incident Date: 12/17/2009

Weapon: Not available

Suspect: Convicted of murder

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Officer Chris Marano was struck and killed by a patrol car involved in a vehicle pursuit as he laid out spike strips.

Members of the Arizona Department of Public Safety attempted to stop a vehicle bearing stolen license plates. The vehicle failed to stop and fled. A pursuit ensued, reaching speeds of over 100 Miles Per Hour. Officer Marano was laying out spike strips on the Loop 101 near Phoenix when he was struck and killed by a patrol car involved in the pursuit.

The pursuit continued and the suspect was eventually apprehended during a foot chase after she bailed out of her vehicle. In September 2011 the woman was found guilty of murder and two other charges in connection with Officer Marano's death, and was sentenced to serve her natural life in prison.

ODMP Remembers...

Sheriff

Garry Marshal Welford

George County Sheriff's Office, Mississippi

End of Watch: Wednesday, July 21, 2010

Bio & Incident Details

Age: 63

Tour: 37 years

Badge # Not available

Cause: Vehicular assault

Incident Date: 7/21/2010

Weapon: Automobile

Suspect: Apprehended

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Sheriff Garry Welford was struck and killed by the driver of a vehicle being pursued by deputies.

At approximately 2:45 pm deputies from the George County Sheriff's Office were pursuing a pick-up truck that had failed to stop for them. The driver of the vehicle was wanted on a warrant for failing to appear for sentencing on a narcotics charge.

Sheriff Welford was struck by the vehicle on Bexley Road South. He was airlifted to the University of South Alabama Medical Center where he died from his injuries.

The driver and a passenger in the vehicle were taken into custody the next day and charged in connection with the death of Sheriff Welford.

ODMP Remembers...

United States > Ohio > Warren County Sheriff's Office > Sergeant Brian Scott Dulle

Sergeant

Brian Scott Dulle

Warren County Sheriff's Office, Ohio

End of Watch: Tuesday, May 10, 2011

Bio & Incident Details

Age: 36

Tour: 12 years

Badge # 822

Military veteran

Cause: Vehicular assault

Incident Date: 5/10/2011

Weapon: Automobile

Suspect: Convicted of murder

- Leave a Reflection
- Add to My Heroes

Sergeant Brian Dulle was struck and killed by a suspect's vehicle while deploying stop sticks at the intersection of U.S. 42 and Utica Road.

The pursuit had been initiated by the Franklin Police Department and traveled into Warren County at 1:50 am. The suspect ran one cruiser off the road and into a ditch on U.S. 42 before continuing towards Utica Road. After striking Sergeant Dulle the suspect fled on foot but was arrested several hours later following a massive manhunt.

In October 2011 Sergeant Dulle's killer was convicted of murder and seven other charges in connection with the incident.

Sergeant Dulle was a U.S. Army veteran and had served with

ODMP Remembers...

United States > Texas > Beaumont Police Department > Police Officer Bryan Mitchell Hebert

Police Officer

Bryan Mitchell Hebert

Beaumont Police Department, Texas

End of Watch: Friday, July 8, 2011

Bio & Incident Details

Age: 36

Tour: 10 years

Badge # 201

Cause: Vehicular assault

Incident Date: 7/8/2011

Weapon: Automobile

Suspect: Faces capital murder charges

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Police Officer Bryan Hebert was killed when his patrol car was intentionally struck by the driver of another vehicle during a pursuit.

Other officers had initiated the pursuit of a man wanted for assaulting his mother and grandmother. Officer Hebert had stopped his patrol car at the intersection of Dowlen Road and Ivanhoe Lane and was removing a reflective vest and stop sticks from his trunk when the suspect veered from the travel lane and struck his patrol car head-on. The collision knocked the patrol car into Officer Hebert, who was still standing behind it.

Officer Hebert was transported to Christus St Elizabeth Hospital where he succumbed to his injuries.

ODMP Remembers...

Patrolman

Evan Donald Burns

Caruthersville Police Department, Missouri

End of Watch: Tuesday, August 16, 2011

Bio & Incident Details

Age: 28

Tour: 2 years

Badge # 46

Cause: Vehicular assault

Incident Date: 8/16/2011

Weapon: Automobile

Suspect: Charged with murder

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Patrolman Evan Burns was struck and killed by a stolen vehicle while attempting to deploy spike strips during a pursuit shortly after 12:30 am.

Deputies from the Pemiscot County Sheriff's Office had started pursuing a stolen SUV on I-55 that was being driven by a man wanted for an assault. The vehicle exited at Highway 84 and started driving towards Caruthersville.

Patrolman Burns and another officer began to setup spike strips on the roadway. When the stolen vehicle approached, the driver struck the first police car, injuring the officer, and then rammed the SUV broadside into Patrolman Burns' vehicle, killing him.

The driver was arrested and faces murder and assault charges.

ODMP Remembers...

Captain
John Wayne Haddock

Grenada Police Department, Mississippi

End of Watch: Friday, October 7, 2011

Bio & Incident Details

Age: 50

Tour: 22 years

Badge # G-3

Military veteran

Cause: Vehicular assault

Incident Date: 10/7/2011

Weapon: Automobile

Suspect: Charged with capital murder

· Leave a Reflection
· Add to My Honor

Captain John Haddock was killed when he was struck by a suspect's vehicle while deploying spike strips.

Deputies from the county sheriff's office were pursuing a stolen car believed to contain two burglary suspects along Mississippi Highway 8. As the vehicle approached I-55, Captain Haddock exited his patrol car to deploy spike strips and he was then struck by the vehicle, which was traveling at an estimated 100 mph.

After striking Captain Haddock and the spike strips, the vehicle went out of control and crashed. Both occupants were transported to a local hospital. Both men were subsequently charged with capital murder.

Captain Haddock had served with the agency for 22 years and

ODMP Remembers...

United States > Michigan > Walker Police Department > Police Officer Trevor Parker Slot

Police Officer

Trevor Parker Slot

Walker Police Department, Michigan

End of Watch: Thursday, October 13, 2011

Bio & Incident Details

Age: 41

Tour: 16 years

Badge # 355

Cause: Vehicular assault

Incident Date: 10/13/2011

Weapon: Automobile

Suspect: Shot and killed

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Police Officer Trevor Slot was struck and killed by a bank robbery suspect while attempting to deploy stop sticks on I-96 at 8th Avenue.

The two suspects had robbed a bank in Ravenna, Michigan, and were fleeing the area when they were spotted by on-duty FBI agents who happened to be in the area. The agents initiated a pursuit and were quickly joined by officers from several state and local agencies.

The pursuit continued along I-96 at speeds over 100 mph as the suspects opened fire on the pursuing units with a shotgun and rifle. As the vehicle approached the 8th Avenue exit, Officer Slot attempted to deploy stop sticks but was fatally struck by the vehicle. The vehicle crashed moments later and the two suspects were shot and killed as they opened fire on other officers.

ODMP Remembers...

United States > North Carolina > North Carolina Highway Patrol > Trooper Bobby Gene Demuth, Jr.

Trooper

Bobby Gene Demuth, Jr.

North Carolina Highway Patrol, North Carolina

End of Watch: Saturday, September 8, 2012

Bio & Incident Details

Age: 42

Tour: 12 years

Badge # C-145

Military veteran

Cause: Vehicular assault

Incident Date: 9/8/2012

Weapon: Automobile

Suspect: Charged with murder

Trooper Gene Demuth was struck and killed by the driver of a vehicle on U.S. 64 near Spring Hope in Nash County, while attempting to deploy spike strips during a pursuit at approximately 7:45 am.

The pursuit started when officers from the Raleigh Police Department attempted to stop the vehicle. The driver, who was wanted on multiple charges, including two counts of kidnapping, immediately fled at a high speed. Trooper Demuth was struck by the subject's vehicle as he attempted to deploy the spike strips. The man continued to flee but was taken into custody a short distance away after he crashed into a guard rail. The dash camera in a Nash County deputy sheriff's car shows that the suspect intentionally swerved to hit Trooper Demuth.

ODMP Remembers...

United States > Mississippi > Eupora Police Department > Police Officer Keith Crenshaw

Police Officer

Keith Crenshaw

Eupora Police Department, Mississippi

End of Watch: Wednesday, October 23, 2013

Bio & Incident Details

Age: 52

Tour: Not available

Badge # Not available

Cause: Struck by vehicle

Incident Date: 10/23/2013

Weapon: Automobile

Police Officer Keith Crenshaw was killed when he was struck by a subject vehicle that swerved to avoid the spike strip that Officer Crenshaw had deployed. Three subjects in the vehicle were wanted in connection with multiple attempted robberies earlier in the morning and led officers on a high speed chase across three counties. Officer Crenshaw deployed the spike strip at approximately 10:00 a.m. as the chase entered Europa. As the subjects approached they swerved into the median, fatally striking Officer Crenshaw. The vehicle then crashed into a utility pole.

ODMP Remembers...

United States > Montana > Cascade County Sheriff's Office > Deputy Sheriff Joseph James Dunn

Deputy Sheriff
Joseph James Dunn

Cascade County Sheriff's Office, Montana

End of Watch: Thursday, August 14, 2014

Bio & Incident Details

Age: 33

Tour: 2 years, 5 months

Badge # Not available

Military veteran

Cause: Vehicular assault

Weapon: Automobile

Offender: Not available

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Deputy Sheriff Joe Dunn was struck and killed by a vehicle that was being pursued by other deputies near Belt, Montana.

The driver of the vehicle had been pursued from Great Falls, Montana, along Highway 87 at high speeds when he struck Deputy Dunn near mile marker 77, as Deputy Dunn attempted to deploy spike strips. The man then turned continued back to Great Falls, where he was taken into custody.

Deputy Dunn was a U.S. Marine Corps veteran and had served with the Cascade County Sheriff's Office for 2-1/2 years. He is survived by his wife and two children.

Leave a Reflection · Update Memorial

ODMP Remembers...

United States > Texas > Houston Police Department > Police Officer Richard Martin

Police Officer
Richard Martin

Houston Police Department, Texas

End of Watch: Monday, May 18, 2015

Bio & Incident Details

Age: 47

Tour: 4 years

Badge # 5413

Cause: Vehicular assault

Weapon: Automobile

Offender: Apprehended

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

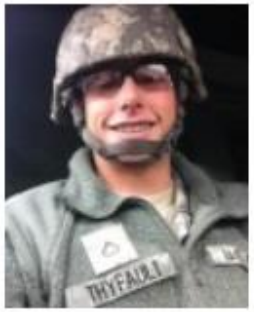
Officer Richard Martin was intentionally struck and killed by a vehicle as he set up spike strips at the intersection of N Kirkwood Road and St. Mary's Lane during a vehicle pursuit at approximately 2:30 am.

Officers from the Houston Police Department were pursing the U-Haul van after it had been carjacked in North Houston. The driver of the vehicle fired several shots at officers during the pursuit before bailing out, carjacking a second vehicle, and fleeing again. Officer Martin was in the process of deploying spike strips when the driver intentionally struck him with the stolen vehicle.

The vehicle continued to flee until stopping on the 45 North Freeway. The subject attempted to commit suicide by shooting himself as officers initiated a felony traffic stop. The man was taken into custody suffering a non-fatal gunshot wound.

ODMP Remembers...

United States > Colorado > Colorado State Patrol > Trooper Taylor Thyfault



Trooper
Taylor Thyfault

Colorado State Patrol, Colorado

End of Watch: Saturday, May 23, 2015

Bio & Incident Details

Age: 21

Tour: 1 day

Badge # Not available

Military veteran

Cause: Vehicular assault

Weapon: Automobile

Offender: Arrested

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Trooper Taylor Thyfault was struck and killed by a vehicle that was fleeing from other officers.

Trooper Thyfault was riding along with a trooper as part of his required training and was at the scene of an unrelated vehicle crash on Colorado Highway 66, near Weld County Road 1. As they conducted their accident investigation, a vehicle pursuit approached their location. The trooper and Trooper Thyfault were deploying stop sticks when the offender swerved struck both of them with his vehicle.

Trooper Thyfault was killed and the trooper was critically injured.

The driver of the vehicle was apprehended near the scene.

Law Enforcement Culture:

It's time to *change.*

BODY ARMOR

Body Armor

Excuses

Too Hot

Uncomfortable

Limits Mobility

Doesn't Fit

I’ll get it when I need it

It won’t happen here

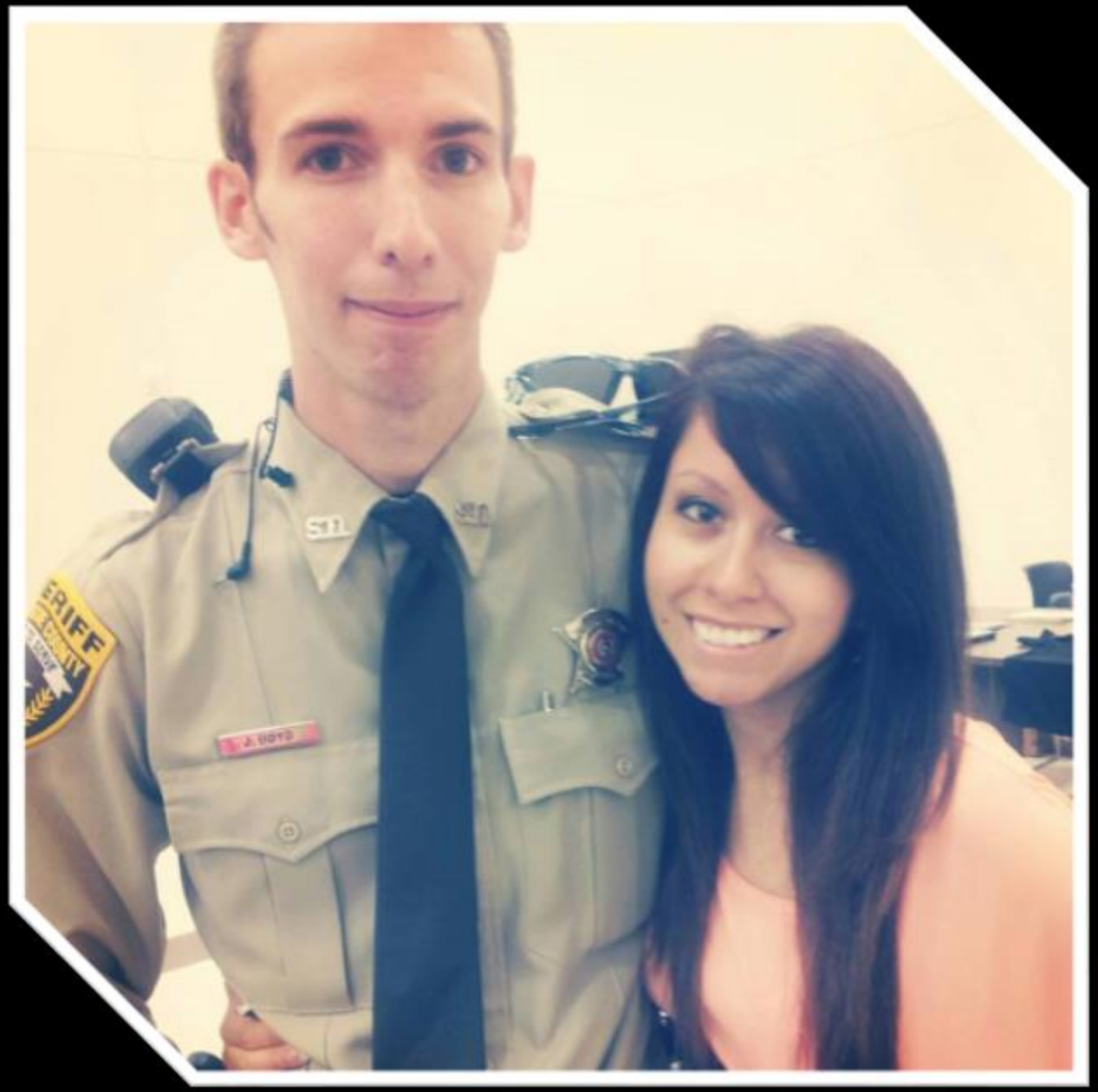
Too Hot??

I’ll get it if or when I need it . . .

Montague County Texas

March 2013

NJ00


S11

It won’t happen here…

Ofc. Justin Conley
Mount Orab, OH PD

January 3, 2010

Ofc. Justin Conley with wife and son.

Body armor made this photo possible.

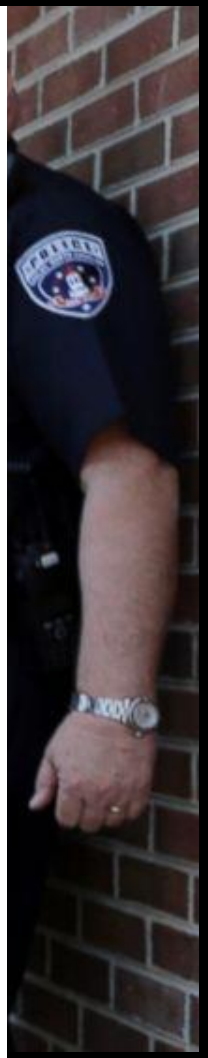
“Body armor more than triples the likelihood that a police officer will survive a shooting to the torso.”

Rand Corporation Study published 2010, Research conducted by Tom LaTourette, Ph.D

Vests

- What about …..
  - Detectives
  - Administrators
  - Training
  - When in a marked car
  - When wearing items that identify you as law enforcement (training day)
  - Corrections / Transports / Court Security
  - Off-duty but uniformed jobs

Why ?



3000+

SAVES

What Would You Say to an Officer Who Says He Will Get His Vest If He Needs It?

.com
TACTICS | TECHNOLOGY | TRAINING
et The Information Yo
The Source You Trust, D
LAW OFFICER

Body Armor

An issue in your agency?

What are you doing about it?

W.I.N.

WHAT IS WIN?

Decision Making Process

What's Important Now? To evaluate the past, focus on the future, and tell you what you have to do in the present.

Lou Holtz

WIN - Professional Life

- Ethical/moral decisions
- Day-to-day operational decisions
- As a trainer – CPR w/body armor
- Supervisory decisions – Graham vs Connor
- Traffic stops – unknown risk
- Suspicious activity/person calls
- Waiting for back up – DV calls
- Self-aid/Buddy-aid - tourniquets

WIN - Personal Life

- Ethical/moral decisions
- Physical health – heart attacks, sleep
- Mental health – reality of police suicides
- Financial health – debt collection
- Healthy relationships – family and friends

WIN

Two Perspectives

Complacency Kills

Complacency Kills

"Complacency is among the most dangerous and insidious threats we face, because it lays us open to <u>all</u> the others."

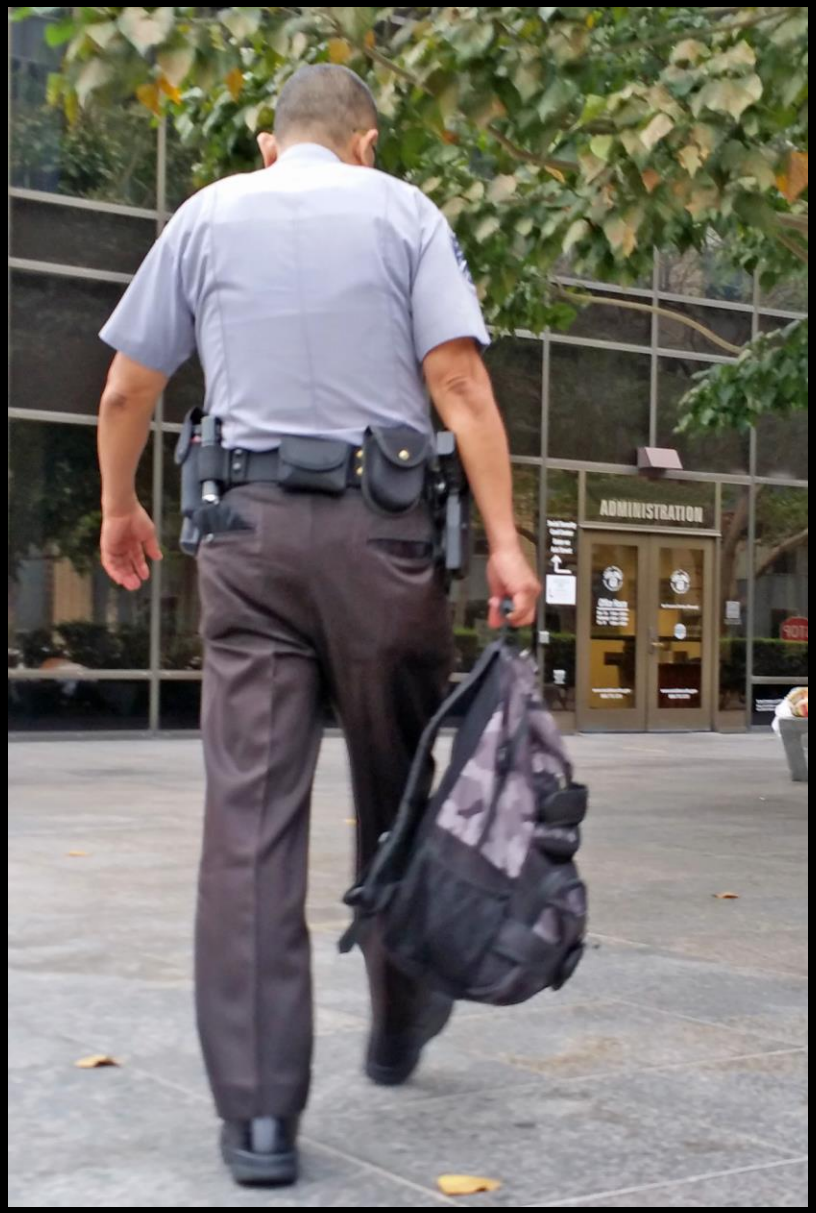
Jeff Chudwin, Chief of Police (ret), Olympia Fields, IL and President of the Illinois Tactical Officers Association

Complacency

What does it look like?

COMPLACENCY

Complacency?



ODMP Remembers...

Trooper
Eric M. Workman

West Virginia State Police, West Virginia

End of Watch: Friday, August 31, 2012

Bio & Incident Details

Age: 26

Tour: 1 year, 8 months

Badge # Not available

Cause: Gunfire

Incident Date: 8/28/2012

Weapon: Handgun

Suspect: Shot and killed

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Trooper Eric Workman and Corporal Marshall Bailey were shot and killed after they stopped a vehicle for reckless driving at the commuter parking lot adjacent to I-79, in Clay County, at approximately 8:30 pm.

The troopers determined the subject was intoxicated and placed him under arrest and hancuffed in front of his body. The subject was searched and placed in the back of the patrol car when he was able to reach a concealed 9mm pistol that was not discovered in the search. He shot both troopers inside of the vehicle and took Corporal Bailey's service weapon.

After climbing out of the vehicle he shot a tow truck driver who had been called to the scene to impound his car. The tow truck driver was able to get away from the scene and call for help.

ODMP Remembers...

United States > West Virginia > West Virginia State Police > Corporal Marshall Lee Bailey

Corporal
Marshall Lee Bailey

West Virginia State Police, West Virginia

End of Watch: Tuesday, August 28, 2012

Bio & Incident Details

Age: 42

Tour: 17 years, 4 months

Weapon: Vehicle

Suspect: Shot and killed

- Leave a Reflection
- Add to My Heroes
- Update this memorial

Share this memorial:

Corporal Marshall Bailey and Trooper Eric Workman were shot and killed after they stopped a vehicle for reckless driving at the commuter parking lot adjacent to I-79, in Clay County, at

had him under arrest and hancuffed in front of his body. The subject was searched and placed in the back of the patrol car when he was able to reach a concealed 9mm pistol that was not discovered in the search. He shot both troopers inside the vehicle and took Corporal Bailey's service weapon.

After climbing out of the vehicle he shot a tow truck driver who had been called to the scene to impound his car. The tow truck driver was able to get away from the scene and call for help.

Tara Marie Drummond

Kennesaw Police Department, Georgia

End of Watch: Tuesday, September 13, 2005

On the job 4 months 23 years old

Probation Officer
Tiffany Danielle Bishop
Georgia Department of Corrections
End of Watch: Wednesday, August 31, 2011
On the job 6 months, 24 years old
(Daughter of Chief Probation Officer Tom Bishop)

Complacency

- On-Duty
  - Equipment – check it
  - Specialized units – good officer safety still applies
  - Extra jobs – extra awareness
  - Training – vest at range
  - Inside the station/at lunch
- Off-Duty
  - Fitness/Health – exercise, eat right
  - Off-duty encounters – be prepared
  - Financial – Update beneficiary

What does the opposite of

Complacency look like?

One word?????

BELOW 100

The Time Is Now.

Does your agency have a problem?

You can't afford not to know!

Enough
Is
Enough!

This is not just another officer safety class . . .

It’s a call to action!

What can <u>you</u> do?

Have the courage to say something!

Courageous Conversation

Ignored Behavior
is
Condoned Behavior.

Model Desired Behavior

Supervisor Involvement

FIRST-LINE SUPERVISORS

Over Protective Sergeant ?

Catch a Cop Doing Something Right

BELOW
100
Wear your belt.
Wear your vest.
Watch your speed.
WIN - What's Important Now?
Remember: Complacency Kills!

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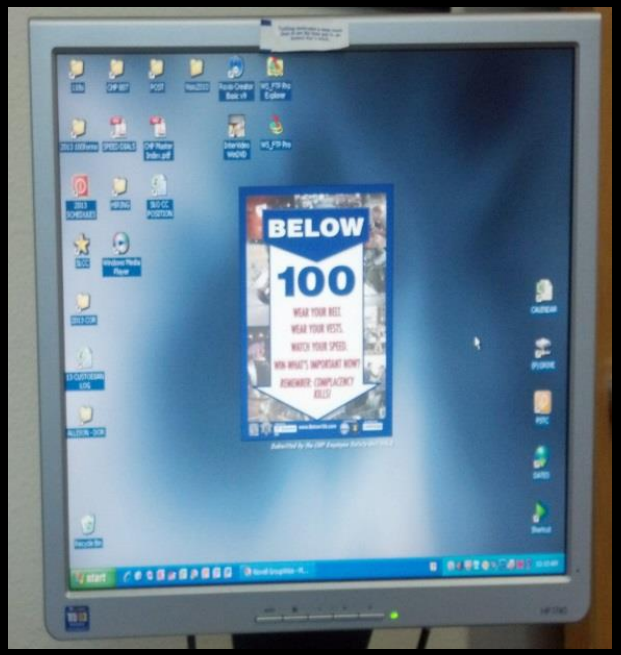
Wear your belt.
Wear your vest.
Watch your speed.
WIN - What's Important Now?
Remember: Complacency Kills!

DO IT FOR US.
BELOW
100
Wear Your Vest • Wear You Seatbelt • Watch Your Speed
W.I.N. - Remember: Complacency Kills


BELOW
100

What will <u>you</u> do?

Start

Stop

Continue

Change

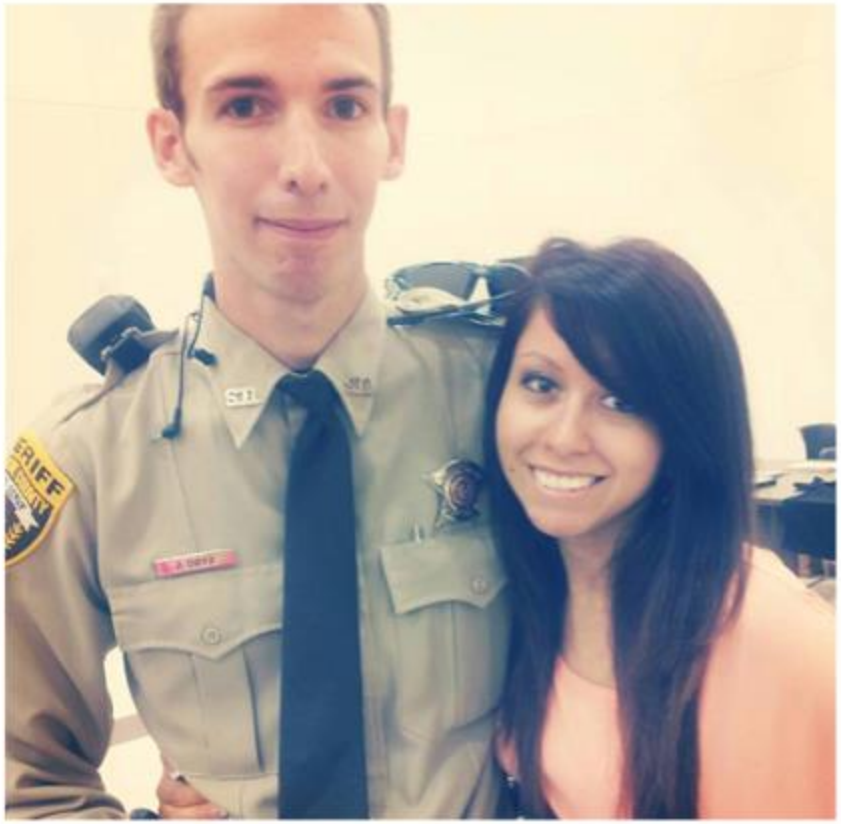
Write It Down

Share it!

Why should <u>you</u> do something?

Photo ID: 35

Never Forgotten
Dylan & Jordan
WILL ALWAYS
REMEMBER
Our Dad Ofc. Jeremy Hubbard
E.O.W. 08/10/2010



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NATIONAL safety COMPLIANCE

Workplace Bloodborne Pathogens

Introduction

This training program applies to any employee who can be reasonably expected to have contact with blood or other bodily fluids in the performance of their job duties and will instruct these employees on ways to limit exposure to BBP.

<u>This training program will instruct employees regarding:</u>

The contents of the OSHA Standard;

Bloodborne diseases;

Preventing exposure;

PPE;

Engineering & Work Practice Controls; and

Procedures to follow, if exposed.

Introduction

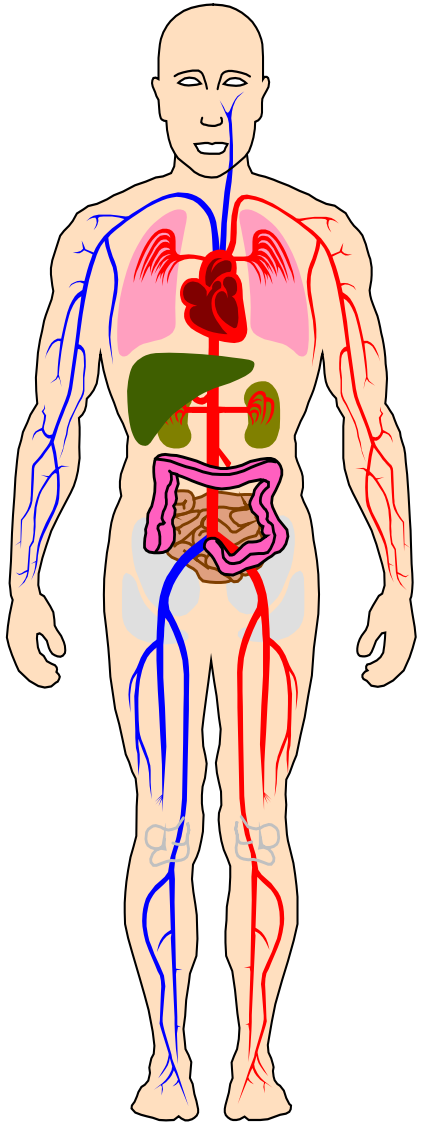
Definitions

Bloodborne Pathogens (BBP)

Bloodborne pathogens are disease causing organisms which are present in blood.

Other Potentially Infectious Materials (OPIM)

Any body fluid or unfixed tissue.



The OSHA Standard

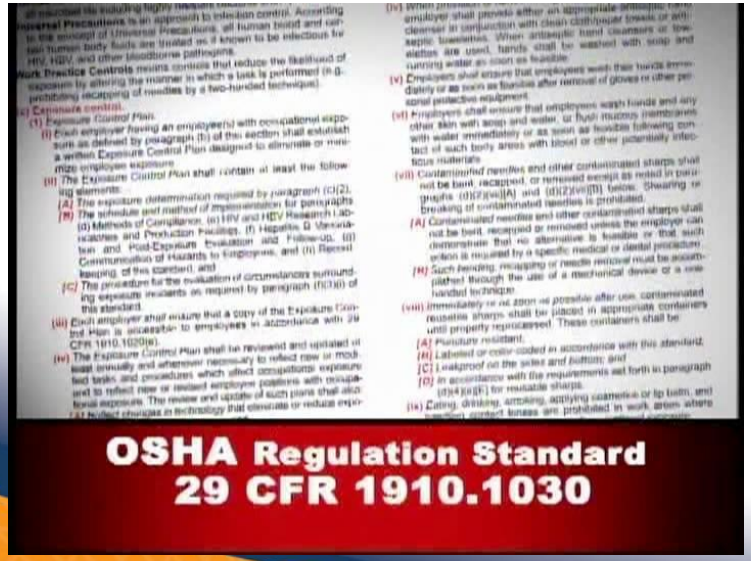
The risk of exposure to BBPs is relatively small; however, the effects of an exposure can lead to deadly consequences. In 1991, because of serious concerns about exposure to bloodborne diseases, OSHA created a regulation dealing with Bloodborne Pathogens. This regulation is 29 CFR 1910.1030.

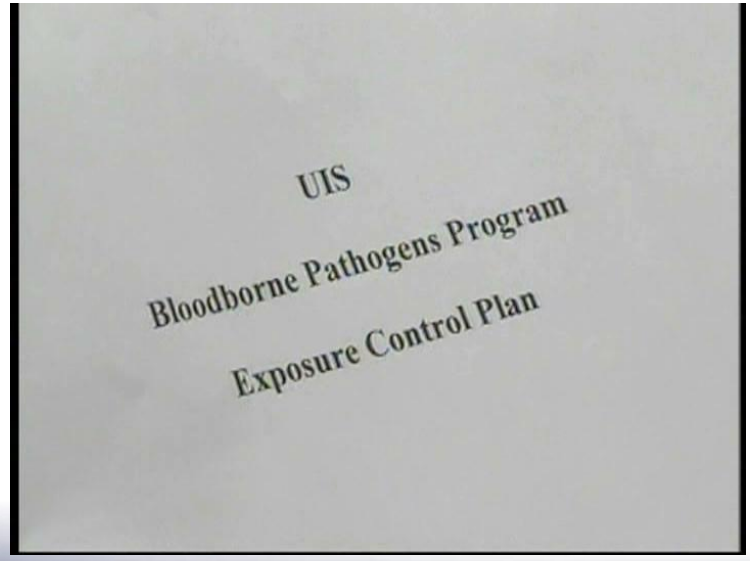
The regulation was updated in 2001 to incorporate new regulations from the Needlestick Safety and Prevention Act of 1999.

The OSHA Standard

The OSHA regulation defines BBP as disease causing microorganisms found in human blood, as well as human blood components and products.

In addition to the OSHA regulations, your employer should have developed an Exposure Control Plan. This plan, which should be reviewed annually, explains how your employer has addressed the requirements of the OSHA regulation.





The OSHA Standard

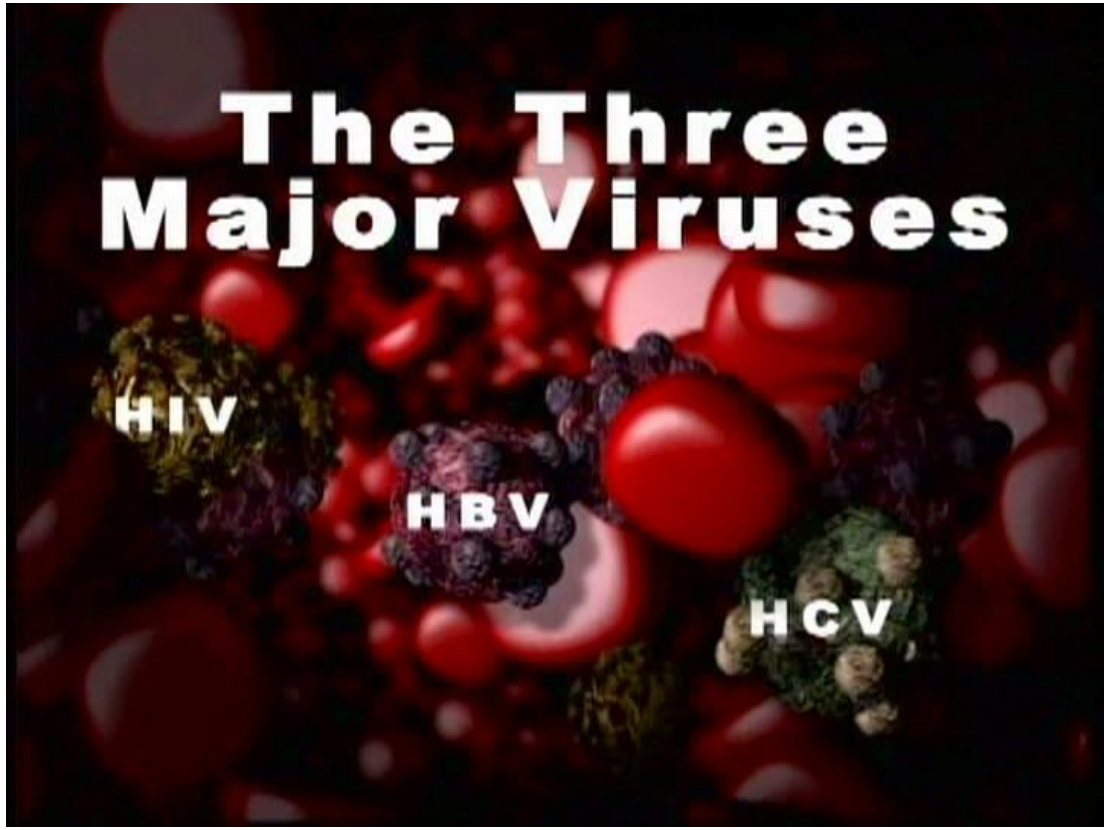
- A determination of each employee's potential exposure to BBPs based upon their job duties.
- Methods to limit or eliminate exposure and updates that reflect changes in technology which may further reduce or eliminate exposure.
- Procedures for investigation of exposure incidents.
- Documentation of the required annual update process, including non-managerial employee participation in the development and updating of the Exposure Control Plan.

Please see your training instructor or your supervisor if you would like to review a copy of the OSHA regulations or your employer's Exposure Control Plan.

Bloodborne Diseases

There are many bloodborne diseases; however, three have been identified as causing the greatest threat.

- ✓HIV-AIDS
- ✓HBV (Hepatitis B)
- ✓HCV (Hepatitis C)



Bloodborne Diseases

HIV-AIDS: HIV is the virus that leads to AIDS.

It is estimated over 1.1 million individuals are living with HIV/AIDS in the US with one-fifth of those being undiagnosed. Currently there is no cure or vaccine.

Bloodborne Diseases

Symptoms at the onset of the disease vary, but include:

- Rapid weight loss
- Dry cough
- Recurring fever or profuse night sweats
- Profound and unexplained fatigue
- Swollen lymph glands in the armpits, groin, or neck
- Diarrhea that lasts for more than one week
- White spots or unusual blemishes on the tongue or in the mouth
- Pneumonia
- Memory loss, depression
- Other neurological disorders

Bloodborne Diseases

Hepatitis B is a virus that can lead to fatal liver failure in about 25% of those infected.

Current estimates show that about 1.2 million people in the US are infected with an additional 60,000 new cases each year.

Common symptoms include:

- **Fatigue**
- **Abdominal pain**
- **Loss of appetite**
- **Nausea or vomiting**
- **Joint pain**
- **Jaundice (yellowing of skin)**

Bloodborne Diseases

There is a Hepatitis B vaccine available.

- This three dose injection has proven to be very safe and about 95% effective at preventing the disease.
- At no cost, your employer should make this vaccination available to all employees who are at risk of infection. This vaccination is so important that OSHA requires you to sign a form if you decline the vaccination.
- This vaccination should be given before any exposure, however, an "after the fact" vaccination is available, but may not always prevent the disease.

Bloodborne Diseases

Hepatitis C is the leading cause for liver transplants and can lead to death in approximately 5% of cases. Current estimates show that about 4.1 million people in the US are infected with an additional 26,000 new cases each year.

About 80% of those infected with HCV show no symptoms, but possible symptoms include those similar to HBV.

No vaccine currently exists for HCV

These diseases usually do not show symptoms immediately. They may even lay dormant for several years. These symptoms can be caused by other diseases as well. <u>The only way to determine if you are infected is to see your healthcare professional for testing</u>.

Preventing Exposure

How exposure occurs:

This training program has limited its content to workplace exposure to these diseases and will not address sexual transmissions.

Therefore, occupational exposure to bloodborne diseases most often occurs through "parenteral" exposure. This is where pathogens enter the body through breaks in the skin or through mucus membranes.

Preventing Exposure

Most exposures occur through:

- ✓Needle sticks
- ✓Human bites
- ✓Skin abrasions or cuts that come in contact with potentially infectious material.

Infectious materials can include:

- ✓Blood or blood products
- ✓Human tissue
- ✓Vaginal secretions
- ✓Any other bodily fluid with blood in it.

Preventing Exposure

Standard & Universal Precautions

One of the most important parts of preventing exposure is to use "Standard Precautions."

Standard Precautions are the minimum infection prevention practices that apply to all patient care, regardless of suspected or confirmed infection status of the patient, in any setting where healthcare is delivered.

Universal Precautions is an approach to infection control whereby all bodily fluids (except sweat) are treated as if they are known to be infectious.

Personal Protective Equipment (PPE)

Types and Uses:

PPE should be selected based upon the type of exposure you are facing. If contact with or splatter from a potentially infectious material is reasonably anticipated, then PPE should be worn on the areas of your body that are potentially exposed. It is especially important to cover mucus membranes, skin abrasions or cuts, and your hands.

Personal Protective Equipment (PPE)

PPE could include:

- ✓Gloves
- ✓Mouth & Eye Protection
- ✓Gowns
- ✓Aprons
- ✓Lab Coats
- ✓Caps
- ✓Shoe Covers
- ✓Resuscitation Barriers (CPR Masks)

Personal Protective Equipment (PPE)

Who provides & maintains it

Disposable PPE should be properly discarded after use. Other forms of contaminated PPE may be reused after proper decontamination.

Your employer should provide, free of charge, any necessary PPE. However, it is the employee's responsibility to wear it properly & when necessary, maintain it in proper condition and to request a replacement item when PPE is unusable.

Please consult your supervisor for the location of PPE at your facility. It is also important to remember that PPE has limitations. It must be properly worn, maintained, and should be discarded if damaged.

Engineering & Work Practice Controls

Engineering and work practice controls have been established by your employer and are mechanical devices and procedures that are designed to reduce the likelihood of an exposure incident.

These controls have limitations and should be used in conjunction with other methods to prevent exposure.

These controls will vary with each workplace, but may include:

Hand washing: Providing hand washing areas with proper antiseptic hand cleaner and paper towels.

Engineering & Work Practice Controls

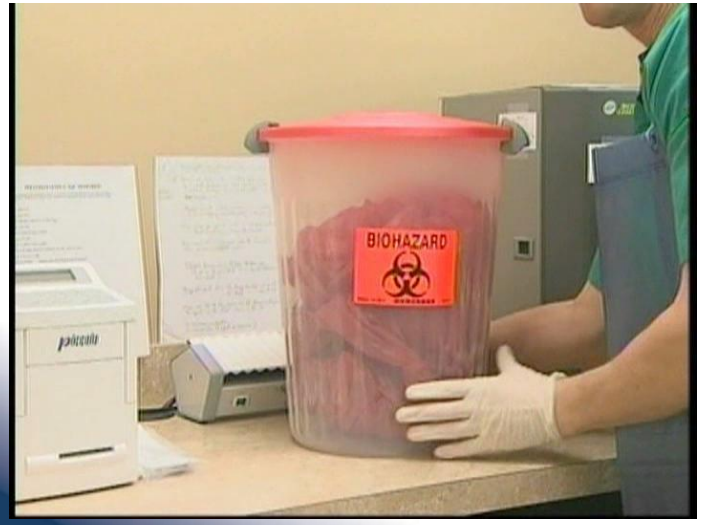
These controls will vary with each workplace, but may include:

Biohazard Signs, Labels and containers should be used to properly identify contaminated waste. Containers should be closable, constructed to contain all contents and prevent leakage, appropriately labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling. The proper color for biological contaminated waste is red or red-orange bags or fluorescent orange labeled containers. These containers should be disposed of properly through your supervisor or an area hospital.

Engineering & Work Practice Controls

These controls will vary with each workplace, but may include:

Contaminated laundry must be handled as little as possible, should be transported in appropriately labeled containers and must be properly laundered.



Engineering & Work Practice Controls

These controls will vary with each workplace, but may include:

Sharps: Use of safer needles and sharps disposal containers as required by the Needlestick Safety and Prevention Act. Requirements include the required use of safer needle systems and needleless systems. Policies, procedures and needlestick devices are required to be reevaluated for effectiveness each year. Employees should never, break, bend, recap or remove needles. In addition to needles, any sharp object such as broken glass should only be picked up by mechanical means, such as a brush and dustpan and should be disposed of properly.

Engineering & Work Practice Controls

These controls will vary with each workplace, but may include:

Limiting activity in areas with possible BBP Exposure. This includes no eating, drinking, smoking, applying cosmetics, or handling contact lenses in potential exposure areas.

Procedure If Exposed

An exposure incident is when blood or other potentially infectious materials make contact with:

- Eye
- Mouth
- Other-mucus membrane
- Non-intact skin or open skin
- Or by piercing the skin

Procedure If Exposed

Action steps

Stop and limit exposure to yourself and others.

Thoroughly and immediately wash any exposed area of skin with antiseptic soap and water. Flush eyes, nose or mouth with water.

Report incident to your supervisor or appropriate management personnel.

Procedure If Exposed

Action steps

Properly cleanup the area, if this is your responsibility, or make sure proper persons are notified, if it is not your responsibility. Your company should provide proper BBP cleanup materials. They may choose to use a low-cost BBP Clean-up kit that provides all items necessary to clean up an exposure incident and properly protect the employees.

Procedure If Exposed

Action steps

Steps for cleanup include:

Contain spill using absorbent barriers.

Remove used absorbent materials

Disinfect the area with germicide or 10% bleach solution.

Dispose of contaminated materials into properly marked containers.

Discard or decontaminate PPE.

Complete an incident report that describes the incident including the routes of exposure, and identity of the source individual if known.

Procedure If Exposed

As a result of this exposure incident, your blood should be tested for diseases and the test results should be discussed with you. Appropriate treatment options will also be recommended by a health care professional and your employer will be notified of certain information. The source individual's blood may also be collected and tested if consent is received. All associated expenses are to be paid by the employer and the employee has the right to complete confidentiality of all results and treatments.

You will have the opportunity to receive the HBV vaccination if you had previously declined it.

Conclusion

Remember BBPs are serious hazards to your health, but your risk of exposure can be greatly reduced by using the information presented in this program.

PALM SPRINGS POLICE DEPARTMENT

OLEORESIN CAPSICUM TRAINING

Hourly distribution schedule

0700-0715	Registration, Introduction, and handouts	Cabrera
0715-0750	OC Formulations, hazards, and spray pattern.	Cabrera
0750-0800	Break	
0800-0850	Use of Force, physical and psychological affects Decontamination and safety procedures Documentation and report writing	Cabrera
0850-0900	Break	Cabrera
0900-0930	Written test and class discussion	Cabrera
0930-1100	Practical application and field scenario	Cabrera

Palm Springs Police Department Pepper Spray Training

Course Content: This class is designed for officers who have had previous training and been subjected to a level 1 exposure as well as officers who have not yet received any previous formal training. The course will introduce/ reintroduce the student to the effect of pepper spray, the use of force continuum, and decontamination procedures. During the training officers may be exposed to a level 1 OC exposure. After being exposed the student will travel through stations set up to cause physical exertion. The exercise will conclude with the student identifying a threat and giving verbal commands to a "suspect".

Performance Objectives: Upon the completion of the class the student will learn the following:

1. Where pepper spray is classified in the use of force continuum.

2. The safety hazards of various OC formulations when used with other forms of less lethal munitions.

3. Advantages and disadvantages of the various OC spray patterns.

4. The ability to exhibit the confidence to overcome being exposed to OC spray under stressful conditions.

Course Outline

OIL BASED OC

- Require a greater volume of solvents to dilute and suspend the OC.
- Some solvents may propose health risks.
- Lends itself to a production of a true fog delivery system.
- Require more decontamination time.

WATER BASED OC

- Require minimal solvents or chemical additives.
- Require less decontamination time.
- Will not sufficiently support a Fog delivery system.

FLAMMABILITY

- Formulations containing high quantities of solvents may be flammable
- Propellants may consist of flammable gases.
- Flammable formulations may be suitable…BUT issues must be addressed and taken into consideration.

DELIVERY SYSTEMS

- Fog Systems
- Ballistic Streams
- Foams

FOG SYSTEMS

- Primarily affects the respiratory system
- Ideal for affecting crowds and large areas.
- Highest degree of cross contamination.
- Severely affected by environmental factors such as wind and ventilation.
- Produces the most aerosolized affect.
- Minimum recommended spray distance is 36 inches.

BALLISTIC STREAMS

- Cause temporary visual impairment due to involuntary closure of the eyes.
- Target specific…Must have direct contact with the intended target.
- Minimal affects to the respiratory system.
- Increased possibility if the "Hydraulic needle affect".
- Suited towards individual target applications.
- Provides greater standoff distances for the officer.
- Reduced cross contamination.
- Less affected by environmental factors.
- Minimum recommended spray distance is 36 inches.

FOAM SYSTEMS

- Best suited for indoor applications.
- Least amount of cross contamination.
- Extremely target specific.
- Least effective on the respiratory system.
- Minimal standoff distance.
- Potential for throwback, creates a slippery surface, and increased decontamination time.
- Minimum spray distance is 36 inches.

CLASSIFICATION

- Color code: Orange
- OC is classified as an inflammatory which is a substance that causes localized heat, redness, swelling, and pain to all contaminated skin and tissues.

EFFECTIVENESS

- OC has a varied reaction time ranging from 1 to 5 seconds.
- Depending on whether or not the respiratory system has been affected.
- Environmental factors and mental state may also be a factor.
- The failure rate for OC does exist but it is hard to quantify.

- Mental states, as well as alcohol and drug influence play a factor in the failure rate.

PHSYIOLOGICAL EFFECTS

- Involuntary closure of the eyes resulting in temporary visual impairment.
- Burning sensation and inflammation of the eyes, mucous membranes, and contaminated skin.
- Secretion of excessive mucous.
- Shortness of breath.
- Approximately .005% of the general population may have an allergic reaction to various types of peppers.
- Medical attention must be provided to persons believed to be suffering from an allergic reaction.
- NOTE: Any person complaining of itching, hives, difficulty in swallowing, or facial swelling should be evaluated by medical personnel.

PSYCHOLOGICAL AFFECTS

- ANXIETY- The fear of the unknown.
- FEAR- The confirmation of the unknown.
- PANIC- The reality of your fears.

DEPLOYMENT CONSIDERATIONS

- Element of surprise, but warn subject when possible.
- Communicate with fellow officers.

DEPLOYMENT TACTICS

- Target areas depending of delivery system.
    - Eyes, forehead, and brow area.
    - Mouth and nose (Respiratory) areas.
- Utilize a ½ to 1 second burst.

DEPLOYMENT PLAN

- Warn the subject when feasible.
- Spray the subject.
- Determine if the subject has been affected.
- Give the subject commands.
- Control the subject.
- Get medical attention if needed.

LEVELS OF CONTAMINATION

- Level One- Direct physical contact.
- Level Two- Indirect or secondary contact.
- Level Three- Area contamination.

DECONTAMINATION

- Remove the subject from the source.
- Establish a verbal rapport, reassure the subject.
- Expose the subject to fresh, cool air is possible.
- Repeated blotting, as opposed to rubbing, of the affected area.
- DO NOT remove contact lenses.
- Have the subject inhale through the mouth and exhale through the nose.
- Have the subject flush the contaminated area with copious amounts of cool water.
- Encourage the subject to open the eyes to flush the resin out of the eyes.
- Non-oil based soap may be used to remove the resin from the skin.
- DO NOT use creams, salves, or oils.

RECOVERY

- Usually an individual will recover within an hour, but vast improvements should be noted within 20-30 minutes.
- Anyone not exhibiting significant improvement after one hour should be closely monitored to ensure continued recovery.

CLEANUP

- Food grade OC may be flushed down drains.
- Water based OC may be wiped clean with a damp cloth.
- OC will decompose over time if left untouched.
- Oil based OC may be washed away with mild detergent or solvents.

DOCUMENTATION

- Proper deployment.
- Arrest and control.
- Decontamination.

QUESTIONS AND DISCUSSION

FIELD SCENARIO

The student will be positioned approximately 5 feet from the instructor. The student will be instructed to close and cover one eye with his or her hand. The instructor with the spray the student above the uncovered eye with an approximately ½ to 1 second burst of active OC. The student's partner will then verbally direct the contaminated student through a series of tactical stations where they will engage a safety officer who will be holding a large striking pad. The contaminated student will then be directed by the safety officer to deliver a series of strikes to the pad (i.e. elbow strikes or knee strikes). At the third and final station the contaminated student will then have to recognize the threat the "suspect" is posing to them. This may be empty hand or armed with some type of simulated weapon (i.e. replica handgun, replica knife, or an impact weapon of some type). The student will have to order the "suspect" into the prone position. Once this is completed the student's partner will assist them to the decontamination station and remain with them until they have recovered.

SAFTEY GUIDELINES

1. No weapons, magazines, knives, or munitions of any type will be allowed into the training site. The students will be checked by Staff members as they enter the training site.

2. Student(s) that have had eye surgery in the last 12 months will not be allowed to participate in the exercise.

3. Students will discuss any medical issues with the instructor prior to the beginning of the field scenario.

4. All safety procedures and policies will be made clear to the students prior to the commencement of the exercise.

5. **NO HORSEPLAY WILL BE TOLERATED AT ANYTIME.**

6. Exposed students will be partnered up with a fellow student, who will act as a safety officer, on a 1 to 1 ratio until they are fully recovered.

7. Water and towels will be provided at the site for decontamination.

8. EMS Personnel will be available during the field exercise.

PALM SPRINGS POLICE DEPARTMENT

FIELD TRAINING OFFICER

MANUAL

COMMUNITY SERVICE OFFICER

BRYAN REYES
Chief of Police **06/2013**

PROGRAM GUIDELINES

LENGTH OF PROGRAM

A minimum of at least 09 weeks but usually 16 weeks is required to provide a trainee time to become proficient in general patrol duties to the extent that he or she can operate independently as a solo Community Service Officer. This period also allows sufficient time for the FTO and Field Training Sergeant to provide further agency-specific training, guidance and evaluation to the trainee. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each trainee.

A trainee assigned to an FTO for general law enforcement patrol duties shall be under the direct and immediate supervision (physical presence) of a qualified Field Training Officer. A trainee assigned to a non-peace officer for specialized functions for the purpose of specialized training or orientation (i.e. Dispatcher, Records, Jail, and Investigations) is not required to be in the immediate presence of a qualified Field Training Officer.

ORIENTATION

The Field Training Program shall begin with an orientation period of at least one week. The length of this orientation should be determined by the agency based upon the trainee's previous assignment and time and type of academy training. The primary purpose of this orientation is to allow for a smooth transition from the academy, prior Agency or custody assignment into the Field Training Program. The trainee's first few days in the Field Training Program may prove to be the most critical in terms of learning and development.

This orientation must include firearms and impact weapon qualification, as well as trainee demonstrated proficiency in arrest and control techniques. The trainee may also receive orientation in the Jail, Communications and the Detective Bureau. The introduction to the Field Training Program should also include a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the trainee in order to attain those goals.

This orientation should provide a thorough familiarization with the City and the Agency's station personnel and equipment. The orientation represents a "limbo" period which is **not** evaluated. The training climate should consist primarily of exposure wherein the trainee learns by seeing, has limited (controlled) exposure to doing, and may perform simple or routine tasks.

The goal of this orientation is to give trainees a solid foundation from which they can actively enter into the program. Its design is to answer those questions at the beginning of the program which in the past have caused trainees to assume a passive rather than active role in the training process.

EVALUATION FREQUENCY

Each trainee's progress, as he/she proceeds through the Field Training Program, is recorded by means of written evaluations. The evaluation process is as important as the training process. One without the other would make the learning process impossible.

Evaluations have many purposes. The obvious is to record and document a trainee's progress, but there are other purposes as well. Evaluations are excellent tools for informing trainees of their performance level at a particular point in time. They are also excellent for identifying training needs and documenting training efforts. Further, they

chronicle the skills and efforts of the trainers. In essence, evaluation represents feedback.

Evaluation should be immediate, consistent and fair. FTO's are expected to complete Daily Observation Reports (DOR's) and End of Phase Reports on each trainee, while Patrol Sergeants are expected to review and sign each DOR and/or complete their own Supervisor's Weekly Report (SWR). Collectively, over the duration of the program, these written evaluations relate a chronological story of performance. These evaluations tell of the trainee's successes, failure, improvements, digressions, and the attempts to manage each of these occurrences. These documents are critical in the career of each new officer and should be treated as such. Honest and objective evaluations of trainees must be a prime consideration of all members of the field training staff.

ROTATING TRAINERS/TRAINEES

This Department's Field Training Program may be broken into a set of phases of evaluation periods encompassing a certain number of weeks and certain blocks of instruction. When a phase has been completed, the FTO Sergeant should assign the trainee to another FTO and if possible, to another shift. The assignment of a different FTO will expose the trainee to a variation of training styles and personal approach to the job. Trainees who are having difficulty in the program will sometimes improve their performance significantly after such a change. The Field Training Manager should consider matching training difficulties of the trainee with a specific expertise of an FTO (e.g., a trainee having report writing difficulties should be assigned to an FTO who is an exemplary report writer; or a trainee who needs exposure to enforcement activity should be assigned to the area or shift with the highest number of calls for service). Trainees should be rotated to a different shift for at least one evaluation FTO period to provide exposure to the variation of responses that are appropriate at different times of the day.

FIELD TRAINING STAFF MEETINGS

At or near the end of each phase, a meeting may be scheduled for all FTO's who have, or are about to receive a trainee. The purpose of these meetings is to review the progress of each trainee and pass on information relative to special training problems and remediation efforts. The FTO Sergeant is afforded the opportunity to review drafts of the End of Phase Reports (EPR) and see that they are consistent with what the FTO's are reporting at the meeting.

Additionally, the field training staff may meet as often as possible as a group (at least once a year, preferably quarterly), for additional training, information and ideology exchange and review of evaluation standards. This will allow the FTO's the opportunity to enhance the Department's standardization and consistency within the program.

SPECIAL ASSIGNMENTS

As a rule, trainees should be under the direction and in the immediate presence of a qualified Field Training Officer throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. If an agency has the resources, assignments can be made for brief periods to allow the trainee to work with another senior officer (non FTO) or civilian (non law enforcement duties) on special investigations or in specialized training areas (i.e., Field Evidence Technician, Specialist Criminal Investigator, Narcotics, etc). These assignments must have the prior approval of the Field Training Manager or Supervisor whenever possible.

At no time should a trainee be evaluated by another officer (or civilian) who has not attended a P.O.S.T. certified Field Training Officer Course. Documentation of the special assignment as well as significant training or action that occurred is however, strongly recommended. This special documentation may be cited on the DOR narrative continuation page.

STANDARDIZED/PHASE TRAINING

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

Following the P.O.S.T. Field Training Program Guide will minimize problems that arise from inconsistent training and will ensure maximum uniformity in the training process.

A fundamental element of the Field Training Program is phase training. Phase training is designed to provide the following:

1. A systematic approach to field training.

2. Consistent and standardized training.

3. The means of assuring the trainee's capability to perform the skills or tasks necessary for competent operation of a one-officer patrol car.

4. The opportunity to train with various FTO's and to be exposed to their various techniques while operating within standardized guidelines.

During each phase, the trainee will complete a comprehensive list of tasks designed to assure the FTO of the trainee's ability to master a series of specific skills. The Field Training Program is divided into five phases.

Phase I is the introductory phase. It consists of the orientation period (of at lease one week) followed by several weeks of instruction and training. During this time, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. FTO's assigned to Phase I responsibility are identified as the "Primary FTO." Primary FTO's are often selected because they appear to be the best equipped to deal with what is believed to be the trainee's biggest or most apparent problem based upon the information available. The important elements of this phase are the molding of the trainee's attitude toward the experienced officers and making it clear that the program is not "just something else they have to get through." The FTO's function as a role model is particularly important here. A great deal of the trainee's ultimate success will hinge on his or her attitude toward the training program and on the image projected by the FTO.

If a new trainee has no law enforcement experience and it is determined that it will benefit their training, the FTO Sergeant will attempt to have the trainee and the FTO assigned to a 40-hour training period. This period will enable the FTO to provide the trainee with "one on one" training in the operation of the laptop computer and report writing.

Phase II is somewhat more complex than the first phase and is sometimes identified as the phase in which trainees begin to shed their unfamiliarity with their new role. It is expected trainees will begin handling calls for service with less input required from their FTO. It is now that they begin to master the skills at hand. The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of the workload, guarding against under or over loading.

Phase III is the last phase of formal training. It is characterized by advanced training and the polishing of those skills obtained earlier. Trainees will be expected to handle all patrol details, save those they have not yet been exposed to, without assistance. They

should be initiating all patrol activities on their own. During Phase III, less training is provided in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

Phase IV is the traffic phase of training. It is characterized by orientation to the vehicle code, collision investigations and observations of vehicle code violations. This phase will focus specifically on traffic collision investigation and the related traffic duties a trainee will be expected to perform in the function of their regular duties.

Phase V is the “Shadow” phase. It is an “Evaluation Only” phase. It generally consists of two to four weeks of observed patrol activity. An important aspect of this phase is the trainee's return to his or her primary FTO for evaluation. This is done so that the FTO who originally observed the trainee will be able to evaluate the final product and compare performance levels. To ensure the trainee acts as the lead officer during this phase, the primary FTO may observe the actions of the trainee from a ride-along position while wearing plain clothes. The FTO will not take any action except in instances where their intervention is necessary. This FTO intervention should occur under the following circumstances:

1. Officer Safety: If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, then the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.

2. Illegal and Unethical Activity: The FTO must ensure that the trainee's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.

3. Embarrassment to a Citizen, the Agency, or the FTO: The FTO should not allow an incident to reach the point where a citizen or the FTO becomes embarrassed by the trainee's actions. The FTO must not allow the trainee to embarrass or bring discredit to the Department at any time.

If, at any time, it is determined the trainee has demonstrated a pattern of difficulty or inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training, or be terminated from the program.

The consistency and standardization of phase training are essential to the success of the Field Training Program. Standardized training provides for uniform application of policy, procedure, and laws throughout the Agency. Consistency in training ultimately provides for fair and impartial treatment of all citizens by Agency members.

FIELD TRAINING PROGRAM

PHASE TRAINING - AN OVERVIEW

PHASE I FTO "A" PRIMARY FTO Orientation-"limbo" period (no evals.) Daily Evaluations End of Phase Report	PHASE II FTO "A" PRIMARY FTO Report Writing Daily Evaluations End of Phase Report	PHASE III FTO "B" Report Writing Daily Evaluations End of Phase Report	PHASE IV FTO "C" Traffic Daily Evaluations End of Phase Report
PHASE V FTO "A" PRIMARY FTO Shadow Daily Evaluations End of Phase Report Attestation Sign off for Program Completion			

Figure 2

REMEDIAL EXTENSION(S)

As mentioned before, a program duration limit should be determined. It should be understood however, that problems sometimes occur which make it difficult to always adhere to a set time limit. Sometimes these problems have their source in the trainee's performance; other times they are administrative in nature. For whatever reason(s) they occur, trainees must be given a fair opportunity to prove themselves. The time limits should always be met, if not exceeded.

Trainees may have their field training extended to allow them sufficient time to master complex tasks necessary to complete the program. This is not a guarantee that every trainee has the right to an extension. The decision to extend shall be that of the FTO Commander and is usually, although not always, made before the trainee enters Phase V. This decision should be based upon a review of performance and other information available as well as the recommendations of the FTO’s and program staff. The extension is not to be viewed as punishment, but as an opportunity to catch up and to have problems remediated.

An extension in the Field Training Program may be handled in several ways. The trainee may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts. The field training extension should be tailored to fit the training needs of the trainee. This is a difficult time for the trainee and a time when he or she might "give up" or "decide" to fail. It is the FTO's responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be remediated or corrected. Field Training Program extensions should occur infrequently and should not be granted by the program staff unless the probability of success is anticipated.

TERMINATION

While we should never give up on trainees who have a chance to succeed, we must respond realistically toward those who do not. The Field Training Program is designed to develop competent, proactive solo patrol officers. This level of competence, unfortunately, is not always reached. Some trainees realize that the expectations they had when they began the program were unrealistic or unreachable. Others can perform many, but not all, of the multiple tasks required of solo patrol officers, while still others are simply unable to deal with the stress of the job. Whatever the reason(s), the truth is that some trainees just will not make it.

If, during the Field Training Program, it is concluded by consensus that a trainee should be recommended for termination, it then becomes necessary that all documentation having bearing on an eventual decision be gathered. This documentation summarizing the trainee's performance should include conclusions and recommendations concerning retention or dismissal; reflect the writer's (FTO and FTO Sergeant) point of view and not be influenced by other opinions; and reflect positive as well as negative aspects of the trainee's work.

The recommendation to the Chief of Police to terminate a trainee should be made only after all submitted reports are reviewed by the FTO's involved, the FTO Sergeant and patrol command staff. The trainee should be advised of the pending recommendation only after all the memoranda has been submitted through the Chain of Command to the Chief of Police. It should **not** be the FTO's role to notify the trainee of his/her impending termination, but that of the FTO Commander. The trainee should be given the right to speak to anyone he/she wishes in the Chain of Command.

Many trainees will elect to resign prior to being terminated from the program. Even if the trainee resigns, all documentation and other reports or evaluations should be completed and maintained in his/her file to document the field training performance.

TRAINEE CRITIQUE PROCESS AND FORM

An important element of conducting a consistent and successful Field Training Program is the continuous evaluation of the performance of the FTO's and the relevance of the program itself. Critiques by the trainees offer insight into the training ability of particular FTO's and an overall assessment of the effectiveness of the Field Training Program from the perspective of the trainee.

The trainee shall complete a FTO Critique Form at the conclusion of the FTO Program. The trainee shall be informed that confidentiality is a key to the success of the FTO critique process. The trainee will complete this form, answering all of the questions. When the form is complete the trainee will forward this form to the FTO Sergeant. The FTO Sergeant will review this form and then place it in the trainee's FTO Manual.

The FTO Sergeant should provide the information from the critique forms to the Field Training Program officers in the form of general training and improvement material.

DOCUMENTATION

Various forms and reports are necessary to ensure proper documentation. Admittedly, there is a lot of paperwork involved in field training. This paperwork is necessary, as complete records are essential.

Documentation of the trainee's performance shall be maintained by the department in the trainee's Field Training Officer Training File. The FTO's attestation of each trainee's successful completion of the Field Training Program, and a statement that releases the trainee from the program, along with the signed concurrence of the Chief of Police (or his/her designate) shall be retained in the trainee's FTO Training File.

Palm Springs Police Department
Community Service Officer
Patrol Training Manual

PROGRAM OVERVIEW

The purpose of this training manual is to assist a Community Service Officer (CSO) recently assigned to field operations. The recently assigned employee will ride along with a Field Training Officer (FTO). Under the supervision of the trainer, the trainee will be required to perform various duties that have previously been explained and/or demonstrated.

The training program is carefully planned and programmed in such a way that the newly assigned employee is exposed to most scenarios that would occur during their daily routine. It is essential that the training be consistent in its presentation to all newly assigned field operations employees to ensure that the same procedures, policies and expectations.

This Training Manual serves the following purposes:

- A guide for the newly assigned CSO to field operations
- A progress report showing the development of the training
- Prevents unnecessary duplication of training if there is more than one FTO assigned.
- A checklist to assure that the trainee demonstrates the knowledge and skill necessary to perform the various tasks required assigned to patrol CSO's
- Assures comprehensive coverage and consistency in methods and information presented during the training period.

The items of instruction listed in the Training Manual include basic skills, tasks, and information that this agency expects its field operations Community Service Officer to know or perform. Begin each shift with expectations for that day. Explain what you would like the trainee to observe or complete. At the end of the day go over (good and bad) what was completed.

This Training Guide is to be used by the trainer. When the trainer instructs, explains, and/or demonstrates the tasks listed in the workbook, the trainer will initial and date every task. When each task can be demonstrated and/or is understood by the trainee, the trainee will initial and date every task as well.

Remember you are a civilian employee and should avoid any situation that might put you in danger.

STATEMENT OF CONFIDENTIALITY

Palm Springs Police Department

Data used in the conduct of the Police Department's business is protected by state law. Every employee who uses a computer terminal must recognize his or her responsibility for the security and accuracy of information in that computer system. Deliberate attempts to access unauthorized data will be recorded and may result in disciplinary action up to, and including loss of employment and prosecution under applicable laws.

NOT FOR PERSONAL USE – ALL RECORDS ARE SUBJECT TO AUDIT. THERE SHOULD BE NO EXPECTATIONS OF PRIVACY.

EVALUATIONS

Written evaluations are designated to aid the field training officer in evaluating the trainee in a consistent and standardized fashion. Evaluations will provide for regular feedback to the trainee, relating to his / her performance.

During the Field Training Program, the trainee will be guided, directed, and advised of their progress through written evaluations. The evaluation must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program.

The FTO's performance as a trainer will be evaluated by the trainee and monitored by the Community Service Officer supervisor. This will ensure objectives of the program are being presented and trainees are receiving quality instruction.

A. **DAILY EVALUATIONS:** This method of documentation is invaluable for providing immediate feedback to the trainee about their performance. Notes should be written throughout the day as soon as possible after incidents occur. Daily evaluation will not begin until Phase II.

The daily evaluation form will be completed by the FTO at the conclusion of each day. This evaluation will be read, discussed with, and signed by the trainee and FTO. Daily evaluations will be maintained by the FTO and used as a basis for the phase evaluation. At the conclusion of a trainee's field training program all daily evaluation will be forwarding to the position supervisor.

B **PHASE EVALUATIONS:** The phase evaluation is intended to provide the Field Training Officer and the trainee with an overview of the training phase just completed. The form uses a rating scale to judge the trainees knowledge of the objectives of that phase. All areas of evaluation must be observed to complete the form

The daily evaluations for this phase should be reviewed to identify any significant strengths and weaknesses, and to show trends in the trainee's performance during the phase of training. The evaluation will be read, discussed with, and signed by the FTO and trainee

The phase evaluation will document the duration of training that has occurred and the relative competency of the trainee. The trainee must achieve at least an "Acceptable" rating in each of the categories prior to advancement to the next phase. A rating of 1, 2 or NRT will not appear on the phase evaluation unless the trainee's performance is so deficient that they are to be recommended for termination from training. Several attempts at remediation will occur prior to an unacceptable rating on a phase evaluation.

C. **FTO CRITIQUE:** An important element of the Field Training Program is evaluation the performance of the FTO. Formal feedback from trainees will provide the basis for evaluating the program and the FTO's performance.

Trainees are required to complete an FTO Critique Form at the completion of each phase. This critique will be sent to the supervisor directly from the trainee. The FTO will **not** have the opportunity to read the Critique. The Supervisor will review the critique and discuss relevant points with the FTO as needed. Trainees should be encouraged to give honest responses to the Critique questions

Palm Springs Police Department
Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION WORKSHEET

FTO: _____ Trainee: _____

Use this form to aid with the daily evaluations. Evaluate and rate each item on the worksheet. Use the Daily Evaluation Form as a narrative to justify, explain or add additional comments. The narrative can also be used to identify specific calls for service.

PHASE:_____ DATE: _____

	NRT	1	2	3	4
APPEARANCE:					
1. General Appearance					
ATTITUDE:					
2. Desire to learn					
3. Attitude towards duties					
4. Command Presence					
5. Initiative					
6. Integrity / Ethics					
LAW ENFORCEMENT POLICIES:					
7. Department Policies & Procedures					
8. Penal Codes and other codes					
9. Vehicle Codes					
10. Evidence Processing and Booking					
11. Other Resources					
PERFORMANCE:					
12. Driving Skills Normal					
13. Driving Skills Moderate & Stress					
14. Orientation Skills (locating addresses)					
15. Self-initiated field activity					
REPORTS:					
16. Routine Forms: Accuracy / Completeness					
17. Report Writing: Organization / Details					
18. Report Writing: Grammar / Spelling					
19. Report Writing: Appropriate time used					
20. Control of Investigation					
21. Interview Skills					
OFFICER SAFETY:					
22. Field Performance non stress					
23. Field Performance stress					
24. Self Initiated field activity					

25. Use of safety techniques					
26. Control of conflict with voice commands					
27. Use of Judgment / Decision Making					
COMMUNICATIONS:					
28. Radio: Appropriate 10-Code					
29. Radio: Listens / Comprehends					
30. Radio: Articulation of Transmission					
31. MDC: Use / Comprehension / Articulation					
INTERPERSONAL SKILLS					
32. Interpersonal skills with citizen					
33. Interpersonal skills with witness					
34. Interpersonal skills with victim					
35, Interpersonal skills with fellow officers					
36. Interpersonal skills with FTO / Sergeant					
37. Main work area					
38. Problem-solving / decision making					

Explain any major strengths that have been identified: _____
_____
_____
_____
_____
_____
_____
_____

Explain any problem areas that have been identified: _____
_____
_____
_____
_____
_____
_____
_____

Trainee do you wish to discuss the evaluation with FTO supervisor?	**Y**	**N**

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION FORM

Name:_____ Trainer:_____

Date:_____

Incident Number	Documentation of Performance and Comments
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

TRAINING WORKSHEET

Trainer: _____ Date:_____

Your training officer has identified one or more areas of performance difficulties that require your immediate attention for improvement.

Performance Deficiencies:
Define the problem specifically, giving examples. Describe the training already conducted.

_____

_____

_____

_____

_____

_____

Training Assignment:
Describe the specific assignment given to the trainee to correct the above problem.

_____

_____

_____

_____

_____

_____

Comprehension of Assignment

1. Did the employee satisfactorily complete the task (circle one) Yes No
2. Is the employee performing at an acceptable level Yes No
3. Is additional training needed Yes No

Comments: _____

_____

Training Officer: _____ Trainee: _____

Supervisor: _____ Date: _____

Community Service Officer
FIELD TRAINING GUIDE

PHASE TRAINING

The Field Training Guide is designed to be used by the trainer and the trainee as a basis for instruction. The Guide contains objectives of performance and learning. The Guide also requires the trainee to apply skills in a real-life environment with actual law enforcement incidents.

There are five phases of training. Each phase will define the expectations of the trainer and trainee and the degree of involvement by the trainee. The level of involvement by the trainee is increased in each level of training. The training should be conducted in the same order as listed in the Guide.

A comment section after each learning objective will be used to document the methods of training (described, read, shown, role-play, discussion, or actual performance of task). Strengths and weaknesses of the trainee should be documented on the daily and phase evaluation only

Written evaluations are designed to aide the trainer in evaluating the trainee in consistent, standardized fashion. Evaluations will provide for regular feedback to the trainee, relating to his/her performance. The trainee will be evaluated on a daily basis starting with phase II. The trainee will be evaluated based on his/her performance on all past and current phase objectives.

Each of the phases contains learning and performance objectives. Each phase may or may not contain some of these instructional topics

1. **Orientation**: Department, Station, Support Agencies, Demographics
2. **Professional Responsibility:** Ethics, Values, Career Survival, Community Relations
3. **Communications:** CAD, CLETS, Data Warehouse, Cal Photo, Webmug and the radio
4. **Vehicle Operations:** Driving, Inventory, Operations
5. **Report Writing:** Procedure, Content and operating systems.
6. **Patrol Operations:** Field Tactics, Procedure, Verbal Judo
7. **Professional Appearance:** Dress, Presence, Hygiene
8. **Professional Relations:** Interpersonal skills with the public and peers, values
9. **Initiative:** Drive, Motivation, Interest
10. **Trainee's Role:** Responsibility Level

Every objective that requires a trainee to perform a skill or task must be instructed and / or demonstrated by the trainer. Upon completion of the demonstration and/or instruction, the trainer will initial and date the appropriate box. The trainee must perform the objective at an acceptable level. After proficiency is achieved both the trainer and trainee will initial and date the appropriate box by initialing, the trainee is acknowledging that he/she understands the objective.

If there are any future regressions in an objective it should be addressed in the daily evaluation.

PHASE I – OBSERVER:
DURATION ONE WEEK

During Phase I, the trainee will be familiarized with the station, dispatch, property room/procedure for booking evidence, the geography of the area, and the characteristics of the community (i.e. areas that should be avoided due to safety issues). The trainee will also become familiar with vehicle operation, controls, inspection and safe driving.

The trainee will primarily observe, listen and learn. The trainee may participate on a limited basis at the trainer's direction. It critical that the trainee take careful note of the trainer's actions and instructions during this phase (the trainer should be explaining to the trainee what they are doing and why they are doing it). A discussion should take place about each of the trainer's actions and decisions.

During this phase the trainee will **not** be evaluated on a daily basis. At the completion of this phase the trainee will receive a phase evaluation by the trainer and the trainee will complete a critique form on the trainer. If the trainee is a previous employee (CSO specifically) or continued employee changing assignments the duration of this phase can be modified or eliminated.

PHASE II – PARTICIPANT:
DURATION APPROXIMATELY TWO - FOUR WEEKS

During this phase the trainee will receive instruction in note taking, report writing, use of proper forms and basic patrol procedures. The trainee will be assigned specific tasks by the trainer and begin performing as a participant. The trainee's responsibilities will increase proportionately to demonstrated abilities.

The trainee may drive the patrol vehicle, answer calls for service and will be directed on patrol activities. The trainee will receive calls for service, monitor the MDC to self initiate calls for service and identify issues to be addressed.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation by the trainer at the completion of the phase and will complete a trainer critique form. If the trainee is a previous employee (CSO specifically) or continued employee changing assignments the duration of this phase can be modified with the trainees observed competency.

PHASE III – PARTNER OFFICER:
DURATION APPROXIMATELY TWO - FOUR WEEKS

The trainee's level of participation and responsibility will continue to increase. The trainee will perform as a partner officer to the trainer. The trainee will be expected to take the initiative and self assign some duties. Instruction will be given only when asked by the trainee or officer safety is in jeopardy.

The trainee will drive the patrol vehicle, answer calls for service and direct all patrol activities. The trainee will receive calls for service, monitor the MDC to self initiate calls for service and identify issues to be addressed.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation by the trainer at the completion of the phase and will complete a trainer critique form. If the trainee is a previous employee (CSO specifically) or continued employee changing assignments the duration of this phase mat also be modified with the trainees observed competency.

PHASE IV –TRAFFIC:
DURATION APPROXIMATELY TWO- THREE WEEKS:

During this phase the trainee will receive instruction in note taking, report writing (Crossroads), use of proper forms related to traffic, collision investigation and scene management. This phase is specific to traffic and will focus in that area. During this phase, the trainee will be assigned specific tasks by the trainer and will be expected to take the initiative and self assign some duties.

The trainee will drive the patrol vehicle, answer calls for service and direct all activities. The trainee will receive calls for service, monitor the MDC to self initiate calls for service and identify issues to be addressed.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation by the trainer at the completion of the phase and will complete a trainer critique form. If the trainee is a previous employee (CSO specifically) or continued employee changing assignments the duration of this phase can be modified with the trainees observed competency.

PHASE V – LEAD OFFICER
DURATION APPROXIMETLY TWO – FOUR WEEKS

During this phase the trainee will be expected to act as a lead officer. The trainee will drive the patrol vehicle, answer calls for service and direct all patrol activities. The trainee will receive calls for service, monitor the MDC to self initiate calls for service and identify issues to be addressed, such as illegally parked or abandoned vehicles.

The trainee will be evaluated on a daily basis in this phase. The trainee will receive a phase evaluation by the trainer at the completion of the phase and will complete a trainer critique form.

At the completion of this phase the trainee should feel at ease being alone. It’s not expected that they will know everything or how to handle every situation. But they will have the basic information and the knowledge of where to find the answers to any questions that might arise.

Community Service Officer
FIELD TRAINING GUIDE

Trainer: _____ Date:_____

The position of Community Service Officer is unique in that you are out on patrol handling non suspect contact calls for service. You wear a uniform and must present yourselves as an authority figure. The goal is to remember what your roll is as a civilian employee and not to cross over into the roll of a sworn law enforcement officer. The training a Community Service Officer receives is sometimes exactly what a Police Officer is taught. The following are objectives that will be discussed, observed and acted on and should aid you in the training program.

BRIEFING

Employees assigned to field operations are expected to attend briefing at the beginning of every shift or when available if schedules are different than shift times. The purpose of briefing is to assigned beats, exchange information, trends, and officer safety information.

- Demonstrate the ability to comprehend the information given during briefing that is applicable to your position.
- Be aware of officer safety information to avoid an area or subject of concern.
- Demonstrate the ability to share information in a precise and informative manor

PATROL VEHICLE & EQUIPMENT

- Discuss the vehicle equipment; radio, lights and other safety equipment.
  (Learn the differences of each vehicle)
- Discuss the importance of wearing a seatbelt and not using a cell phone.
- Demonstrate the ability to sign on and use the MDC in a safe manor.

RADIO / HT PROCEDURES

- Explain the 10 Code, 11 Code, and all other codes that would be used on the radio.
- How to turn on the radio/ HT and change channels.
- Show proficiency speaking on the radio/HT using the correct codes and tone of voice.

CLETS

All information obtained using the CLETS system is confidential and should only be used in the normal scope of you duties.

- Demonstrate the ability to use the CLETS / DMV system.
- Also the ability to comprehend the information received from CLETS / DMV.

MDC / ALLIANCE/CROSSROADS

A Community Service Officer should have the basic knowledge of all the systems used by the Police Department to assist with dispatching, report writing and obtaining information

- Go over each system
- Explain MDC
- Explain Alliance
- Explain Crossroads

REPORT WRITING

Report writing skills are essential in your assignment to patrol operations. Part of report writing is asking the appropriate questions and listening. Sometimes when you let a victim speak freely you gather more information than just asking questions and getting answers.

- Go over the different forms used.
- Demonstrate the use of each from.
- Were the appropriate questions asked for the incident being reported.
- Did the trainee listen to the answers being given and document them correctly.
- Review the written report. Check for errors in content, grammar, and spelling.
- Reiterate the importance of keeping up with report writing and completing them in a timely manner. Department policy states:
  In general, all officers and supervisors shall act with promptness and efficiency in preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances. Regarding reports and 180's states they will be turned in at the end of shift. (Lexipol 344.3)

EVIDENCE COLLECTION

A Community Service Officer should have the training and ability to process a basic crime scene. At no time should he or she attempt to process a crime scene they are not qualified to process (i.e. homicide or officer involved shooting). A CSO whenever possible should process the crime scene of the investigation they are working. In addition, if they are available, assist Officers / Detectives in processing major crimes scenes.

- Protection / Preservation of Evidence
- Chain of Evidence
- Photography
- Fingerprints
- DNA
- Blood
- GSR Kits
- Physical Evidence

OFFICER SAFTEY

A Community Service Officer is a civilian position; you are not sworn law enforcement. You have been tasked to perform duties that are unique to your position and should avoid trying to work out of your assignment. Because you are out in the field wearing a uniform, representing law enforcement you need to be diligent in your surroundings. Is it possible to be in the "wrong place at the wrong time", but demonstrate the ability to exit the situation or verbally respond to the potential danger. DO NOT respond to calls for service that might be dangerous or potentially dangerous; even if sworn officers are on scene. Once the situation has become safe a CSO might be asked to respond to collect evidence, assist with traffic / crowd control or report writing.

- Describe different scenarios that might occur during a shift.
- Explain when and when not to respond to incidents
- Demonstrate placing your vehicle in a position of safety during a vehicle check or traffic control.
- Explain why and when to use the overhead lights on the vehicle.
- Demonstrate safe driving. (i.e. speed, seat belts, cell phone usage and rules of the road)

PHASE I

OBJECTIVE: The trainee will demonstrate proper procedure when conducting a vehicle check.		
Patrol Operation – Vehicle Checks A. Parking violation 1. Unit position for officer Safety 2. On view call MDC 3. Correct Violation 4. Check VIN on dash and compare 5. Complete citation 6. Dispo Call B. Abandoned Vehicle 1. Unit position for officer safety 2. On view call MDC 3. Complete correct form 4. Note mileage or chalk tire 5. Dispo Call C. Towing vehicle for violation or 72 hours 1. Unit position for officer safety 2. On view call MDC 3. Contact Dispatch for tow 4. Correct storage authority code 5. Check VIN on dash and compare 6. Check of vehicle for damage 7. Inventory search 8. Tow company signature / copy 9. Dispo call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will demonstrate proper process of evidence.		
Patrol Operation – Evidence A. Chain of Evidence B. Tagging / use of Bar Codes C. Evidence / Property Form D. Packaging (appropriate size and packaging E. Storage F. Case Agent vs collecting F. Disposition	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will describe the organization and rank structure of the Station and Patrol division.		
Orientation – Station A. Chief B. Captain B. Lieutenant(s) C. Sergeant 1. Administrative 2. Detective 3. Patrol 4. Traffic 5. Watch Commander D. Detective E. Officers 1. Patrol 2. Acting Detective 3. Supplemental Positions F. Records Clerks G. Chief Secretary H. Records Supervisor I. Property Officer J. Volunteers 1. Reserve Officers 2. Citizen Volunteer (COP) 3.Mounted/Search and Rescue Volunteers 4. Explorers	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date:_____ Initial: _____
Orientation - Patrol A. Lieutenant B. Sergeant C. Detective D. Patrol E. Traffic F. School Resource Officer G. Community Service Officer H. Citizen Volunteer I. Explorer	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will receive a tour of the station and jurisdictional area and identify the location of the following.		
Orientation – Station Tour A. Admin Offices B. Briefing Room C: Locker Room D: Watch Commander Office E: Records / Public Window F: Forms / Report Writing Room G: Equipment / Armory H: Evidence Room / Area J: Property Officers K: Outside Facilities 1. POV Parking 2. Patrol Parking 3. Gas Pumps 4. Car Wash	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Orientation – Area A: Boundaries / Jurisdictions B: Landmarks 1. City Hall 2. Library 3. Parks 4. Schools 5. Shopping Centers 6. Fire Stations 7. Hospital C: Natural Barriers / Characteristics D: Jails / Prisons E: Dispatch Center	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
A: Local Law Enforcement Agencies 1. Police Departments 2. Parole 3. Probation 4. DA's Office 5. CHP 6. DMV	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will attend briefing and describe how to use the safety equipment in the vehicle.		
Briefing: A. Assignments B. Call Signs C: Beats D: Training Information E: Officer Safety Information F: Crime Trends Information G: Daily Log H: Round Table	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Vehicle: A: Correct key for vehicle B: Headlights C: Parking Brake Release D: Overhead Directional Lights E: Overhead Flashing Light Switch F: Spot Light G. Signal Box Key H. Flares I. Crime Scene Tape J. Fire Extinguisher K. First Aid Kit	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and describe the laws and departmental policies pertaining to the use of MDC, and the radio		
Communications – MDC Operations A. Penal Code Section 502 B. Manual Section C. Audit of Transmissions Sign-on Advisal	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Communications – A. FCC Regulations 1. Language 2. Official Use B. Manual Sections	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will demonstrate basic unit radio and HT functions		
Communications – Radio A. Unit Radio Functions 1. Location of Controls and Use 2. Emergency Button 3. Radio ID # 4. Channel Selection B. HT Radio Functions 1. Location of Controls and Use 2. Emergency Button and Reset 3. Radio ID # 4. Channel Selection C. Radio Communications 1. Clarity / Organization of Thought 2. Professional Voice 3. Audience 4. Proper Code	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Communications – MDC Operations A. Dispatch 1. Sign-on and Sign-off 2. Viewing Dispatched Message 3. Call Types-Priority-Voice Dispatch 4. Recalling Dispatched Message B. Status 1. Putting Unit Enroute 2. Putting Unit On Scene 3. Displaying Current Status 4. Dispositioning a call C. Inquires 1. Vehicles Wants 2. Person Wants 3. Property Wants 4. CDL Information 5. Registration Information D. Activating Emergency Button 1. Use 2. Accidental Set-Off 3. Procedures for Clearing	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will review and explain safety considerations as they relate to vehicle operation. Remembering Community Service Officers are civilian employees and not authorized to respond Code-3 to calls for service or violate vehicle codes while driving.		
Vehicle Operation – Safety A. Backing B. Parking C. Right-of-way Violations D. Passing E. Excessive Speed F. Driver Condition G. Vehicle Condition H. Environmental Conditions 1. Road surfaces 2. Weather I. Vehicle Speed J. Reaction Time and Distance K. Braking Distance L. Knowledge of Anti-lock Braking Systems	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Driver Operation of Vehicle – Safety A. Driver Attitude 1. Over-confidence 2. Impatience 3. Self-righteousness (I own the road) B. Driver Skill C. Vehicle Capability D. Seat Belt Usage E. Fatigue 1. Lower Visual Efficiency 2. Slower Reaction Time F. Cell Phone Usage	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and describe the use of each of the follow criminal investigation forms		
Report Writing – Alliance A. Sign on B. Change Password C. Locate report forms 1. CR-1 (face sheet) 2. CR-2 (narratives / supplements) 3. CR-3 (property list) 4. CR-4 (case disposition) 5. Missing Person 6. Dental / Medical Records Release 7. CHP 555 (T/C face sheet) 8. CHP 556 (T/C narrative) 9. CHP 553 pg 3 (injured/witness/ passengers) 10. Confidentiality Form	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Report Writing - Criminal Investigation Additional Form (not in Presynct) A. Fingerprint Cards B. Shoe / Tire Investigative Sheet C. Diagram Forms D. T/C Sketch Form E. CHP 180 .	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Report Writing – Administrative Forms A. Interoffice Memorandum B. Personal Property Claim C. Overtime Form D. Press Release E. Reimbursement for Incurred Expenses F. Time off Form G. Citizen Complaint Form H. Communicable Disease Contact Form	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and describe the following code sections		
Codes – California Penal Code A. PC 459 B. PC 488 C. PC 487 D. PC594 E. PC 530.5 F. PC 484 G. PC 476(a) H. PC 166.4 I. PC 602 J. PC 653 K. PC 470 L. PC 653(m)	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and describe the proper use of MDC, CLETS and the Radio systems

Communications – MDC Operations	TRAINER	TRAINEE
A. Inquiries 1. Sign-on/off 2. Vehicle Registration 3. CDL 4. Property B. System Searches 1. Locating a call history by DR 2. Locating a call history by Date 3. Locating a call history by Address	Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Practical Use ☐	Date: _____ Initial: _____
Communication – Radio	**TRAINER**	**TRAINEE**
A. Unit Radio 1. Volume 2. Switching Channels 3. Emergency Button B. HT Radio 1. On / Off 2. Volume 3. Switching Channels 4. Keying the Mic (delay)	Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Practical Use ☐	Date: _____ Initial: _____
Communications – MDC Operations	**TRAINER**	**TRAINEE**
A. DR Assignment 1. Assigning a DR 2. Canceling a DR 3. Retrieving a DR for Review 4. Retrieving an Incident # for review B. On-view Assignments 1. Creating an On-view Call 2. Proper Incident Codes 3. Disposition	Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Practical Use ☐	Date: _____ Initial: _____

Comments:

OBJECTIVE: The trainee will demonstrate proper note-taking techniques.		
Report Writing – Field Investigation Notes A. The Necessity for Notes B. Notebook 1. Steno Pad / Pre-printed notebooks 2. Use of Forms as Notes C. Information Needed 1. Names / Descriptions a. Victims / Witnesses b. Suspects c. Other Officers d. Vehicles 2. Locations 3. Property Descriptions 4. Chain of Evidence 5. Type of Incident 6. Time Frame D. Interviews 1. Tape versus Notes 2. Witness / Victim 3. Quotations E. Preservation versus Destruction of Notes	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will demonstrate report routing system at their duty station.		
Report Writing – Report Routing System A. End of Watch Requirements B. Paper Flow 1. Completed Reports a. Follow-ups b. Access to Report c. Time Requirements 2. Incomplete Reports a. Supervisory approval required b. Returned for corrections 3. Parking Citations a. Location to turn in b. Time Requirements	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and describe the use of the following evidence collection and processing forms.		
Report Writing – Evidence Collection and Processing Forms A. Latent Fingerprints Envelope B. G.S.R. C. D.N.A. D. DIMS E. Evidence Labels F. Packing Materials	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will identify and describe the use of the following miscellaneous call types.		
Report Writing – Misc. Call Types A. Incident B. Lost Property C. Found Property D. Missing Person	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will describe and or demonstrate the essential elements of pro-active patrol		
Patrol Operations – Pro-Active Patrol A. Reasons for Pro-Active Patrol 1. Briefing Item 2. Citizen Complaint B. Community Service Officer vs. Officer 1. Reporting incident on the Radio 2. Keeping a Safe Distance C. Traffic Issues 1. Being aware of problem areas a. Schools b. Parks c. Business Districts d. Reported issues	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Patrol Operation – Pro-Active Patrol A. Knowledge of Patrol Area 1. Boundaries / Jurisdiction 2. Address Orientation / Street Numbers 3. Major Cross Streets 4. Map Reading / Use 5. Gang areas (to avoid) 6. Locations: a. Hospitals b. Schools / Businesses c. Landmarks	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will demonstrate proper tactics and conduct when responding to report calls and general crime calls.		
Patrol Operation – Report Calls / General Crime Calls A. Officer Safety B. Vehicle Positioning C. Visual and Auditory Evaluation of Scene D. Approaching the Scene E. Necessary Equipment 1. Forms, Notebook 2. Empathy 3. Completeness	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will describe and or demonstrate their awareness of contacting the general public in the field		
Patrol Operations – Field Contacts / Interviews A. Possible Threat 1. Officer Safety 2. Position 3. Stance 4. Hand Movements B. Surroundings / Environment 1. People 2. Cover and Concealment 3. Lighting 4. Area Activity 5. Recording Contacts	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will properly identify, secure and process a crime scene.		
Patrol Operation – Crime Scene Investigation. A. Location and size of crime scene B. Keeping your vehicle out of the scene C. Preservation 1. Use of Tape 2. Purpose of preservation 3. Diagramming / Sketching 4. Photography 5. Dusting for fingerprints 6. Evidence collection a. Preservation b. Packaging c. Chain of Evidence d. Marking of identification C. Scene Contamination 1. Types a. Elements b. Items introduced into scene c. Items taken from scene 2. Personnel at scene a. Witness / Suspect b. Officers / Fire / EMS 3. Crime scene log	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will demonstrate proper tactics and response to assist on in-progress calls.		
Patrol Operation – In-progress calls A. Officer Safety B. CSO role vs. Officer role C. Advise Supervisor of Response D. Radio Traffic E. Area of Response (i.e. gang area) F. Response 1. Severity of crime 2. History of area 3. Traffic conditions 4. Distance a. Staying out of the crime scene b. Maintain an exterior perimeter control for officer safety, public safety and / or crime scene preservation G. Approach 1. Coordination with other units 2. Environment 3. Observation of vehicles and subjects Leaving the area. 4. Visual and auditory evaluation of area	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will properly investigate and document simple misdemeanor and felony crimes.		
Patrol Operation – Criminal Investigations. A. Crimes Against Property 1 Property Description a. Serial and model numbers b. Color, size and brand c. Owner applied number d. Other identifiers e. Value (current value) 2. Method of Operation a. Point of entry / exit b. Type of entry c. Time of day d. Tools used 3. Evidence gathering a. Fingerprints b. Tool marks c. Foot / Tire tracks d. Photography / diagrams e. DNA f. Witness / neighborhood check	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

A rating of 1 or 2 requires a written statement outlining the steps that the Trainer will take to raise the trainee's performance to an acceptable level. Any rating of 4 will be accompanied by a written Justification.

	NRT	1	2	3	4
1. Orientation					
2. Briefing / Vehicle Orientation					
3. Communications					
4. Vehicle Operations					
5. Report Writing					
6. Principle Report Codes					
8. Trainee's Role:_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____

Signature of Trainee Signature of Trainer

_____

Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

ORIENTATION: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of orientation.

Based on the specific comments listed below your evaluation in **ORIENTATION** is:
(circle one) NRT 1 2 3 4

Justification:_____
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BRIEFING / VEHICLE ORIENTATION: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of briefing / vehicle orientation.

Based on the specific comments listed below your evaluation in **BRIEFING / VEHICLE ORIENTATION** is: (circle one) NRT 1 2 3 4

Justification:_____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

COMMUNICATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communication.

Based on the specific comments listed below your evaluation in **COMMUNICATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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VEHICLE OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of vehicle operation.

Based on the specific comments listed below your evaluation in **VEHICLE OPERATION** is.
(circle one) NRT 1 2 3 4

Justification:_____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

Based on the specific comments listed below your evaluation in **REPORT WRITING** is:
(circle one) NRT 1 2 3 4

Justification:_____
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PRINCIPLE REPORT CODES: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of principle report codes.

Based on the specific comments listed below your evaluation in **PRINCIPLE REPORT CODES** is.
(circle one) NRT 1 2 3 4

Justification:_____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OVSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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Signature of Trainee

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the Field Training Officer Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

4. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTO's? **Yes / No** (If yes please explain)
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11. Please list any additional comments or suggestions here. _____
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PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

A rating of 1 or 2 requires a written statement outlining the steps that the Trainer will take to raise the trainee's performance to an acceptable level. Any rating of 4 will be accompanied by a written Justification.

	NRT	1	2	3	4
1. Communication					
2. Report Writing					
3. Patrol Operations					
4. Professional Appearance					
5. Professional Relations					
6. Initiative					
7. Decision Making Ability					
8. Trainee's Role_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____
Signature of Trainee Signature of Trainer

_____
Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

COMMUNICATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communications.

Based on the specific comments listed below your evaluation in **COMMUNICATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

Based on the specific comments listed below your evaluation in **REPORT WRITING:**
(circle one) NRT 1 2 3 4

Justification:_____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PATROL OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of patrol operation.

Based on the specific comments listed below your evaluation in **PARTROL OPERATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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Additional Comments: _____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, dress, and overall professional appearance according to the SBSD manual.

Based on the specific comments listed below your evaluation in **PROFESSIONAL APPEARANCE** is:

(circle one) NRT 1 2 3 4

Justification:_____
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PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence, and interpersonal relations with the public and fellow employees.

Based on the specific comments listed below your evaluation in **PROFESSIONAL RELEATIONS** is.

(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and calls for service using self direction and drive.

Based on the specific comments listed below your evaluation in **INITIATIVE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely and consistent decisions in a give situation..

Based on the specific comments listed below your evaluation in **DECISION MAKING ABILITY** is. (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OBSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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Signature of Trainee

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the Community Service Officer Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

4. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTOs? **Yes / No** (If yes please explain)
_____
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Please list any additional comments or suggestions here. _____
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PHASE II

OBJECTIVE: The trainee will identify and describe the fundamentals of courtroom testimony.		
Orientation – Court Testimony A. Courtroom Demeanor B. Trails 1. Court Trail 2. Referring to reports on the stand C. Appearance D. Response to Questions / Objections E. Accuracy	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will demonstrate the proper use of CAD and the MDC.		
Communications – MDC Operations A. System Searches 1. DR Log-Current and Past 2. Retrieval of Incidents Numbers 3. General Information Access	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

Comments:

Communications – MDC Operations (continued).		
Communications – MDC operations A. Teletypes 1. CHP 180, stolen, recovered, towed 2. Stolen Gun and Recovery 3. Stolen Property and Recovery 4. Missing and Located Persons 5. BOLO's B. Status 1. Unit Status 2. Call Status 3. Unit History – Current or Previous 4. Unit Roster 5. Call History Name 6. Call History Location 7. INFO, TIME C. Self-Dispatch 1. Dispatch 2. Assigned Enroute 3. Assigned Arrived 4. Unit to Unit Message D. Out Function 1. Use and Codes	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will identify and describe the proper evidence forms.		
Report Writing – Evidence Forms A. Evidence Property Receipt B. Latent Fingerprint Card / Envelope C. Official Property Tag (OPT) Bar Codes D. DNA Kit E. Receipt F. GSR Kit	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will demonstrate proper tactics and conduct when responding to crimes of violence.		
Patrol Operation – Crimes of Violence A. Officer role vs. CSO role B. Suspect gone from the area C. Vehicle approach / positioning (traffic flow / crime scene) D. Officer Safety E. Approach and Position at scene F. Decision making G. Medical Aid H. Professional Demeanor 1. Interest 2. Empathy	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will identify and describe the use of the following informational sources.		
Patrol Operation – Information Gathering A. Record Resources 1. CLETS 2. RMS 3. Station report files 4. Internet a. Person searches b. Indio Superior Court B. Other Officers C. Other agencies / departments 1. Utility companies 2. Fire Department 3. State / Federal agencies 4. Other local Police Departments D. Directories 1. Telephone Book 2. Crisscross Book 3. Title companies	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

Comments:

OBJECTIVE: The trainee will demonstrate proper procedure when conducting a vehicle check.		
Patrol Operation – Vehicle Checks A. Parking violation 1. Unit position for officer Safety 2. On view call MDC 3. Correct Violation 4. Check VIN on dash and compare 5. Complete citation 6. Dispo Call B. Abandoned Vehicle 1. Unit position for officer safety 2. On view call MDC 3. Complete correct form 4. Note mileage or chalk tire 5. Dispo Call C. Towing vehicle for violation or 72 hours 1. Unit position for officer safety 2. On view call MDC 3. Contact Dispatch for tow 4. Correct storage authority code 5. Check VIN on dash and compare 6. Check of vehicle for damage 7. Inventory search 8. Tow company signature / copy 9. Dispo call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will demonstrate proper process of evidence.		
Patrol Operation – Evidence A. Chain of Evidence B. Tagging C. Evidence / Property Form D. Packaging (appropriate size/packaging) E. Storage F. Case Agent vs. Collecting F. Disposition	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

Comments:

Palm Springs Police Department
Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION WORKSHEET

FTO: _____ Trainee: _____

Use this form to aid with the daily evaluations. Evaluate and rate each item on the worksheet. Use the Daily Evaluation Form as a narrative to justify, explain or add additional comments. The narrative can also be used to identify specific calls for service.

PHASE:_____ DATE: _____

	NRT	1	2	3	4
APPEARANCE:					
1. General Appearance					
ATTITUDE:					
2. Desire to learn					
3. Attitude towards duties					
4. Command Presence					
5. Initiative					
6. Integrity / Ethics					
LAW ENFORCEMENT POLICIES:					
7. Department Policies & Procedures					
8. Penal Codes and other codes					
9. Vehicle Codes					
10. Evidence Processing and Booking					
11. Other Resources					
PERFORMANCE:					
12. Driving Skills Normal					
13. Driving Skills Moderate & Stress					
14. Orientation Skills (locating addresses)					
15. Self-initiated field activity					
REPORTS:					
16. Routine Forms: Accuracy / Completeness					
17. Report Writing: Organization / Details					
18. Report Writing: Grammar / Spelling					
19. Report Writing: Appropriate time used					
20. Control of Investigation					
21. Interview Skills					
OFFICER SAFETY:					
22. Field Performance non stress					
23. Field Performance stress					
24. Self Initiated field activity					

25. Use of safety techniques					
26. Control of conflict with voice commands					
27. Use of Judgment / Decision Making					
COMMUNICATIONS:					
28. Radio: Appropriate 10-Code					
29. Radio: Listens / Comprehends					
30. Radio: Articulation of Transmission					
31. MDC: Use / Comprehension / Articulation					
INTERPERSONAL SKILLS					
32. Interpersonal skills with citizen					
33. Interpersonal skills with witness					
34. Interpersonal skills with victim					
35, Interpersonal skills with fellow officers					
36. Interpersonal skills with FTO / Sergeant					
37. Main work area					
38. Problem-solving / decision making					

Explain any major strengths that have been identified: _____
_____
_____
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Explain any problem areas that have been identified: _____
_____
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Trainee do you wish to discuss the evaluation with FTO supervisor?	**Y**	**N**

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION FORM

Name:_____ Trainer:_____

Date:_____

Incident Number	Documentation of Performance and Comments
_____	_____
_____	_____
_____	_____
_____	_____
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_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

TRAINING WORKSHEET

Trainer: _____ Date:_____

Your training officer has identified one or more areas of performance difficulties that require your immediate attention for improvement.

Performance Deficiencies:
Define the problem specifically, giving examples. Describe the training already conducted.

_____

_____

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Training Assignment:
Describe the specific assignment given to the trainee to correct the above problem.

_____

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_____

Comprehension of Assignment

4.	Did the employee satisfactorily complete the task (circle one)	Yes	No
5.	Is the employee performing at an acceptable level	Yes	No
6.	Is additional training needed	Yes	No

Comments: _____

_____

Training Officer: _____ Trainee: _____

Supervisor: _____ Date: _____

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

A rating of 1 or 2 requires a written statement outlining the steps that the Trainer will take to raise the trainee's performance to an acceptable level. Any rating of 4 will be accompanied by a written Justification.

	NRT	1	2	3	4
1. Orientation Courtroom					
2. Communications					
3. Report Writing					
4. Patrol Operations					
5. Professional Appearance					
6. Professional Relations					
7. Initiative					
8. Decision Making Ability					
9 Trainee's Role:_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____
Signature of Trainee Signature of Trainer

_____
Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

ORIENTATION - COURTROOM: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of orientation - courtroom.

Based on the specific comments listed below your evaluation in **ORIENTATION - COURTROOM:** is: (circle one) NRT 1 2 3 4

Justification:_____
_____
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COMMUNICATIONS – MDC: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communications – MDC.

Based on the specific comments listed below your evaluation in **COMMUNICATIONS – MDC** is: (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

Based on the specific comments listed below your evaluation in **REPORT WRITING** is:
(circle one) NRT 1 2 3 4

Justification:_____
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PATROL OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of patrol operation.

Based on the specific comments listed below your evaluation in **PATROL OPERATIONS** is.
(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, dress, and overall professional appearance according to the SBSD manual.

Based on the specific comments listed below your evaluation in **PROFESSIONAL APPEARANCE** is: (circle one) NRT 1 2 3 4

Justification:_____
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PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence, and interpersonal relations with the public and fellow employees.

Based on the specific comments listed below your evaluation in **PROFESSIONAL RELEATIONS** is. (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and calls for service using self direction and drive.

Based on the specific comments listed below your evaluation in **INITIATIVE** is:
(circle one) NRT 1 2 3 4

Justification:_____
_____
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DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely and consistent decisions in a give situation.

Based on the specific comments listed below your evaluation in **DECISION MAKING ABILITY** is. (circle one) NRT 1 2 3 4

Justification:_____
_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OVSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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_____
Signature of Trainee

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the Community Service Officer Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

5. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTOs? **Yes / No** (If yes please explain)
_____
_____

Please list any additional comments or suggestions here. _____
_____
_____
_____
_____
_____

PHASE III

OBJECTIVE: The trainee will discuss the importance of maintaining good physical condition throughout his/her law enforcement career.		
Orientation – Career Survival A. Officer role vs CSO role B. Stress C. Mental Alertness D. Heart Problems E. Appearance / professionalism F. Officer Safety G. Injury	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will identify and describe the function of the dispatch center.		
Orientation – Communication Center A. Location B. Organization 1. Call Intake a. 911 b. Business Phones c. Call Entry 2. Dispatch a. Prioritization of Calls b. Backup channels 1) Warrant Checks 2) Additional Information 3) Tac. Channel 4) Chase Channel c. Code 33 operation d. Notification Responsibilities e. Communication with other agencies	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will properly investigate a theft report		
Patrol Operation – Criminal Investigation A. Point of Entry / Exit B. Collection appropriate information C. Collect Evidence 1. Photograph 2. Fingerprints 3. Physical Evidence D. Witness / neighborhood check E. Assigned DR F. CLETS entries F. Dispo and clear call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will properly investigate a missing person		
Patrol Operation – Missing Person Investigation A. Complete Correct Forms B. Collect Dental / Medical X-Ray Releases C. Photograph D. CLETS entries E. BOLO is necessary F. Assigned DR G. Dispo and clear from call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will properly investigate an identity theft report.		
Patrol Operation – Identity Theft A. Confirm Crime as been committed B. Collect proper paperwork C. Complete Correct Forms D. Assigned DR K. Dispo call and clear L. Assist Other Department (AOD) (if crime occurred in another jurisdiction but the victim lives within your jurisdiction)	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

Palm Springs Police Department
Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION WORKSHEET

FTO: _____ Trainee: _____

Use this form to aid with the daily evaluations. Evaluate and rate each item on the worksheet. Use the Daily Evaluation Form as a narrative to justify, explain or add additional comments. The narrative can also be used to identify specific calls for service.

PHASE:_____ DATE: _____

	NRT	1	2	3	4
APPEARANCE:					
1. General Appearance					
ATTITUDE:					
2. Desire to learn					
3. Attitude towards duties					
4. Command Presence					
5. Initiative					
6. Integrity / Ethics					
LAW ENFORCEMENT POLICIES:					
7. Department Policies & Procedures					
8. Penal Codes and other codes					
9. Vehicle Codes					
10. Evidence Processing and Booking					
11. Other Resources					
PERFORMANCE:					
12. Driving Skills Normal					
13. Driving Skills Moderate & Stress					
14. Orientation Skills (locating addresses)					
15. Self-initiated field activity					
REPORTS:					
16. Routine Forms: Accuracy / Completeness					
17. Report Writing: Organization / Details					
18. Report Writing: Grammar / Spelling					
19. Report Writing: Appropriate time used					
20. Control of Investigation					
21. Interview Skills					
OFFICER SAFETY:					
22. Field Performance non stress					
23. Field Performance stress					
24. Self Initiated field activity					

25. Use of safety techniques					
26. Control of conflict with voice commands					
27. Use of Judgment / Decision Making					
COMMUNICATIONS:					
28. Radio: Appropriate 10-Code					
29. Radio: Listens / Comprehends					
30. Radio: Articulation of Transmission					
31. MDC: Use / Comprehension / Articulation					
INTERPERSONAL SKILLS					
32. Interpersonal skills with citizen					
33. Interpersonal skills with witness					
34. Interpersonal skills with victim					
35, Interpersonal skills with fellow officers					
36. Interpersonal skills with FTO / Sergeant					
37. Main work area					
38. Problem-solving / decision making					
Explain any major strengths that have been identified: _____					
Explain any problem areas that have been identified: _____					
Trainee do you wish to discuss the evaluation with FTO supervisor?				**Y**	**N**

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION FORM

Name:_____ Trainer:_____

Date:_____

Incident Number	Documentation of Performance and Comments
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

TRAINING WORKSHEET

Trainer: _____ Date:_____

Your training officer has identified one or more areas of performance difficulties that require your immediate attention for improvement.

Performance Deficiencies:
Define the problem specifically, giving examples. Describe the training already conducted.

_____

_____

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_____

_____

_____

Training Assignment:
Describe the specific assignment given to the trainee to correct the above problem.

_____

_____

_____

_____

_____

_____

Comprehension of Assignment

7.	Did the employee satisfactorily complete the task (circle one)	Yes	No
8.	Is the employee performing at an acceptable level	Yes	No
9.	Is additional training needed	Yes	No

Comments: _____

_____

Training Officer: _____ Trainee: _____

Supervisor: _____ Date: _____

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

A rating of 1 or 2 requires a written statement outlining the steps that the Trainer will take to raise the trainee's performance to an acceptable level. Any rating of 4 will be accompanied by a written Justification.

	NRT	1	2	3	4
1. Orientation					
4. Patrol Operations					
5. Professional Appearance					
6. Professional Relations					
7. Initiative					
8. Decision Making Ability					
9 Trainee's Role:_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____

Signature of Trainee Signature of Trainer

_____

Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

ORIENTATION: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of orientation.

Based on the specific comments listed below your evaluation in **ORIENTATION** is:
(circle one) NRT 1 2 3 4

Justification:_____
_____
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PATROL OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of patrol operations.

Based on the specific comments listed below your evaluation in **PATROL OPERATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, dress, and overall professional appearance according to the PSPD manual.

Based on the specific comments listed below your evaluation in **PROFESSIONAL APPEARANCE** is: (circle one) NRT 1 2 3 4

Justification:_____
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PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence, and interpersonal relations with the public and fellow employees.

Based on the specific comments listed below your evaluation in **PROFESSIONAL RELEATIONS** is. (circle one) NRT 1 2 3 4

Justification:_____
_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and calls for service using self direction and drive.

Based on the specific comments listed below your evaluation in **INITIATIVE** is:
(circle one) NRT 1 2 3 4

Justification:_____
_____
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_____
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DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely and consistent decisions in a give situation.

Based on the specific comments listed below your evaluation in **DECISION MAKING ABILITY** is. (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OVSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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_____
Signature of Trainee

COMMUNITY SERVICE OFFICER
FIELD TRAINING GUIDE

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the FTO Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

10. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTOs? **Yes / No** (If yes please explain)
_____
_____

Please list any additional comments or suggestions here. _____
_____
_____
_____

FIELD TRAINING PROGRAM CRITIQUE

Name of Trainer:_____ Date: From_____ to _____

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 effectiveness of the training. Please read each question carefully, respond honestly and directly. Your candidness and comments will be appreciated. Once completed, please return the form to your supervisor.

	Yes	**No**
1. Did the orientation process help you prepare for the Field Training Program and did you understand the program's expectation of you? (Please explain)		
2. Was the length of the program adequate? (if no please explain below)		
3. Do you feel that the training you received in the program was meaningful in relation to the job you are now doing? (If yes please explain below)		
4. Were there any areas of training you felt were ignored which should have been included or extended? (if yes please explain below)		
5. Was the instruction and training provided by the FTO's generally consistent with one another? (If no please explain below)		
6. Do you feel the evaluations in the Field Training Program were necessary for your development as a Community Service Officer? (if no please explain below)		
7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you? (If no please explain below)		
8. Are there any changes that need to be made to improve the program? (If yes please explain below)		

Use the space below to add anything not covered or to explain anything from 1 – 8

Comments: _____

_____
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Comments: _____

PHASE IV

Patrol Operations – Traffic Investigations		
A. Types of Collisions 1. Property Damage only 2. Injury / Fatal 3. Emergency vehicle involved (city or county) 4. Criminal a. Hit and run b. DUI	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will identify / explain situations where he / she may have the authority to remove, store, and / or impound a vehicle from public or private property.		
Patrol Operations – Impounding / Storing Veh A. Vehicle is abandoned – VC 22651(k) B. Vehicle is a traffic hazard – VC 22651(b) C. Vehicle 6 months out of registration VC 22651(o) D. Vehicle with false plate VC 22651(B) E. Vehicle with false Tag VC 22651(C) F. Driver sick or injured – VC 22651(g) G. Vehicle is stolen, recovered and not released in field. VC 22651(c) and VC 22653(a) H. Blocking Driveway – VC 22651(d) I. Vehicle with VIN removed – VC 10751 K. Vehicle held for 30 day for suspended driver.	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

Codes – California Vehicle Code	TRAINER	TRAINEE
A. 22651 (towing authorities) B. 22507.8(a) C. 22500(f) D. 22500(e) E. 22502 F. 5204(a) G. 4000(a) H. 22500.1 I. 22514 J. 22350 K. 21801 L. 21802 M. 21803 N. 21804 O. 21658 P. 10851 / 10852 / 10853 Q. 20002 R. 22669	Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐	Date: _____ Initial: _____

Comments:

OBJECTIVE: The trainee will identify and describe the use of the following traffic related forms.		
Report Writing – Traffic Related Forms A. Parking Citations B. Traffic collision Report (CHP 555) C. Traffic Collision report (CHP 556) D. Property Damage Only Report (CHP 555 /03) E. CHP 180 F. Notice of Stored Vehicle G. Release of Impounded Vehicle H. Traffic 1. 1181 2. 1182 3. 1183 4. 1144	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

OBJECTIVE: The trainee will list and describe officer responsibilities at the scene of a traffic collision		
Patrol Operations – Traffic Investigations A. Traffic collision investigation 1. Primary responsibilities a. CSO role vs. Officer role b. City Boundary lines-Jurisdiction c. Other Agency response 2. Rendering first aid 3. Scene preservation / traffic control 4. Witness 5. Sketch 6. Photography 7. Late / counter reports	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will properly investigate and document a traffic collision.		
Patrol Operation – Traffic Investigation A. Position of Unit B. Approach to scene C. Check for Injuries D. Request assistance if needed E. Direct incoming units F. Request Med Aid if needed G. Cancel unneeded units H. Contact Parties I. Obtain Correct Information J. AOI K. Assign DR or exchange information cards L. Private Property (when to or not take a rpt) L. Dispo and Clear from Call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
OBJECTIVE: The trainee will identify and issue a parking citation.		
Patrol Operation – Parking Citation A. Identify Violation B. Position Unit C. On view MDC D. Run Plate E. Complete parking citation F. Check VIN on dash G. Dispo and clear from call	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____
Comments:		

OBJECTIVE: The trainee will identify and properly issue 72 warning and follow-up.		
Patrol Operation – Abandoned Vehicle A. Identify Abandoned Vehicle B. Position Unit C. On view MDC D. Run Plate E. Note mileage or mark tire E. Complete 72 hour warning F. Return in 72 hours – follow-up G. Vehicle still at location H. Have tow respond if necessary I. Complete 180 J. Assigned DR K. Enter vehicle as Stored into CLETS L. Dispo call and clear	TRAINER Date: _____ Initial: _____ How Demonstrated? Described ☐ Read ☐ Shown ☐ Role-play ☐ Practical Use ☐	TRAINEE Date: _____ Initial: _____

Comments:

Palm Springs Police Department
Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION WORKSHEET

FTO: _____ Trainee: _____

Use this form to aid with the daily evaluations. Evaluate and rate each item on the worksheet. Use the Daily Evaluation Form as a narrative to justify, explain or add additional comments. The narrative can also be used to identify specific calls for service.

PHASE:_____ DATE: _____

	NRT	1	2	3	4
APPEARANCE:					
1. General Appearance					
ATTITUDE:					
2. Desire to learn					
3. Attitude towards duties					
4. Command Presence					
5. Initiative					
6. Integrity / Ethics					
LAW ENFORCEMENT POLICIES:					
7. Department Policies & Procedures					
8. Penal Codes and other codes					
9. Vehicle Codes					
10. Evidence Processing and Booking					
11. Other Resources					
PERFORMANCE:					
12. Driving Skills Normal					
13. Driving Skills Moderate & Stress					
14. Orientation Skills (locating addresses)					
15. Self-initiated field activity					
REPORTS:					
16. Routine Forms: Accuracy / Completeness					
17. Report Writing: Organization / Details					
18. Report Writing: Grammar / Spelling					
19. Report Writing: Appropriate time used					
20. Control of Investigation					
21. Interview Skills					
OFFICER SAFETY:					
22. Field Performance non stress					
23. Field Performance stress					
24. Self Initiated field activity					

25. Use of safety techniques					
26. Control of conflict with voice commands					
27. Use of Judgment / Decision Making					
COMMUNICATIONS:					
28. Radio: Appropriate 10-Code					
29. Radio: Listens / Comprehends					
30. Radio: Articulation of Transmission					
31. MDC: Use / Comprehension / Articulation					
INTERPERSONAL SKILLS					
32. Interpersonal skills with citizen					
33. Interpersonal skills with witness					
34. Interpersonal skills with victim					
35, Interpersonal skills with fellow officers					
36. Interpersonal skills with FTO / Sergeant					
37. Main work area					
38. Problem-solving / decision making					

Explain any major strengths that have been identified: _____
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Explain any problem areas that have been identified: _____
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Trainee do you wish to discuss the evaluation with FTO supervisor?	**Y**	**N**

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION FORM

Name:_____ Trainer:_____

Date:_____

Incident Number	Documentation of Performance and Comments
_____	_____
_____	_____
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Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

TRAINING WORKSHEET

Trainer: _____ Date:_____

Your training officer has identified one or more areas of performance difficulties that require your immediate attention for improvement.

Performance Deficiencies:
Define the problem specifically, giving examples. Describe the training already conducted.

_____

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Training Assignment:
Describe the specific assignment given to the trainee to correct the above problem.

_____

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Comprehension of Assignment

11. Did the employee satisfactorily complete the task (circle one)	Yes	No
12. Is the employee performing at an acceptable level	Yes	No
13. Is additional training needed	Yes	No

Comments: _____

_____

Training Officer: _____ Trainee: _____

Supervisor: _____ Date: _____

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

A rating of 1 or 2 requires a written statement outlining the steps that the Trainer will take to raise the trainee's performance to an acceptable level. Any rating of 4 will be accompanied by a written Justification.

	NRT	1	2	3	4
1. Communication					
2. Report Writing					
3. Patrol Operations					
4. Professional Appearance					
5. Professional Relations					
6. Initiative					
7. Decision Making Ability					
8. Trainee's Role_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____
Signature of Trainee Signature of Trainer

_____
Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

COMMUNICATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communications.

Based on the specific comments listed below your evaluation in **COMMUNICATIONS** is:

(circle one) NRT 1 2 3 4

Justification:_____
_____
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REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

Based on the specific comments listed below your evaluation in **REPORT WRITING:**
(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PATROL OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of patrol operation.

Based on the specific comments listed below your evaluation in **PARTROL OPERATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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Additional Comments: _____ _____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, dress, and overall professional appearance according to the PSPD manual.

Based on the specific comments listed below your evaluation in **PROFESSIONAL APPEARANCE** is:

(circle one) NRT 1 2 3 4

Justification:_____
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PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence, and interpersonal relations with the public and fellow employees.

Based on the specific comments listed below your evaluation in **PROFESSIONAL RELEATIONS** is.

(circle one) NRT 1 2 3 4

Justification:_____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and calls for service using self direction and drive.

Based on the specific comments listed below your evaluation in **INITIATIVE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely and consistent decisions in a give situation.

Based on the specific comments listed below your evaluation in **DECISION MAKING ABILITY** is. (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OBSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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_____
Signature of Trainee

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the Field Training Officer Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

4. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTO's? **Yes / No** (If yes please explain)
_____
_____

Please list any additional comments or suggestions here. _____
_____
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PHASE V

Palm Springs Police Department
Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION WORKSHEET

FTO: _____ Trainee: _____

Use this form to aid with the daily evaluations. Evaluate and rate each item on the worksheet. Use the Daily Evaluation Form as a narrative to justify, explain or add additional comments. The narrative can also be used to identify specific calls for service.

PHASE:_____ DATE: _____

	NRT	1	2	3	4
APPEARANCE:					
1. General Appearance					
ATTITUDE:					
2. Desire to learn					
3. Attitude towards duties					
4. Command Presence					
5. Initiative					
6. Integrity / Ethics					
LAW ENFORCEMENT POLICIES:					
7. Department Policies & Procedures					
8. Penal Codes and other codes					
9. Vehicle Codes					
10. Evidence Processing and Booking					
11. Other Resources					
PERFORMANCE:					
12. Driving Skills Normal					
13. Driving Skills Moderate & Stress					
14. Orientation Skills (locating addresses)					
15. Self-initiated field activity					
REPORTS:					
16. Routine Forms: Accuracy / Completeness					
17. Report Writing: Organization / Details					
18. Report Writing: Grammar / Spelling					
19. Report Writing: Appropriate time used					
20. Control of Investigation					
21. Interview Skills					
OFFICER SAFETY:					
22. Field Performance non stress					
23. Field Performance stress					
24. Self Initiated field activity					

25. Use of safety techniques					
26. Control of conflict with voice commands					
27. Use of Judgment / Decision Making					
COMMUNICATIONS:					
28. Radio: Appropriate 10-Code					
29. Radio: Listens / Comprehends					
30. Radio: Articulation of Transmission					
31. MDC: Use / Comprehension / Articulation					
INTERPERSONAL SKILLS					
32. Interpersonal skills with citizen					
33. Interpersonal skills with witness					
34. Interpersonal skills with victim					
35, Interpersonal skills with fellow officers					
36. Interpersonal skills with FTO / Sergeant					
37. Main work area					
38. Problem-solving / decision making					

Explain any major strengths that have been identified: _____
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Explain any problem areas that have been identified: _____
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Trainee do you wish to discuss the evaluation with FTO supervisor?	**Y**	**N**

_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

DAILY EVALUATION FORM

Name:_____ Trainer:_____

Date:_____

Incident Number	Documentation of Performance and Comments
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____ _____

Trainee's Signature Trainer's Signature

Community Service Officer
FIELD TRAINING GUIDE

TRAINING WORKSHEET

Trainer: _____ Date:_____

Your training officer has identified one or more areas of performance difficulties that require your immediate attention for improvement.

Performance Deficiencies:
Define the problem specifically, giving examples. Describe the training already conducted.

_____

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Training Assignment:
Describe the specific assignment given to the trainee to correct the above problem.

_____

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_____

Comprehension of Assignment

14. Did the employee satisfactorily complete the task (circle one)	Yes	No
15. Is the employee performing at an acceptable level	Yes	No
16. Is additional training needed	Yes	No

Comments: _____

_____

Training Officer: _____ Trainee: _____

Supervisor: _____ Date: _____

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

The phase evaluation provides the trainee with feedback and documents performance in training objectives. Performance in each area is rated on a scale of 1 to 4.

NUMERICAL RATING SCALE:

4… Better than Acceptable:	Exceeds the department standard.
3….Acceptable:	Meets the department standard.
2….Improvement is Needed:	Progressing towards acceptable, but does not yet meet department standard
1….Unacceptable:	Is not at an acceptable level.
NRT….Not Responding to Training	Has been rated at level 1 or 2, and after Remediation, does not show any improvement In performance

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	NRT	1	2	3	4
1. Communication					
2. Report Writing					
3. Patrol Operations					
4. Professional Appearance					
5. Professional Relations					
6. Initiative					
7. Decision Making Ability					
8. Trainee's Role_____					

I have reviewed this phase evaluation report with my Trainer. I wish to discuss the evaluation with my Trainer's supervisor. Yes _____ No _____

_____ _____

Signature of Trainee Signature of Trainer

_____

Supervisor Signature

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

COMMUNICATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of communications.

Based on the specific comments listed below your evaluation in **COMMUNICATIONS** is:

(circle one) NRT 1 2 3 4

Justification:_____
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REPORT WRITING: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of report writing.

Based on the specific comments listed below your evaluation in **REPORT WRITING:**
(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PATROL OPERATIONS: This portion of the evaluation covers the trainee's performance and/or demonstrated knowledge of instruction under the learning objective of patrol operation.

Based on the specific comments listed below your evaluation in **PARTROL OPERATIONS** is:
(circle one) NRT 1 2 3 4

Justification:_____
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Additional Comments: _____ _____
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Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

PROFESSIONAL APPEARANCE: This portion of the evaluation covers the trainee's grooming, dress, and overall professional appearance according to the PSPD manual.

Based on the specific comments listed below your evaluation in **PROFESSIONAL APPEARANCE** is:

(circle one) NRT 1 2 3 4

Justification:_____
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PROFESSIONAL RELATIONS: This portion of the evaluation covers the trainee's demeanor, confidence, and interpersonal relations with the public and fellow employees.

Based on the specific comments listed below your evaluation in **PROFESSIONAL RELEATIONS** is.

(circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

INITIATIVE: This portion of the evaluation covers the trainee's ability to apply learned skills and appropriately initiate contact with the public and calls for service using self direction and drive.

Based on the specific comments listed below your evaluation in **INITIATIVE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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DECISION MAKING ABILITY: This portion of the evaluation covers the trainee's ability to make appropriate, competent, timely and consistent decisions in a give situation.

Based on the specific comments listed below your evaluation in **DECISION MAKING ABILITY** is. (circle one) NRT 1 2 3 4

Justification:_____
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_____
Signature of Trainee

PHASE EVALUATIONS

PHASE:_____ DATE: Fm_____ To_____

TRAINEE'S ROLE: This portion of the evaluation covers the trainee's ability to apply learned skills appropriately within the role of:
(circle one) OBSERVER – PARTICIPANT – PARTNER – LEAD.

Based on the specific comments listed below your evaluation in **TRAINEE'S ROLE** is:
(circle one) NRT 1 2 3 4

Justification:_____
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ADDITIONAL COMMENTS: Any additional comments about the trainee's performance not documented previously can be written here.

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Signature of Trainee

FTO CRITIQUE

Phase: _____ Date: From_____ to _____

Name of Trainer:

The Field Training Officer Critique provides the Field Training Officer Supervisor with feedback regarding the FTO. This critique form is confidential and will only be reviewed by the Supervisor. The general content (not your identity) of the feedback will be relayed to the FTO to assist with improving training methods.

Numerical Rating Scale:

4. Better than acceptable
3. Acceptable
2. Improvement needed
1. Unacceptable

	1	**2**	**3**	**4**
1. The example the FTO sets.				
2. Interest in imparting training information				
3. Knowledge of training material				
4. Skills as instructor / trainer				
5. Ability to communicate				
6. Honesty, fairness and objectivity				
7. Attitude towards your training needs				

8. List the area(s) you consider to be the FTO's greatest strengths (i.e. officer safety, report writing, etc). _____
_____
_____

9. List the area(s) in which you feel the FTO need improvement. _____
_____
_____

10. Did you experience any discrepancies between FTO's? **Yes / No** (If yes please explain)
_____
_____

Please list any additional comments or suggestions here. _____
_____
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Palm Springs Police Department
Arrest & Control Techniques
PERISHABLE SKILLS PROGRAM
P.O.S.T. # 2080-29503

I. **Course Introduction** **III. (a)**

A. **Instructor/Student Introduction**

B. **Goals/Objectives**

1. This course is to certify officers in the search and arrest control techniques authorized by this agency that are based on the Koga Institute System.
2. This course will provide instruction on the legal aspects of the use of force in affecting an arrest.
3. This course will provide training to enhance an officer's skill, knowledge, and ability to affect a physical arrest with the minimal amount of force necessary.

C. **Safety Issues**

1. All officers must wear comfortable clothing suitable for physical training.
2. Student officers must maintain a strict compliance with Instructors' directions.
3. There shall be absolutely NO use or demonstration of techniques NOT taught in the class.
4. **CAROTID CONTROL will be done in student pairs with direct instructor supervision on each pair. There will be no independent practice of this technique.**
5. There shall be NO use of the Red Man Suits by students without Instructor supervision and approval.

D. **Department Policy – Use of Force** **III. (j)**

PSPD Students:

1. Policy Section 300 provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.
2. Definitions related to the Use of Force Policy Section 300:
   a. **Deadly Force** – Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

b. **Force** – The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

3. All Palm Springs Police Department students must refer to Policy Section 300 for further instruction on Use of Force policies and procedures.

Allied Agency Students:

4. All Allied Agency students must refer to their Policy sections for further instruction on Use of Force Policies and procedures.

II. **Objective of the Koga Method**

A. **CONTROL** of self, subject and situation.

III. **Principles of the Koga Method** **III. (g)**

A. PRINCIPLE 1**:** The (3) premises of the Koga Method

1. PREMISE 1: **A POLICE ROLE IN A PHYSICAL ARREST IS DEFENSIVE**

a) Legal Foundation

b) Definitions

(1) **DEFENSIVE** means to protect from danger, attack or harm; to shield, repel, or to guard.

(2) **OFFENSIVE** means to attack or to be aggressive.

(3) **AGGRESSIVE** means to initiate the first act of hostility.

c) Key Elements

(1) Legal justification for the stop

(a) **CONSENSUAL CONTACT:** the person consents to your intrusion and is free to leave at any time (most citizens may not know this right).

Consensual could change to detention very easy by choice of words. If you do or say anything that makes the individual feel like he doesn't have the right to leave, it could become a detention.

(b) **REASONABLE SUSPICION:** a reasonable police officer using his or her knowledge, training, and experience, perceives that criminal activity is afoot (one may stop and detain for further investigation for a "reasonable period of time").

(c) **PROBABLE CAUSE:** legal standard to arrest.

(2) Amount of force used

III. (j)

(a) **REASONABLE OFFICER** standard

(i) **GRAHAM V. CONNER** which produces criminal and civil liability in both State and Federal courts for violation of its standard, states that "**the reasonableness of a particular use of force must be judged from the prospective of a reasonable officer at the scene**," rather than with the 20/20 vision of hindsight.

(ii) A determination of reasonableness must also include an allowance for the fact that **police officers are often forced to make split-second judgments; in circumstances that are tense, uncertain, rapidly evolving; about the amount of force that**

is necessary in a particular situation.

(iii) As in other Fourth Amendment questions (such as the issues of probable cause for arrest), the reasonableness inquiry in an excessive force case is an objective one: **the question is whether the officer's actions are objectively reasonable in light of the facts and circumstances confronting them without regard to their underlying intent or motivation."**

(b) **APPROPRIATENESS** of the force

2. PREMISE 2: **Arrest is an EMOTIONAL PROBLEM as well as a PHYSICAL one** **III. (g)**

a) Examples for the subject
   (1) health
   (2) domestic problems
   (3) drugs and alcohol
   (4) mental illness
   (5) fear of the police
   (6) embarrassment
   (7) fired from job
   (8) does not want to go back to jail or prison (3 strike)

b) Examples for the officer
   (1) the same as the above, as well as:
   (2) lack of confidence resulting in compensating behaviors
      (a) **HESITATION**
      (b) **VERBAL ABUSE**
      (c) **BLUFFING**
      (d) **UNNECESSARY FORCE**
   (3) prejudice

(4) nature of the call
(5) the type of criminal
(6) peer pressure from other officers

c) Controlling emotional response (confidence)
(1) gaining knowledge, skill and ability through:
(e) **PROPER** training
(f) **ADEQUATE** training
(g) **CONSISTENT** training
(2) practice of skills
(3) exposure to a wide range of experiences
(4) calming the mind
(a) Learn how to respond rather than react
(i) Response is taking action based upon conscious thought (training)
(ii) Reaction is taking action without conscious thought (no training)
(b) Compare your mind to a bucket of water--if you take a bucket of muddy water and stir it up, it becomes cloudy and you can't see through it. However, if you allow the water to settle down and stop moving, all the mud settles to the bottom.
(c) Conduct rhythmic breathing exercises

3. PREMISE 3: **The MIND and BODY are one**

a) You were born in to this world a complete package of mind and body--you must train and develop both.

b) Some people train their mind more than their body, or vice versa--this leaves them with a lack of coordination.

c) You must train both mind and body equally in order to respond properly.
   (1) When your mind and body are **COORDINATED,** you are strongest.
   (2) When your mind and body are **SEPERATED,** you are weak and vulnerable.

d) Concentration and distraction
   (1) You can concentrate on only **ONE THING** at a time. (100%)
   (2) Distractions interrupt the coordination between the mind and body--people are weaker and more vulnerable when they are distracted.
   (3) Examples of distraction
      (a) **MAGICIAN**
      (b) **ATHLETE**
      (c) **CON ARTIST**
   (4) Ways a subject may distract you
      (a) overly **ANTAGONISTIC**
      (b) overly **COOPERATIVE**
      (c) with multiple suspects, **MOVING** around to get a better position on the officer(s)

e) Lag Time
   (1) The time between the mind receiving a stimulus through one of the senses, and the time necessary to generate a response. (3/4 sec-blink of an eye and 200th sec move of the hand.)
   (2) Learn to use distraction and lag time to your advantage in order to gain control over a subject.

B. PRINCIPLE 2: **CONTROL--The Objective of the Koga Method**
   1. Types of Control

a) **GENERAL CONTROL:** that degree of influence you must exert over a violator to take him safely in to custody.
   (1) The suspect still has the OPTION to be a threat to the officer
   (2) Examples include using command presence, verbal commands, a firm grip on the arm, or pointing a gun at the suspect

b) **PHYSICAL CONTROL:** the application of a specific control hold or technique which allows the offender to only move in that direction and manner you, the officer choose.
   (1) The suspect realistically has NO OPTIONS to attack, escape, or otherwise be a threat to the officer.
   (2) Examples include twist lock, rear wrist lock, and prone control holds.
   (3) Characteristics of physical control holds
      (a) application of a **REASONABLE** amount of pain to gain compliance--pain is used to direct, not punish
      (b) application of **UNECESSARY/EXCESSIVE** after compliance usually causes the person to resist more
      (c) the suspect must be able to **FEEL PAIN** for the control holds to be effective

C. PRINCIPLE 3: **AWARENESS**
   1. Be aware of your circumstances.
   2. Be aware of your surroundings.
   3. Be aware of any potential threats.
   4. General awareness rules and concepts.
      a) have an understanding of why you are doing things

b) when you give someone a lawful order, you must be **MENTALLY** and **PHYSICALLY** prepared to back it up--you must also know **HOW** you will back it up
c) plan ahead to know what you are going to do once you put your hands on someone--expect a **REACTION**
d) be aware of your own **LIMITATIONS**
e) recognize the limitations of your equipment--maintain your equipment properly
f) don't **HESITATE** too much when action needs to be taken
g) don't **OVEREXTEND** yourself
h) don't accept **CHALLENGES** from the subject
i) don't **TAKE VERBAL ABUSE** personally
j) don't **UNDERESTIMATE** a suspect, or show them disrespect

IV. **Use of force**

A. Applications of force
1. **CONTROLLING** (physical control)
2. **INJURING**
3. **DEADLY** (that force which could reasonably cause death)

B. Options in the use of force
1. verbal skills and command presence
2. firm grip
3. pain compliance control holds
4. mace, pepper spray, other chemicals
5. electrical devices
6. personal weapons (using parts of your body to strike)
7. impact weapons
8. use of canine units
9. neck restraints
10. deadly force
11. mounted units

C. Some principles in the exercising of force options

1. each officer will have to use his or her judgment based on level of skill, confidence in those skills, and experience to select the appropriate level of force to control the situation
2. even though many departments have a sliding scale, the use of force is not so cut and dried--just as the mechanic does not carry one single tool in his toolbox to perform repairs on a car
3. **835 A PC**: "Any peace officer who has reasonable cause to believe that the person to be arrested has committed a public offense may use REASONABLE FORCE to affect the arrest, to prevent escape, or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his efforts by reason of the resistance or threatened resistance of the person being arrested; nor shall the officer be deemed the aggressor or lose his right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance."
4. In addition to recognizing the need to escalate the level of force, you must also make a conscious decision to
   DE-ESCALATE that force once the suspect submits or is controlled.

D. Types of excessive force
   1. **PERCEIVED EXCESSIVE FORCE**
   2. **INTENTIONAL EXCESSIVE FORCE**
   3. **UNINTENTIONAL EXCESSIVE FORCE**

E. Use Of Force Paradigm
   1. Unlike a continuum which implies a successive progression through steps.
   2. Parameters in which an officer has options to respond appropriately, which includes reasonable application of force.

3. The officer must be able to evaluate and recognize the problem or potential threat, then apply the appropriate tool for the situation rather than the sliding scale of the use of force continuum.

V. **Police Liabilities and Obligations** **III. (j)**

A. **DEPARTMENTAL ADMINISTRATIVE ACTION**
1. oral or written reprimand
2. suspension
3. demotion
4. termination
5. unfounded

B. **STATE CRIMINAL**
1. prosecution for violation of state criminal statutes
2. imprisonment and/or fine

C. **FEDERAL**
1. imprisonment and/or fine

D. **STATE CIVIL COURT**
1. can be based on negligent or intentional acts
   a) compensatory damages
   b) punitive damages

E. **MORAL & ETHICAL OBLIGATIONS**
1. personal shame, embarrassment, loss of reputation
2. embarrassment to family and friends
3. embarrassment to agency and profession
4. damage to community perception of agency and profession
5. living with your own actions

VI. **Vicarious Liability** **III. (j)**

A. A person may be held liable for the acts of another by virtue of one's position of authority over another, when it can be shown the person was negligent in the performance of his or her duties.

1. **NEGLIGENT HIRING**: poor quality of people employed by the agency
2. **NEGLIGENT TRAINING:** substandard quality (not adequately or properly) training
3. **NEGLIGENT ASSIGNMENT**: an officer is in an assignment in which he or she is incompetent, or has other problems
4. **NEGLIGENT RETENTION**: the agency keeps a problem person on the job, and more problems arise as a result

B. A governmental entity may also be held liable under Section 1983 of the US Code for constitutional violations resulting from a failure to train municipal employees **(CANTON V. HARRIS).**

C. Your failure to intervene in a beating being performed by another officer also places you in jeopardy. In **COMMONWEALTH V. ADAMS**, the state court found that all police officers who failed to intervene in a police beating of a suspect, violating the suspect's civil rights and supported the conclusion that all police officers involved violated the civil rights of the suspect by using excessive force.

VII. Approaching Subjects

A. Six Rules

1. **HANDS:** watch the hands as you approach a subject since normally if a subject is going to hurt you; it is either with the hands or with something put in them.
2. **WEAPONS:** the obvious weapons are always on the officer's mind, but how about those things that are not normally used as weapons, but can still inflict injury?
3. **FRIENDS & ASSOCIATES**: people who might interfere with the conduct of your arrest should constantly be in your awareness.
4. **ESCAPE ROUTES:** you should be aware of all possible escape routes both for you and the suspect. Remember that you are usually contacting the suspect on his turf, and he may be aware of possible traps that might befall you.

5. **FOOTING**: where you stand and your immediate surroundings may limit the choices you have in your physical response to the situation.
6. **COVER AND CONCEALMENT**: cover stops bullets while concealment merely hides you from view--MAKE SURE YOU KNOW THE DIFFERENCE. Be aware of where you might withdraw for cover, as well as the options open to the suspect.

VIII. **Position of Interview (Contacting Subjects)**

A. **DISTANCE**
1. **1 ½ arms** length away from the subject.
2. Space must be maintained in a **360**◦ circle around you.
3. Be aware of **CULTURAL** differences.
4. Be aware of the **DISTANCE** awareness of ex-cons.
5. Be aware that **YOU CAN'T** enter someone else's space without letting the other person in to yours.
6. Maintain a distance that allows you to see the subject from **HEAD TO TOES** with your peripheral vision.

B. **BALANCE**
1. Weak foot forward, strong leg back approximately shoulder width apart.
2. Knees remain slightly bent.
3. Put the majority of your weight toward the balls of your feet.
4. Turn your gun side away from the subject.

C. **AWARENESS**
1. Be aware of your circumstances.
2. Be aware of your surroundings.
3. Be aware of any potential threats.
4. General awareness rules and concepts.

D. Considerations for cover officers
1. **PROTECT** from outside threats or interference.
2. ASSISTANCE to the primary officer if necessary.
3. **MAINTAINS** advantage by having more than one officer on the scene.

4. **COVERS** while the primary officer conducts the "business."
5. **COMMUNICATES** with the primary officer.

E. Common mistakes of cover officers
1. **COVER OFFICER**--takes charge when not appropriate.
2. Becomes **ENGAGED IN SOME OTHER ACTIVITY** and forgets cover officer roles.
3. Searches persons or vehicles at the **SAME TIME** as the primary officer.
4. Assumes a position where he cannot be of **IMMEDIATE ASSISTANCE** to the primary officer.
5. **SEPERATES** from the primary officer during a chase or other time.
6. Places self or primary officer in to a position of **CROSS FIRE**.
7. **FAILS** to intervene when a fellow officer is out of line.
8. **COVERS UP** for inappropriate actions of the primary officer.

IX. Searching

A. **PURPOSE OF A SEARCH**: to **LOCATE WEAPONS** and/or **CONTRABAND**.

B. **PURPOSE OF A SEARCHING TECHNIQUE** is to give the officer a **MARGIN** of **SAFETY** by giving an advantage over the suspect (one good way to evaluate a searching technique is to determine whether the suspect can hurt the officer with his or her first movement).

C. Deciding on a searching technique
1. **CIRCUMSTANCES** of the contact.
2. **KNOWLEDGE** that the suspect is armed.
3. **PHYSICAL** space and terrain available to conduct the search.
4. **SIZE** and **PHYSICAL** skill of the suspect versus the officer.
5. **NUMBER** of suspects and presence of cover officer.
6. Koga Method searching techniques.
   a) **CURSORY** Searching Technique

b) **STANDING** Modified Searching Technique
c) **KNEELING** Searching Technique
d) **PRONE** Searching Technique

7. Wall or any other solid object for searching is not recommended.
   a) Bracing a suspect against an object give them something to push off from.
   b) The object you place the subject against affords **BALANCE** and **LEVERAGE** for the suspect.
   c) If you are in an area where there is nothing to lean the subject against, what do you do?
   d) You may have to move the subject a considerable distance in order to locate an appropriate surface.
   e) It is inherently dangerous for the above reasons as well as the fact that convicts regularly practice countering it (San Quentin video).
8. General searching guidelines and recommendations
   a) **SEARCH** then **HANDCUFF** if called for, with **EXCEPTION** of
      (1) FIGHTING SUSPECT
      (2) PRONE CONTROL TECHNIQUE
   b) Maintain alertness and awareness
   c) Establish a good searching position that provides you with an **ADVANTAGE** and a **MARGIN OF SAFETY OVER THE SUSPECT.**
   d) Search from the **REAR** of the suspect, not the **FRONT**.
   e) Search with **ONE HAND** while **MAINTAINING** contact and/or **CONTROL** with the other .
   f) Conduct a thorough, **SYSTEMATIC** search.
      (1) Covers all areas--efficient.
      (2) Done the same way every time--less **LIKELY TO MISS AN AREA.**
      (3) Quick, fluid, and thorough.
      (4) Begin searching at the **WAISTBAND** since it is the most common place for a suspect to

hide a weapon, and the easiest location from which to retrieve one.

g) Use a **GRAB** and feel type search with the fingers—**DON'T** search with the **PALM** of the hand, or **RUB** over areas.

h) Have a subject put down packages, purses and backpacks prior to searching.

i) Be **AWARE** of multiple layers of clothing when you search.

j) **ALWAYS** conduct your own search when you accept a prisoner from another officer.

9. Finding a gun during the search
   a) **NOTIFY** your partner if a weapon is found.
   b) If a gun is found, and you can easily remove it, remove the gun, take the person to the ground, draw your own weapon as you back away and command the subject to assume the prone search position.
   c) If a gun is found, and you cannot easily remove it, take the subject to the ground with control.

X. Searching members of the opposite sex

1. There is **NO LEGAL DISTINCTION** between searching males and females.
2. Use common sense and maintain your professionalism.
3. Follow your department's policies.
4. Considerations in the searching of females.
   a) Department policy
   b) Is the person wearing the **TYPE OF CLOTHING** capable of concealing a weapon?
   c) What is the **NATURE** of the crime?
   d) Is there a **WEAPON INVOLVED** in the crime?
   e) Do you have **PRIOR KNOWLEDGE** that the person is known to carry weapons?

XI. Restraining Devices

A. Handcuffs

1. Handcuffs are a **PREVENTIVE** measure used to **MINIMIZE THE OPPORTUNITIES OF** the suspect:
   a) Attacking
   b) Escaping
   c) Causing self-inflicted injury
   d) Destroying evidence or contraband
2. Handcuffs are a **TEMPORARY** restraint
   a) Handcuffed subjects are still **A THREAT**
   b) Handcuffed subjects **CAN STILL ATTACK** you with or without weapons, or escape
3. Application of handcuffs
   a) [redacted]
   b)
   c)
   d)
   e)
   f)
   g)
   h)
   i)
4. Removal of handcuffs
   a) Secure your weapon prior to removal of cuffs if possible
   b) Give yourself a margin of safety and control when removing them

c) Close the loose cuff up so it cannot be used as a weapon

B. Flex cuffs
1. Use when there are not enough cuffs to go around
2. Use when the suspect's wrists are too large
3. Use caution when applying--they usually require two hands
4. Take care how snugly you apply them
5. Recommended to use one flex cuff for each wrist instead of a single one to bind the wrists together
6. Never use a knife to remove the flex cuffs--before you use them you should insure you have access to a special cutting tool

C. Leg hobbles
1. Reduces mobility and kicking of violent arrestees
2. Only tie the ankles together—**HOBBLING** them--hogtying can also cause difficulty in breathing, especially if the subject is "bowed" backward and placed on their stomach (positional asphyxiation)

XII. Carotid Control Hold **III. (n)**

A. Used on **VIOLENTLY** resisting subjects when lower profile techniques either **INADEQUATE TO CONTROL** the situation or you are **UNABLE** to use lower level measures due to the suspect's superior strength or abilities.

B. Affords the opportunity to **DE-ESCALATE** and return to a control hold for cuffing if the subject gives up.

C. Difference between carotid control and choke
1. Bar-arm choke hold
a) Restricts or cuts off the flow of air into the body
b) Takes longer to work
c) Panics the subject due to pain and discomfort
d) Subject can resist harder
e) More likely to cause injury or death (due to suffocation by swelling of the airway)
(1) **THYROID CARTILAGE**

(2) **CRICOID CARTILAGE**
(3) **HYOID BONE**

f) Not recommended under any circumstances due to it's inherent dangers and inefficiency

2. **CAROTID CONTROL HOLD**

a) Pressure is applied to both sides of a person's neck, compressing the carotid arteries. This diminishes/restricts the flow of **OXYGENATED BLOOD** to the brain causing unconsciousness.

b) **Inherent dangers of the hold**

(1) Heart stoppage due to over stimulation of:
(a) **VAGUS NERVE**
(b) **CAROTID SINUS**

(2) Plaque breaking off in arteries of elderly

(3) Heart stoppage in young persons due to their underdeveloped nervous system

(4) Brain damage or death if the hold is applied too long (4 to 6 minutes--LA Coroner's Office makes mention brain damage can also be possible in as little as 1 minute)

c) Time considerations

(1) Unconsciousness normally occurs within **5** to **15** seconds
(a) Less time if the person is under the influence of alcohol or depressant drugs
(b) More time if the person is under the influence of PCP or stimulant drugs

(2) A normal person regains consciousness within **20** to **30** seconds
(a) Time may be **SHORTENED** if the person is under the influence of PCP or other stimulant drugs
(b) Time may be **INCREASED** if the person is under the influence of alcohol or depressant drugs

d) Characteristics of those rendered unconscious

(1) Relaxation of muscles, limpness
(2) Eyes may roll back
(3) Shaking or seizure-like tremors
(4) Loss of bowel or bladder control
(5) Vomiting

e) Characteristics of those regaining consciousness
(1) Tiredness
(2) Dizziness
(3) Loss of balance
(4) Loss of memory
(5) Weakness

f) Basic rules and cautions of application
(1) **AVOID** applying direct pressure to the front of the throat
(2) **AVOID** twisting or turning the head or neck
(3) **AVOID** applying pressure to the back of the head or neck
(4) **AVOID** applying it on a person who is standing
(5) **NEVER** apply the hold with a solid object
(6) **AVOID** applying the hold repeatedly on the same person
(7) Be aware of potential danger in applying the hold on persons under 14 or over 60 years of age
(8) **NEVER** continue to apply the hold once the person gives up or is rendered unconscious
(9) **NEVER** play around with the hold during practice
(10) **NEVER** make statements about the hold such as "do the chicken" or other such derogatory statements.

g) Things to do when a person submits prior to unconsciousness
(1) Stop applying the hold
(2) Place the subject in a rear wrist lock
(3) Handcuff the subject

(4) Search

h) Things to do when a person is rendered unconscious

(1) **HANDCUFF**
(2) **ROLL SUBJECT ON SIDE**
(3) **CHECK VITAL SIGNS**
(4) **RENDER FIRST AID/CPR IF NECESSARY**
(5) **SEARCH**
(6) Transport to a medical facility to have checked out by medical personnel--recommended even when the person is not rendered unconscious/or paramedics at scene
(7) Advise the detention officer the hold has been applied. Get detention officers name.
(8) Document the use of the hold in your report
(a) Explain the circumstances surrounding the application
(b) Justify your use of the hold
(c) Explain any lesser levels of force used or considered, and why they were rejected.

XIII. Ground Control Defense III.(b)(d)

A. **Introduction**
1. Common Terminology/Fundamentals
2. Body Positions
3. Common Holds/Grips
4. Techniques and Purpose
5. Working in Coordination with Partners

B. **Take Down Defense**
1. Upper Body
2. Lower Body
3. Headlock
4. Strike Defense and Managing Distance

C. **Standing in Base**
D. **Side Mount Escape**
   1. Escape to Guard
   2. Escape to Knee
   3. Escape to Standing (technical stand up)
E. **Mount Escape**
   1. Strike Defense and Managing Distance
   2. Escape to Guard
   3. Trap and Roll
F. **Guard Escape**
   1. Strike Defense and Managing Distance
   2. Breaking the Guard
   3. Passing Subjects Legs
   4. Technical Stand Up
   5. Creating space/Disengaging After Escape
G. **Weapon Retention**
   1. Retention While Standing
   2. Retention from the Guard
   3. Retention from the Mount
H. **Subject Control**
   1. Control of Subject Facing the Ground
      a) Gaining Control of Hands Trapped Under Subject
      b) Handcuffing/Carotid
   2. Control of Subject on Their Back
      a) Coordinated/Controlled Reversal
      b) Transition to Handcuffing/Carotid

XIV. PHYSICAL INSTRUCTION/CLASS EXERSICE OF A.C.T. TECHNIQUES III. (b)

The instructor(s) will explain and demonstrate each technique, listed above, to the student(s). The students will break into pairs and repeatedly practice all of the technique(s). One student will play the role of the officer and the other will play the role as the suspect. The instructor(s) watch for proper techniques, give feed-back, and additional instruction as deemed necessary.

A. **WARM-UP** **III. (a)**

1. Group discussion on expectations and inquiry of existing injuries
2. Jog around mat
   a) 4 minutes forward motion
   b) 1 minutes reverse motion and alternating side motion
3. Stretch
   a) Upper extremities Stationary (instructor lead/demonstration)
   b) Core and Back Stationary (instructor lead/demonstration)
   c) Lower extremities Dynamic (instructor lead/demonstration)
4. Footwork and Movement Review
   a) SHUFFLE STEP(instructor lead/demonstration)
      (1) Forward
      (2) Backward
      (3) Normal Pivot
   b) SHUFFLE PIVOT (instructor lead/demonstration)
   c) PROGRESSIVE PIVOT (instructor lead/demonstration)
5. Review and demonstrate proper techniques for Falling / Rolling / Recovery Movements for suspect role player
   a) Types
      (1) FORWARD ROLL
         (a) Kneeling
         (b) Standing
         (c) Recovery to Standing
      (2) BACKWARD ROLL
         (a) Kneeling
         (b) Standing
         (c) Recovery to Standing
      (3) FORWARD BREAK-FALL
         (a) Kneeling
         (b) Standing
      (4) REAR BREAK-FALL
         (a) Kneeling
         (b) Standing
   b) Purpose
      (1) Reduce injuries
      (2) Prevent disorientation
      (3) Rapid recovery
      (4) Learn balance
      (5) Increase self-confidence

B. **VERBAL COMMANDS** **III. (f)**

1. Public Perception
   a) Current Events and Effects on Perception
2. Clear Concise Commands
   a) Subjects ability to understand commands
   b) Subjects ability to follow commands
   c) Student practice of Verbal Commands

C. **POSITION OF ADVANTAGE / TWIST LOCK CONTROL TECHNIQUE** **III. (i)**

1. Strong Side
   a) Demonstration
   b) Student Practice
2. Weak Side
   a) Demonstration
   b) Student Practice
3. Static
   a) Demonstration
   b) Student Practice
4. Moving
   a) Demonstration
   b) Student Practice
5. Ground
   a) Demonstration
   b) Student Practice
6. Sitting/Standing
   a) Demonstration
   b) Student Practice
7. Takedowns / Counters to Resistance
   a) Demonstration
   b) Student Practice

D. **SEARCH AND HANDCUFFING TECHNIQUES** **III. (c)(e)**

1. STANDING MODIFIED: SEARCH AND HANDCUFFING
   a) Discuss Justification for Use
   b) Demonstrate Search Technique / Student Practice
   c) Demonstrate Handcuffing Technique / Student Practice
   d) Rear wrist lock
   e) Evaluate restraints selected and discuss options and additional restraints for combative arrestees
   f) Student Practice
2. KNEELING: SEARCH AND HANDCUFFING
   a) Discuss Justification for Use
   b) Demonstrate Search Technique / Student Practice
   c) Demonstrate Handcuffing Technique / Student Practice
   d) Low Profile Twist Lock
   e) Evaluate restraints selected and discuss options and additional restraints for combative arrestees
   f) Student Practice
3. PRONE: SEARCH AND HANDCUFFING
   a) Discuss Justification for Use
   b) Demonstrate Search Technique / Student Practice
   c) Step Over
   d) Quick Cuff
   e) Demonstrate Handcuffing Technique / Student Practice
   f) Evaluate restraints selected and discuss options and additional restraints for combative arrestees
   g) Student Practice

E. **DEALING WITH SUSPECT RESISTANCE (CONTROL/COUNTERS/TAKEDOWNS)** **III. (d)**

1. POSITION OF ADVANTAGE
   a) Punch Defense
   b) Pull Away
   c) Clench and bend over
2. TWIST LOCK

a) Forward Takedown
b) Rear Takedown

3. STANDING MODIFIED SEARCH
   a) Spins right during initial contact
   b) Spins left during initial contact
   c) Resistance during search
4. KNEELING SEARCH
   a) Resistance at initial contact
   b) Resistance during search
   c) Find a gun and you can't easily retrieve it.
   d) Find a gun and you can easily retrieve it.
5 Student Practice of each technique

F. **FINDING A GUN** **III. (m)**

1. STANDING MODIFIED SEARCH
   a) Find a Gun and you can easily retrieve it
   b) Find a Gun and you can't easily retrieve it.
2. KNEELING SEARCH
   a) Find a Gun and you can easily retrieve it.
   b) Find a Gun and you can't easily retrieve it.

G. **CAROTID CONTROL HOLD** **III. (n)**

1. Discuss Justification for Use
2. Rear leg sweep takedown
   a) The instructor(s) will explain and demonstrate each technique to the student(s). The students will break into pairs and repeatedly practice the technique(s) as the instructor(s) watch, give feed-back, and additional instruction.
3. Application of carotid control hold
   a). The instructor(s) will explain and demonstrate each technique to the student(s). The students will break into pairs and repeatedly practice the technique(s) as the instructor(s) watch, give feed-back, and additional instruction. (Modified demonstration and application for safety purposes)
4. Suspect surrenders/rear wrist lock/handcuff

5. Suspect rendered unconscious/handcuff/search/recovery position
6. Explain follow-up procedure
7. Student Practice

H. **GROUND CONTROL** **III. (b)(d)**

1. Takedown Defense
2. Side Mount Escape
3. Mount Escape
4. Guard Escape
5. Weapon Retention
6. Strike Defense and Managing Distance
7. Subject Control Facedown
8. Subject Control Face Up
9. Transition to Handcuffing/Carotid Under Control

I. **RECOVERY AND FIRST AID** **III. (k)**

1. Discuss policy regarding recovery positions when force is utilized and subject is injured or potentially injured. (to include documentation and reminder for outside agencies to adhere to their departments policy's
2. Discuss rendering first aid to injured arrestees at the scene of arrest and follow up first aid at medical facility (to include documentation and reminder for outside agencies to adhere to their departments policy's)
3. Conduct exercise to demonstrate students understanding of recover positions for different uses of force and first aid.

XV. **TESTING** **III. (b)**

After repeated practice of the techniques by each of the students; the students will be physically and verbally tested on each technique. The student(s) will be asked to perform each technique on a partnering suspect role player. If the student(s) successfully performs the technique they will receive a passing grade. If the student(s) is unable to perform a technique the instructor(s) will explain and/or

demonstrate the area(s) which the student(s) needed to remediate. The student(s) will then be given additional opportunities to successfully complete each technique.

A. WRITTEN EVALUATION/TESTING
   1. Each student will complete a written test covering the subject matter covered during the course.

B. PHYSICAL PERFORMANCE EVALUATION – (See Section XIII)
   1. Each student will perform each technique individually and be evaluated by an instructor.

Both testing formats will identify: Verbal Commands, Body Positioning and Balance, Control/Take Down, Equipment and Restraint Usage, Identification of Suspects Response to Force Applied, Recovery/First Aid Evaluation and Application.

WELCOME TO YOUR TRAINING PROGRAM

Welcome to the Palm Springs Police & Fire Dispatch Team. Your training will be a demanding, yet rewarding time in your career. During the next several months you will learn how important your role will be in the successful operation of the department. You will be the first contact many citizens have with the police & fire departments. It will be vital to good public relations that you project an image of professionalism and competence.

Your training officer is your direct supervisor and the first person you should contact for questions and/or direction. They have been specially chosen for their knowledge and experience.

Although your trainer has a responsibility to teach, the ultimate responsibility to learn will be yours. To be successful, you must make a commitment to learning that may seem uncommonly intense for the first few months.

Initially, you will undergo a brief orientation. You will then begin training on a one-to-one basis with an experienced training officer from the Dispatch Center. The essentials of dispatching are best learned through hands-on experience.

As you progress through the various phases of training, you will begin to perform more of the actual work, while the trainer assumes more of a coaching role. Part of your training will consist of ride-alongs with police officers and the fire department.

Remember, you hold the key to your success - be alert and assertive. Actively participate in the process. Ask questions!

As the trainee it is your responsibility to solicit further clarification from the trainer on any materials or procedures contained in this guide, or given verbally during the training process, which you may not fully understand.

While on duty, you should possess and maintain this training manual at all times during the training period. Once trained you will be part of a professional and knowledgeable team that is the vital link between the Palm Springs Police & Fire Departments and the public we serve.

Keep in mind that the training program is designed to benefit you. The amount of knowledge you gain is directly proportionate to the amount of energy you put into the program. It is imperative you report to work every day, alert and ready to learn. We are here to help you become a viable member of our dispatch team.

PERFORMANCE STANDARDS

Performance standards are an important aspect of the training process. Your overall evaluation as a Dispatcher will include areas that directly relate to standards of performance. These standards are vital to effective and efficient operations within the police department.

PERFORMANCE

The trainee is able to express her/himself clearly, both verbally and in writing. They show initiative and retain information. They have the ability to adapt to new situations and make sound decisions, even under stress. The trainee is able to comprehend and retain information received. They will be able to transmit information via the radio in a clear, understandable and professional manner, maintaining officer safety as the highest priority.

INTERPERSONAL SKILLS

The trainee exhibits good customer service skills, relating to others with professionalism, courtesy and empathy. They tactfully control conversations. They are positive and cooperative, with respect shown to supervision, co-workers and the public.

JOB SKILLS

The trainee uses the policies, knowledge and information presented with applied common sense. They know how and where to access information from written references. The trainee utilizes references independently and has a good working knowledge of the communications equipment.

JOB READINESS

The trainee reports for work promptly. They maintain their health and minimize sick time usage. They accept responsibility to perform and complete the duties assigned. Behavior indicates an ability to use common sense and apply good judgement to find solutions to problems. The trainee has the willingness to accept all work assigned and perform the menial as well as the more challenging functions in an equally efficient manner.

PALM SPRINGS POLICE DEPARTMENT
MISSION STATEMENT

The men and women of the Palm Springs Police Department empowered by and in partnership with the community are dedicated to providing professional, ethical and courteous police service to all.

COMMUNICATIONS TRAINING SCHEDULE

Time limits are estimates only. Accommodations will be made based on performance

WEEK 1 Orientation:
Orientation, policy, procedures, guided tour of facilities, equipment, trainee expectations, assist trainees monitoring of dispatch.

WEEKS 2-8 Phase 1 Phones/Back-up:
Phone skills, 911's, back-up, call-taking, call entry, CLETS entries, basic codes, research materials, geography, call types. Ride-alongs.

WEEKS 9-13 Phase 2 Fire:
Fire dispatching, Fire radio procedures, Fire ride-a-long.
Continue to expand on Phase 1.

WEEKS 14-19 Phase 3 Police:
Police dispatching, Police radio procedures, Police ride-a-long.
Continue to expand on all phases.

WEEKS 20-24 Shadow Phase:
Review of entire 24 weeks of training. Monitor and attempt to correct any weak points. Trainees will be placed with Supervisor.

MONTH 6:
Sign off completed trainee book, trainee to begin rotation or flex schedule.

COMMUNICATIONS DEPARTMENT OBJECTIVES

The City of Palm Springs Communications Department has been established to assume the responsibility for the operation and coordination of field units in both routine and emergency situations.

An essential requirement in the operations of any communications center is the ability and willingness of all personnel to carry out assigned duties as directed by their superiors. This manual documents many of the directives which form the foundation for the effective operation of the Department. Personnel shall conform to and abide by them.

An effective dispatcher is able to create a good public relations image for the Police Department; gives prompt, effective service, maintains and employs qualities such as honesty, loyalty, tactfulness and alertness. Has an understanding of how city government functions (including the duties of particular departments and individuals) so a caller may be directed intelligently.

It is the duty of a dispatcher to take a sincere interest in the business of call taking. Dispatchers must be professional and businesslike, as well as courteous and pleasant, never familiar.

Personnel shall treat their associates with courtesy and respect. Personnel shall be civil, courteous and orderly in conduct while on the premises or while representing the department.

The conduct of communications personnel in dealing with the general public must reflect the same high degree of training and experience as the police profession itself. Any attitude or impression given to the public requesting assistance must never be anything less than the highest caliber. Public respect cannot be legislated; it is earned by exemplary conduct in the performance of duties. It cannot be overemphasized that conduct with the public will, to a great degree, determine the stage for the field officer who must make personal contact as part of his duties.

Complaints made to any member of this unit alleging misconduct of communications personnel will be treated with serious consideration. Any such complaint will be referred to the Communications Supervisor. All complaints will be investigated and findings submitted in accordance with the department complaint procedure.

Personnel should avoid all unnecessary conversation or controversy to citizens calling for service and shall respond in a respectful manner to any person who may request identification. Identification shall be made by first name.
It is the responsibility of the dispatcher going off duty to brief the dispatcher coming on duty. It is the oncoming dispatcher's responsibility to seek clarification of any subject which might keep them from exercising complete control of the console. Operating positions shall not be vacated until relieved. Some services require follow through to conclusion by one person for efficient handling. Unless a service can be held without ill effect it should be handled prior to break or end of shift relief.

All overtime will be authorized in advance by the Communications Supervisor (or Watch Commander).

Tardiness or calling in sick, handled by the Communications Supervisor or Watch Commander. If you need to call out for your shift, you must do so ASAP, so the Dispatch Center can find the appropriate coverage. First, call into the Dispatch center to let them know. Then ask for the on-duty Supervisor (whether it be the Dispatch Supervisor, or Watch Commander/Sergeant). The Dispatcher taking the phone call is responsible for notifying the Dispatch Supervisor (if they are off duty at the time) and finding coverage.

Personnel shall remain awake during their shifts.

All personnel shall report any change of address or telephone change via Chain of Command within 24 HOURS.

All personnel are required to observe safety rules in the proper use of all equipment. All personnel are required to report any unsafe conditions to the Communications Supervisor.

Frequently, information is received by communications personnel that are not intended for the eyes of others. This confidential information will not be divulged to any other persons except in the performance of duty.

Due to the constant use of radio and telephone equipment in the communications center it is imperative that FCC Rule 13.67, entitled, “Obscenity, Indecency, and Profanity” be enforced. The rule states: “No licensed radio operator or other person shall transmit communications containing obscene, indecent, or profane words, language or meaning.” All services except public safety require licenses; however, public safety comes under the same rules which also apply to telephones. Professional communications personnel have an obligation to refrain from harsh, violent, coarse, profane or insolent language while on duty. Additionally, information shall be given carefully, courteously and accurately upon request. It shall also be noted that while a professional demeanor is expected, communications personnel shall not become the recipient of direct verbal abuse or harassment.

Employees shall not use any other employee’s credentials, nor shall they knowingly permit any person not employed by this department to use any official credential at any time.

EMPLOYEE ACKNOWLEDGEMENT STATEMENT

Employee Name:_____

Department & Division: _____

Position: _____

Hire Date: _____

I have received and read my copy of the City of Palm Springs Employee Orientation Handbook, including the Personnel Rules. My Department Checklist regarding responsibilities and benefits was reviewed by myself and:

_____ Supervisor/Sponsor

Employee Signature: _____ Date: _____

RETURN TO THE PERSONNEL OFFICE

USE OF CRIMINAL JUSTICE INFORMATION AND DEPARTMENT OF MOTOR VEHICLE RECORD INFORMATION

As an employee of the Palm Springs Police and Fire Departments you may have access to confidential criminal records and/or Department of Motor Vehicle records information which is controlled by statute. Misuse of such information may adversely affect the individual's civil rights and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11140-11144 and 13301-13305 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public records and CLETS information. Penal Code Sections 11142 and 13303 state:

> *"Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor."*

California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department Motor Vehicle record information.

Any employee who is responsible for such misuse is subject to immediate dismissal. Violations of this law may also result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF CRIMINAL RECORD INFORMATION AND DEPARMTENT OF MOTOR VEHICLE RECORD INFORMATION.

Signature: _____

Date: _____

PALM SPRINGS POLICE DEPARTMENT PERSONNEL ROSTER

Call Sign	ID#	Name
Chief		
100	**10660**	**Reyes, Bryan**
Captain		
101	10969	Kovaleff, Mike
102	15172	Desmarais, Melissa
Lieutenants		
201	11051	Browning, Frank
202	11090	Araiza, Gustavo
203	10884	Hutchinson, William
204	15149	Villegas, Mike
205	10892	Larson, Erik
Sergeants		
301	11032	Guarino, Frank
302	15227	Hackbarth, Isaac
303	15883	Torres, Miguel
304	15689	Jaeger, Christopher
305	10803	Fieux, Kelly
306	10958	Flinn, Shawn
307	15669	Andre, Nick
308	15824	Lu, Kevin
309	15310	Raso, Ryan
310	15207	StJerne, Kyle
311	10551	Beard, Matt
312	10649	Cabrera, Jon
313	15562	Casavan, Mike
314	11060	Galvan, Arnold
315	15231	Fernandez, Gil
316	15492	Litch, Marcus

Officer / Detectives / Motors

501	15950	Buduan, Danny
502	16155	Carrillo, Javier
503	15902	Etchason, David
504	15855	Jones, Ronny
505	15984	Olson, Matthew
506	15375	Cantu, Albert
507	15546	Hutchinson, Stephanie
508	*****	***RETIRED***
509	15484	Delaney, Mike
510	15918	Burton, Jeff
511	16174	Padilla, Juan
512	10992	Steepleton, Sam
513	15397	Colantuano, Luciano “Jr”
514	15447	Jimenez, Juan
515	15226	Pilutik, Tony
516	15842	Salomon, Richard
517	16144	Valdivia, Jacob
518	16047	Tiedeman, Andrew
519	15919	Arellano, Jose
520	15627	Benstead, Don
521	15648	Donovan, Alan
522	15931	Alcaraz, Gil
523	15789	Drinkwater, Lauren
524	*****	***RETIRED***
525	10855	Costello, Dave
526	15542	Crocker, Josh
527	15480	Ramos, Paola
528	15920	Arden, Rhett
529	15896	Salgado, Francisco
530	15897	Doherty, Alex
531	15988	Christiansen, Eric
532	15898	Cook, Joe
533	15962	Sulak, Mitchell
534	15951	Calleros, Jen
535	15970	Reynoso, Max
536	15886	Steed, Matthew
537	16000	Gonzalez, Leo
538	*****	***RETIRED***
539	16029	Smart, Adam
540	15319	Nanez, Pedro

Officer / Detectives / Motors

541	16014	Lamb, Jason
542	15302	Enderle, Art
543	10987	Carrillo, Cary
544	16015	Perez, Bryan
545	16021	Brown, Chad
546	15763	Aguilera, Joel
547	16019	Lomeli, Ramon
548	16018	Moss, William
549	16023	Escallada, Edman
550	10859	Hilton, Czersale “CJ”
551	16189	Jiles, Shelby
552	16035	Torres, Michael
553	15161	Harrison, Anthony
554	16034	Canchola, Alvaro
555	16057	Wilson, Kyle
556	16058	Gilbert, Travis
557	16061	Carlin, Shawn
558	15495	Kasal, Mario
559	16106	Ryan, Bernard
560	16067	Gossett, Leandra
561	16086	Lopez, Alfredo
562	16203	Kramer, Emmi
563	16095	Delgado, Michael
564	15430	Kulbin, Lembit
565	16098	Sandoval, Kristin
566	15293	Duthaler, Chris
567	16143	Enriquez, Amanda
568	15621	Lane, Barron
569	16151	Garcia, Luis
570	16175	Miller, Cherie
571	16209	Diaz, Jorge
572	15642	Crampton, Matt
573	16128	Merenda, Kenneth
574	16133	Mosley, Johnathan
575	16190	Clift, Javier
576	15690	Sanders, Steven
577	16199	Granados, Christian
578	15739	Grissom, Steven
579	16136	Sandoval, Stephanie
580	16223	Barragan, Jose

Dispatchers

D1	15917	Hill, Jennifer
D2		
D3		
D4	15618	Pairrett, Kimberly
D5	16126	Washburn, Matthew
D6		
D7	15365	Weems, Cassie (part time)
D8	15151	Topliff, Heather
D9	10811	Gunkel, April
D10	10821	Robinson, Richard
D11	16154	Hughes, Jasmine
D12	16211	Cordes, Lois
D13	15920	DeLaCruz, Samantha
D14	11068	Mader, Allan
D15	15206	Lopez, Griselda
D16	16219	Barroso, Ruby

Records

R1	15160	Green, Stephanie
R2	10975	Campbell, Rachelle
R3	15600	Whittaker, Jason
R4	16060	Wade, Dustin
R5		
R6	16194	Escarrega, Sarah
R7	16195	Sweeny, Theresa
R8	16202	Fischer, Barbara
R9	16177	DeLaVara, Kymberlee

Community Service Officers

701	16210	Pisciuneri, Cory
702	15945	Vasquez, Juan
703	15911	Newbry, Janine
704	15953	Bermudez, Gabby
705	15975	Evans, Bill
706		
707		
708	16168	Griego, Nick

Custody Officers

491	15695	Ortiz, Elder
492	16109	Pereira, Frankie
493	16108	Ingram, Johnathan

Miscellaneous

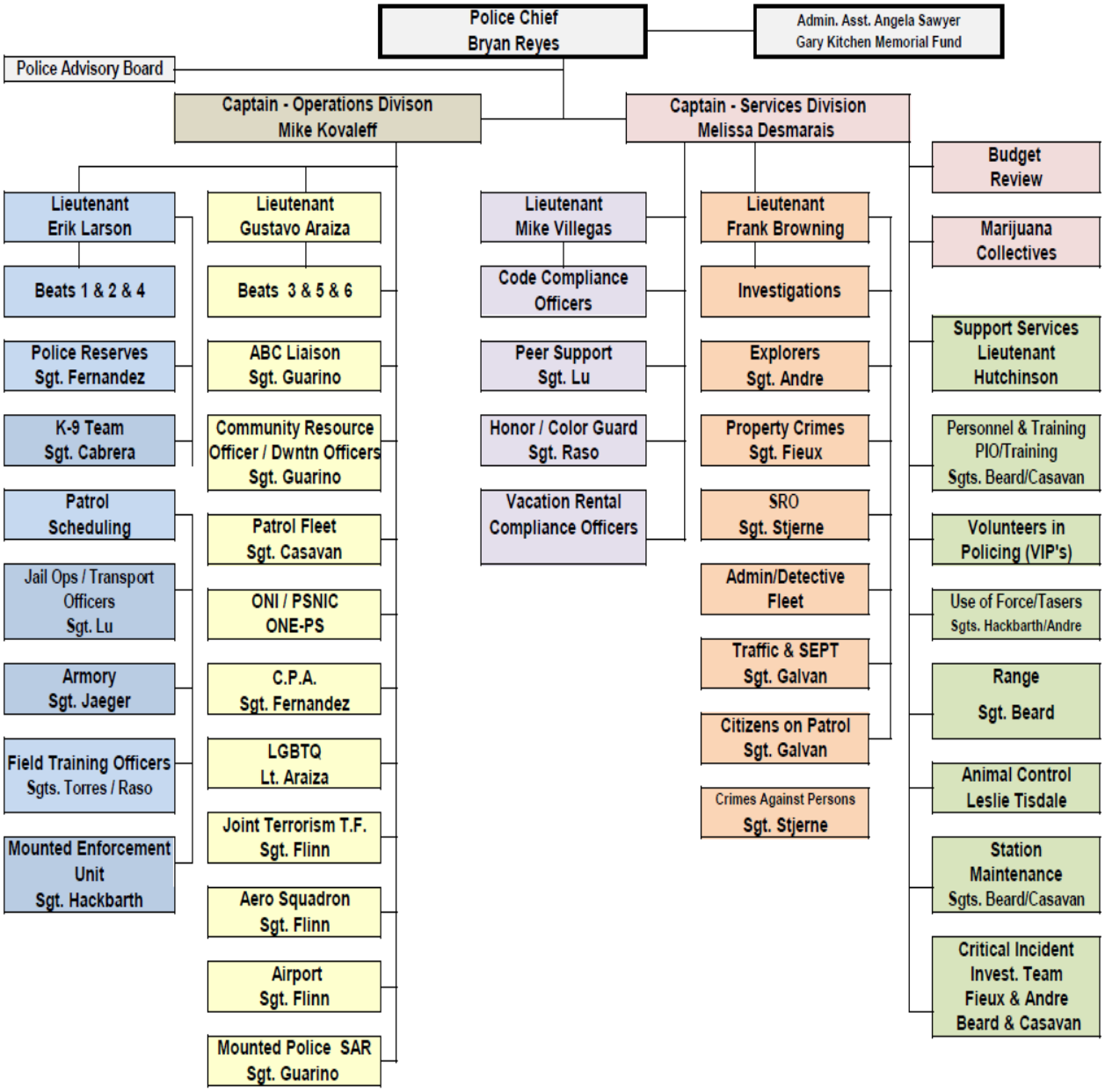
495	15590	Delarosa, Araseli
496	11020	Thomas, Tim
499	15912	Osborn, Julie

100 = Chief/Captains
200 = Lieutenants
300 = Sergeants
400 = Detectives/Custody Officers/Misc
500 = Patrol
600 = School Resource
700 = CSO
800 = Reserves/Retirees
900 = Explorers/C.O.P.'s
D = Dispatchers
R = Records

UNIT IDENTIFIERS

* Detective Units
* SWAT Detail/Dispatcher
* K-9 Units
* Traffic Enforcement
* PS Mounted Police/S&R
* COP
* PCO
* CSO
* Airport LEO
* Jail Transport Officers
* School Resource Officer
* PSNTF/CVNTF
* Downtown Bike Patrol
* Mounted Patrol
* Explorer Units
* Peer Support
* Honor Guard
* Fire Incident Dispatcher
* Reserves
* Animal Control

AUXILIARY ASSIGNMENTS OF MANAGEMENT TEAM 4/10/2019



10 & 11 CODES

10- 1 RECEIVING POORLY

10- 2 LOUD AND CLEAR

10- 4 OK, NO ASSISTANCE

10- 5 RELAY INFORMATION

10- 6 BUSY

10- 7 DAY OVER (EOW)

10- 8 AVAILABLE

10- 9 REPEAT

10-10 BREAK TIME (subject to call)

10-11 TRANSMITTING TOO QUICKLY

10-14 TRANSPORT

10-15 PRISONER TRANSPORT

10-17 PAPERWORK

10-19 COME TO STATION

10-20 LOCATION

10-21 TELEPHONE/CALL

10-22 CANCEL

10-23 STAND BY WITH INFO

10-27 DRIVER LICENSE INFO

10-28 VEHICLE REGISTRATION

10-29 WARRANT CHECK

10-32 WARRANT INFO

10-33 MINIMUM TRAFFIC

10-34 NORMAL TRAFFIC

10-35 CONFIDENTIAL INFO

10-36 TIME OF DAY

10-39 MESSAGE DELIVERED

10-42 HOME

10-45 GAS/CITY SHOP

10-60 REPORT/CASE NUMBER

10-81 STATION

10-87 MEET WITH

10-97 ARRIVED

10-98 DONE WITH ASSIGNMENT

11-01 BOMB THREAT

11-44 DEAD BODY/CORONER

11-81 INJURY VEHICLE ACCIDENT

11-82 NON-INJURY VEHICLE ACCIDENT

11-83 UNK INJURY VEHICLE ACCIDENT

11-85 TOW TRUCK

***** 11-99 = OFFICER NEEDS HELP ****

PALM SPRINGS POLICE/FIRE DEPARTMENT EVENT TYPE CODES

911-UNKNOWN PROBLEM	911U
911 HANG UP	911D
911 WIRELESS HANG UP	911WD
ABANDONED VEHICLE	ABANDV
ADW IN PROGRESS	245I
ADW PAST	245P
AIRCRAFT EMERGENCY	AE
ANIMAL BITE	34B
ANIMAL DEAD	34D
ANIMAL INJURED	34I
ANIMAL NOISY	34N
ANIMAL OTHER	34O
ANIMAL STRAY	34S
ANIMAL VIOLENT	34V
ANIMAL CRUELTY	597
ANNOYING PHONE CALLS	653M
ARCING LINES	AL
ARSON	451
ARSON REGISTRANT	457.1
ASSIST OTHER DEPARTMENT	AOD
ATTEMPT KIDNAPPING	207A
ATTEMPT RAPE	220
ATTEMPT SUICIDE	ASUICD
ATTEMPT TO LOCATE	ATL
ATTEMPT WARRANT SERVICE	AWS
B&P VIOLATION	BP
B2 INSPECTIONS	B2
BAR CHECK	BARCK
BAR CLOSING	CLOSE
BATTERY	242
BATTERY-BIKER WEEKEND	242BW
BATTERY-HATE CRIME	242HC
BATTERY-ON DATE	243E
BATTERY-PAST	242P
BIKE REGISTRANT	BIKEREG
BIKE STOP	BS
BOMB THREAT	1101 OR 1101F
BRANDISHING WEAPON	417
BRUSH FIRE MOUNTAINSIDE	BF

BRUSH FIRE STRUCTURES THREAT	BFST
BURGLAR ALARM	459A
BURGLAR ALARM-PANIC	459P
BURGLARY-ATTEMPT	664459
BURGLARY-HOTEL PAST	459H
BURGLARY-RESIDENTAL PAST	459R
BURGLARY-COMMERCIAL PAST	459C
BURGLARY-IN PROGRESS	459I
CARJACKING	215
CHECK THE WELFARE	CTW
CHILD ABUSE	273D
CHILD ANNOYANCE	647.7
CHILD STEALING	277
CII REQUEST	CIIREQ
CITY APPLICANT	CTYAPP
CITY SERVICES	CTYSVC
CIVIL PROBLEM	CIVIL
CODE ENFORCEMENT	CODE
COMMUNITY CONTACT	C8
COMPLIANCE CHECK	COMPLY
CONTRIBUTING TO MINOR	272
CONTERFEIT	476
COURT	COURT
CURFEW VIOLATION	CURFEW
DAMAGE UTILITIES	591
DEAD BODY	DB OR DBF
DEFRAUDING INNKEEPER	537
DETAIL	DETAIL
DISABLED VEHICLE	DISABL
DISPATCHER BRIEFING	BRIEF
DISTURBANCE-BIKER WEEKEND	415BW
DISTURBANCE-FAMILY	415F
DISTURBANCE-HATE CRIME	415HC
DISTURBANCE-MUSIC	415M
DISTURBANCE-OTHER	415O
DISTURBANCE-PHYSICAL	415P
DISTURBANCE-VEHICLE	415V
DISTURBANCE-VERBAL	415VB
DISTURBANCE-WHITE PARTY	415WP
DOMESTIC VIOLENCE	415DV
DRIVING UNDER INFLUENCE	23152
DUMPSTER FIRE	DF
DUMPSTER FIRE STRUCTURE THREAT	DFST
ELDER ABUSE	368

EMBEZZLED RENTAL CAR	10855
EMBEZZLEMENT	503
EMERGENCY MESSAGE	MESSAGE
EXTORTION	518
EXTORTION-WRITTEN THREAT	523
EXTRA PATROL CHECK	XPC
FALSE IMPRISONMENT	236
FIRE ALARM-COMMERCIAL	FAC
FIRE ALARM-RESIDENTIAL	FAR
FIRE IN OPEN FIELD	VEGF
FIRE UNKNOWN	FU
FIREWORKS	FIREWORKS
FLAG DOWN	FD
FOLLOW UP	FOLLUP
FORGED PRESCRIPTIONS	4390BP OR 11368HS
FORGERY/FRAUD	470
FOUND CHILD	FOUNDC
FOUND PROPERTY	FOUNDP
FRAUD	FRAUD
GANG REGISTRANT	186.30
GAS LEAK	GL
GRAFFITI	594G
GRAND THEFT	487
GUNFIRE IN AREA	SHOTS
HAZARD	HAZARD
HAZARDOURS MATERIAL	HAZMAT
HAZMANT SPILL	HMS OR HZS
HAZMAT WITH FIRE	HZFIRE
HEALTH AND SAFETY	HS
HIT AND RUN INJURY	20001 AND 2001F
HIT AND RUN NON-INJURY	20002
HOMICIDE	187
HOMICIDE ATTEMPT	664187
ID THEFT	530.5
ILL EMPLOYEE	ILL
ILLEGAL DUMPING	374B
ILLEGAL PARKING	22500
IN SERVICE-AVAILABLE (FIRE)	IS
INDECENT EXPOSURE	314
INFORMATIONAL EVENT	INFO
INJURED HIKER	INJHIKER
INJURED PERSON	INJPER
INJURY TRAFFIC COLLISION	1181 AND 1181F
JAIL COMMITMENT	COMMIT

KEEP THE PEACE	KTP
KIDNAPPING	207
KNIFE ON CAMPUS	626.10
LEWD CONDUCT	288 OR 647A
LICENSE-PERMIT	LICENSE
LOST HIKER	LOSTHI
LOST OR STOLEN	LOSTPROP
MEAL BREAK	CODE 7
MARIJUANA 1OZ	11357B
MARIJUANA SCHOOL	11357E
MEDICAL AID	MA
MEDICAL AID-AIRPORT	MAA
MEDICAL ALARM-FRE	MAL
MEDICAL ALARM-POLICE	MALP
MENTAL SUBJECT	5150
MINOR IN POSSESSION TOBACCO	308B
MISSING ADULT	MISSA
MISSING JUVENILE	MISSJ
MISSING CHILD	MISSC
MISSING RETURNED	MISSR
MISUSE OF 911	653X
MISUSE CREDIT CARD	484G
MUTUAL AID	MU
NARCOTICS REGISTRANT	11590
NEIGHBORHOOD WATCH	NEIGHWTCH
INSUFFICIENT FUNDS	476A
OCCUPIED VEHICLE CHECK	OVC
ODOR OF GAS	GO
OFFICER NEEDS HELP	1199
OTHER-FIRE DEPARTMENT	OTF
PANHANDLING	647C
PAROLE HOLD	3056
PATIENT ASSIST	PA
PEDESTRIAN CHECK	SS
PEEPING TOM	647I
PETTY THEFT	488
POSSESSION SWITCHBLADE	653K OR 21510
POSSESSION STOLEN PROPERTY	496
POWER LINE DOWN	LINEDN
PRISONER TRANSPORT	10-15
PROPERTY CHECK	PC
PROSTITUTION	647B
PROTECTIVE CUSTODY	300
PROWLER	647G

PS MUNI CODE VIOLATION	PSMC
PUBLIC INTOXICATION	647F
PUBLIC SERVICE	PS OR PUBSER
PUBLIC SERVICE-FIRE	PSF
RAPE-IN PROGRESS	261I
RAPE-PAST	261P
RECKLESS DRIVING	23103
REFUSE FIRE	RF
REFUSE FIRE STRUCTURES THREAT	RFST
REPOSSESS VEHICLE	REPO
REPORT WRITING	RW
REQUEST FOR OFFICER	RFO
RESCUE	RE
RESIST/DELAY OFFICER	148
ROBBERY	211
ROBBERY ALARM	211A
ROBBERY ATTEMPT	664211
ROBBERY HOME INVASION	212.5
ROBBERY IN PROGRESS	211I
RUNAWAY	601
RUNAWAY RETURNED	601R
SAFE PARK DETAIL	PARK
SAFEKEEPING	SAFEKEEP
SEX REGISTRANT	290REG
SEXUAL BATTERY	243.4
SHOOTING INTO DWELLING	246
SHOOTING UNINHABITED DWELLING	247
SHOPLIFTING	490.5
SMOKE CHECK INDOORS	SCI
SMOKE CHECK OUTDOORS	SCO
SPECIAL	SPECIAL
SPOUSAL ABUSE	273.5
STAKE OUT	C5
STALKING	646.9
STOLEN VEHICLE IN PROGRESS	10851I
STOLEN VEHICLE RECOVERED	10851R
STOLEN VEHICLE PAST	10851P
STORED VEHICLE	STOREV
STRUCTURE FIRE	SF
SUICIDE	SUICIDE AND SUICIDEF
SUICIDE ATTEMPT	SUICID ATT
SUPPLEMENTAL	SUPP
SUSPICIOUS CIRCUMSTANCES	SUSCIR
SUSPICIOUS MAIL	SUSMAIL

SUSPICIOUS PERSON	SUSPER
SUSPICIOUS VEHICLE	SUSVEH
TRAFFIC COLLISION-INJURY	1181 AND 1181F
TRAFFIC COLLISION-NON INJURY	1182
TRAFFIC COLLISION-UNKNOWN INJ	1183
TEMPORARY RESTRAINING ORDER	TRO
TERRORIST THREATS	422
TEST EVENT	TEST
THEFT OF BIKE	488B
THEFT OF UTILITIES	498
THEFT WITH PRIORS	666
TOW DETAIL	TOW
TRAFFIC PROBLEMS	TRAFFIC
TRAFFIC STOP	TS
TREE FIRE	TF
TREE FIRE STRUCTURES THREAT	TFST
TRESSPASSING	602
UNDER INFLUENCE OF DRUG	11550
UNLAWFUL SEX WITH MINOR	261.5
UNOCCUPIED VEHICLE CHECK	UVC
VAGRANT	VAGRANT
VANDALISM	594
VANDALISM TO VEHICLE	594V
VEHICLE BURGLARY-IN PROGRESS	459VI
VEHICLE BURGLARY-PAST	459V
VEHICLE CHECK	VC
VEHICLE CODE VIOLATION	CVC
VEHICLE FIRE	VF
VEHICLE FIRE STRUCTURES THREAT	VFST
VEHICLE TAMPERING	10852
VIOLATION OF COURT ORDER	166.4
VIOLATION TRO DV	273.6
WARRANT	WARRANT
WARRANT ATTEMPT	WA
WEAPON OFFENSE	12020
WEAPON TURN IN	WEAPON

PHONETIC ALPHABET

A	ADAM	N	NORA
B	BOY	O	OCEAN
C	CHARLES	P	PAUL
D	DAVID	Q	QUEEN
E	EDWARD	R	ROBERT
F	FRANK	S	SAM
G	GEORGE	T	TOM
H	HENRY	U	UNION
I	IDA	V	VICTOR
J	JOHN	W	WILLIAM
K	KING	X	X-RAY
L	LINCOLN	Y	YOUNG
M	MARY	Z	ZEBRA

COMMON CAD NOTE ABBREVIATIONS

AMA	Against Medical Advise
ANSW	Answer (ANS)
ATL	Attempt To Locate
BEH	Behind
BF	Boyfriend
BK	Back
BTW	Between
CB	Call Back
CLR	Clear
CONTS	Contacts
CORR	Correction/Correct
CNT	Contact
DESC	Description
DHER	Desert Hospital Emergency Room
DMG	Damage
DOB	Date Of Birth
DOT	Direction Of Travel
DRMC	Desert Regional Medical Center
FD	Flag Down
FD	Fire Department
FEM	Female
GF	Girlfriend
GOA	Gone On Arrival
HBD	Has Been Drinking
IC	In-Custody
IFO	In Front Of
INC	Including
INT CHK NEG MIN	Interior Check Negative Minimum Traffic
JUV	Juvenile (Juveniles)
LL	Landline
LOC	Location
LS	Last Seen
LSW	Last Seen Wearing
MC	Motorcycle
NIP	Not In Possession
OCC	Occupied
OW	Out With
OS	On-Scene
PL	Parking Lot
POSS	Possible
PROB	Probation

COMMON CAD NOTE ABBREVIATIONS (cont)

PROP	Property
PT	Patient
REF	Reference
RESD	Residence
RESP	Responsible / Responding
REQ	Request
RVSD	Riverside (RIV)
SUBJ	Subject
SUSP	Suspect
THRU	Through
TX	Transport
UI	Under Influence Drugs or Alcohol
UNK	Unknown
UNOCC	Unoccupied
UTL	Unable to Locate
VB	Verbal
VEH	Vehicle
VIC	Victim (VICT)
VMAIL	Voice Mail (VM)
VRP	Victim Refused Prosecution
YO	Years Old
4*6	Code 4/10-6 Busy

STREETS

BTC	Between The Canyons
EPC	East Palm Canyon
GAT	Gene Autry Trail
NPC	North Palm Canyon
SLR	San Luis Rey
SPC	South Palm Canyon
VC	Vista Chino

COLOR CODE ABRREVIATIONS

The following is a list of color codes utilized on a daily basis in the text of calls for service and entry into several different teletype systems. A complete list of color codes can also be found in the Stolen Vehicle System (SVS) Book.

AME	Amethyst
BGE	Beige
BLK	Black
BLU	Blue
DBL	Dark Blue
LBL	Light Blue
BRZ	Bronze
BRO	Brown
CAM	Camoflage
CRM	Crème
GLD	Gold
GRN	Green
DGR	Dark Green
LGR	Light Green
GRY	Gray
MAR	Maroon
MVE	Mauve
MUL/COL	Multi-Colored
ONG	Orange
PNK	Pink
PLE	Purple
RED	Red
SIL	Silver
TAN	Tan
TPE	Taupe
TEA	Teal
TRQ	Turquoise
WHI	White
YEL	Yellow
TOP/BTM	2-Tone Color (ie: BLK/WHI)

STATE CODE ABBREVIATIONS

AL	ALABAMA	MO	MISSOURI
AK	ALASKA	MT	MONTANA
AZ	ARIZONA	NB	NEBRASKA
AR	ARKANSAS	NV	NEVADA
CA	CALIFORNIA	NH	NEW HAMPSIRE
CO	COLORADO	NJ	NEW JERSEY
CT	CONNECTICUT	NM	NEW MEXICO
DE	DELAWARE	NY	NEW YORK
DC	DIST. OF COLUMBIA	NC	NORTH CAROLINA
FL	FLORIDA	ND	NORTH DAKOTA
GA	GEORGIA	OH	OHIO
HI	HAWAII	OK	OKLAHOMA
ID	IDAHO	OR	OREGON
IL	ILLINOIS	PA	PENNSYLVANIA
IN	INDIANA	RI	RHODE ISLAND
IA	IOWA	SC	SOUTH CAROLINA
KS	KANSAS	SD	SOUTH DAKOTA
KY	KENTUCKY	TN	TENNESSEE
LA	LOUISIANA	TX	TEXAS
ME	MAINE	UT	UTAH
MD	MARYLAND	VT	VERMONT
MA	MASSACHUSETTS	VA	VIRGINIA
MI	MICHIGAN	WA	WASHINGTON
MN	MINNESOTA	WV	WEST VIRGINIA
MS	MISSISSIPPI	WI	WISCONSIN
		WY	WYOMING

POLICE JARGON

BACK	Unit to assist
CODE	Code 3 (lights and sirens)
DEUCE	Drunk driver
DR	Case number (report)
ER	Desert Hospital
F	Drunk in public
H&S	Narcotics
IBIS	Input/output Buffer Information Specification (fingerprint ID device)
LOCALS	Contacts
NIP	Not in possession
PAS DEVICE	Preliminary Alcohol Screening Device
PED CHECK	Pedestrian stop
POV	Personally owned vehicle
RP	Reporting party
ROTATION	Tow request
ROUTINE	Unit to assist
SALLY PORT	Jail prisoner loading/unloading area
SOUTH & EAST	South Palm Canyon X East Palm Canyon
T/C	Traffic collision
TRAFFIC	Traffic stop
VETS TRACT	Area south of Ramon Rd and west of Gene Autry
WC	Watch Commander
UI	Under influence drugs or alcohol
X-RAY	Transporting opposite sex
10-95	North end area

GENERAL INFORMATION

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Dress Code (Lexipol Policy1044)			
Time Card			
Overtime Slip (Pink)			
Time Off Slip (White)			
Vacation Requests			
Holiday Policy			
Overtime Sign Up Policy			
Payroll Correction Form			
Expense Report Form			
Training Request Form			
911 Misroutes			
Lexipol Manual			
Intra-Department Memo			
Department Policy Book			
Expense Report Form			
Monthly Training Book			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

EQUIPMENT

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Vesta Telephones			
9-1-1 Printer			
Headsets			
9-1-1 Switches			
GST Mapper			
Edom Hill Alarm			
Satellite Phone			
City & Station Cameras			
ERICA Radio System			
MDC's			
Fax Machine/Printer			
Property Room Alarm			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

CELL PHONE / INTERNET

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Lexipol Policy 702			
Department E-mail			
Riverside Data Warehouse			
Google Maps			
Everbridge			
Cal-Photo			
Facility Dude			
Plan-It Scheduling			
Court Computer / Probation			
CLEW			
PSPD Website (PSPD.COM)			
Text To 911			
Carfax			
Fone Finder			
NOAA (weather)			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

Trainer Date

GEOGRAPHY

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Map Reading / Using Google Maps			
Landmarks			
Beat Maps			

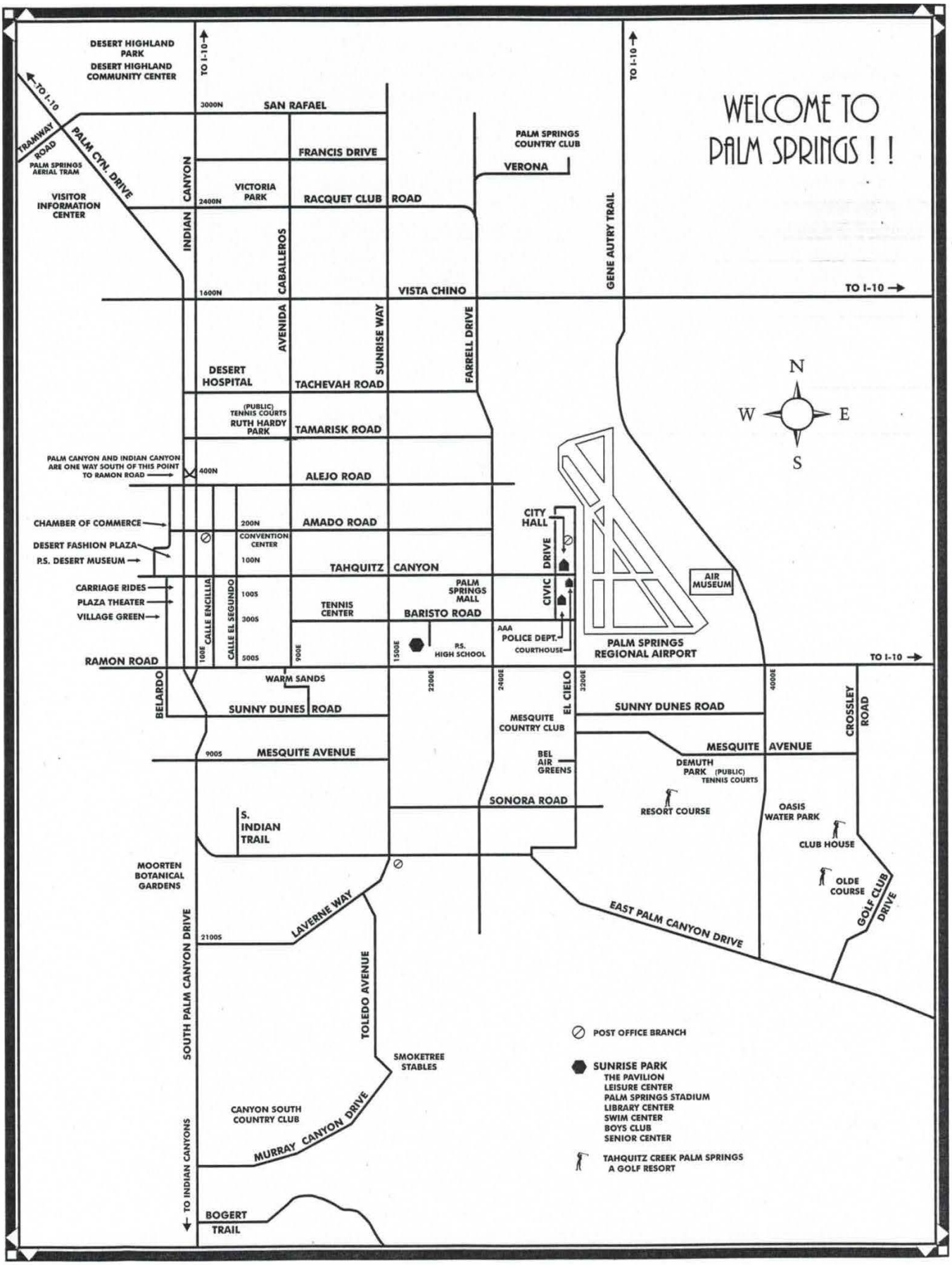
The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

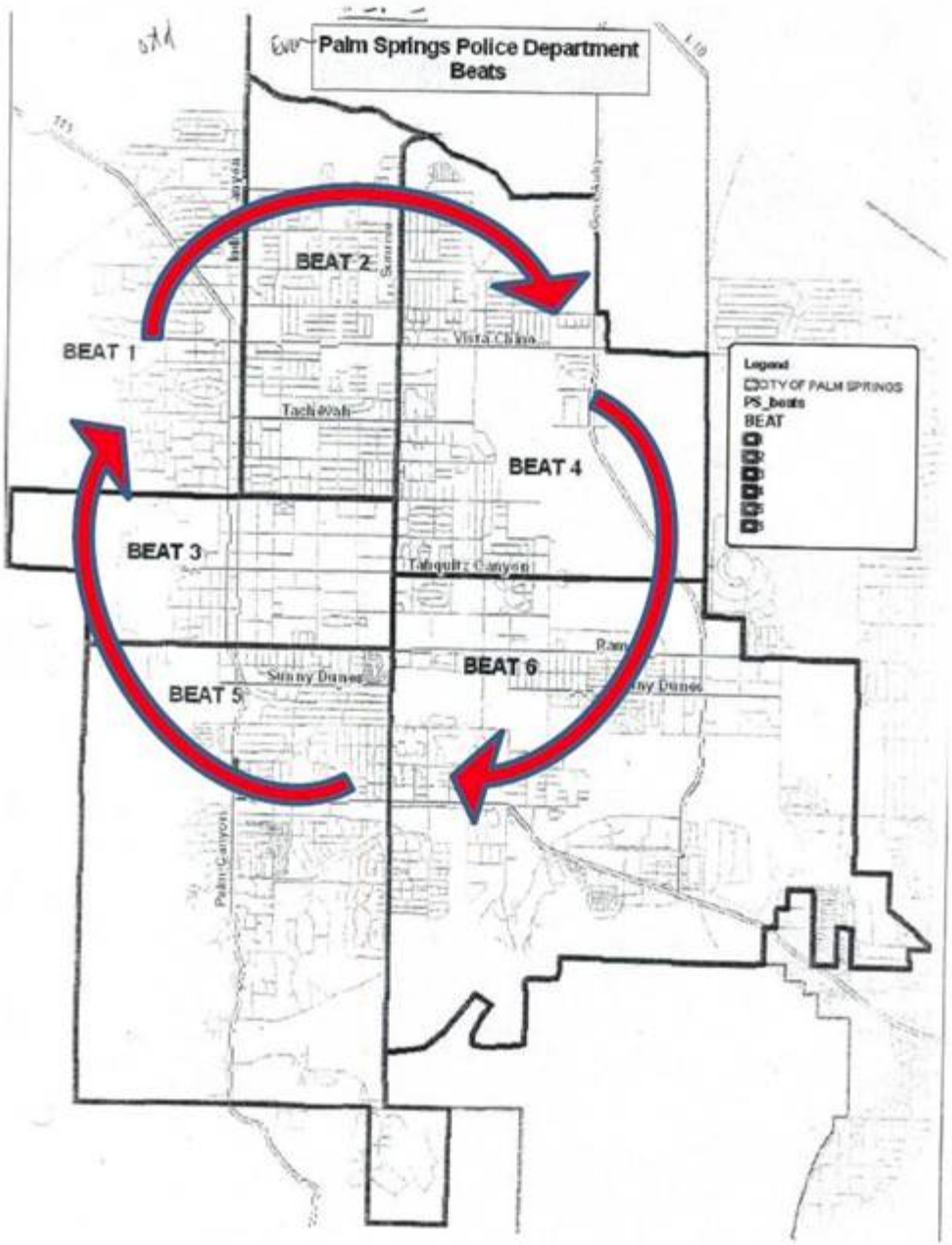
_____

Trainee Date

_____

Trainer Date


WELCOME TO PALM SPRINGS ! !
DESERT HIGHLAND PARK
DESERT HIGHLAND COMMUNITY CENTER
TO I-10
TRAMWAY ROAD
PALM SPRINGS AERIAL TRAM
PALM CYN. DRIVE
VISITOR INFORMATION CENTER
3000N
SAN RAFAEL
FRANCIS DRIVE
PALM SPRINGS COUNTRY CLUB
VERONA
INDIAN CANYON
2400N
VICTORIA PARK
RACQUET CLUB ROAD
GENE AUTRY TRAIL
CABALLEROS
1600N
VISTA CHINO
AVENIDA
SUNRISE WAY
FARRELL DRIVE
DESERT HOSPITAL
TACHEVAH ROAD
(PUBLIC) TENNIS COURTS
RUTH HARDY PARK
TAMARISK ROAD
N
W
E
S
PALM CANYON AND INDIAN CANYON ARE ONE WAY SOUTH OF THIS POINT TO RAMON ROAD
400N
ALEJO ROAD
CHAMBER OF COMMERCE
200N
AMADO ROAD
CITY HALL
DESERT FASHION PLAZA
CONVENTION CENTER
P.S. DESERT MUSEUM
100N
TAHQUITZ CANYON
DRIVE
CIVIC
AIR MUSEUM
CARRIAGE RIDES
PLAZA THEATER
VILLAGE GREEN
CALLE ENCILLIA
CALLE EL SEGUNDO
100S
300S
500S
TENNIS CENTER
PALM SPRINGS MALL
BARISTO ROAD
AAA
POLICE DEPT.
COURTHOUSE
P.S. HIGH SCHOOL
PALM SPRINGS REGIONAL AIRPORT
RAMON ROAD
100E
900E
1500E
2200E
2400E
3200E
4000E
BELARDO
WARM SANDS
SUNNY DUNES ROAD
EL CIELO
MESQUITE COUNTRY CLUB
CROSSLEY ROAD
9005
MESQUITE AVENUE
BEL AIR GREENS
DEMUTH PARK (PUBLIC) TENNIS COURTS
SONORA ROAD
RESORT COURSE
OASIS WATER PARK
S. INDIAN TRAIL
CLUB HOUSE
MOORTEN BOTANICAL GARDENS
OLDE COURSE
GOLF CLUB DRIVE
LAVERNE WAY
EAST PALM CANYON DRIVE
2100S
SOUTH PALM CANYON DRIVE
TOLEDO AVENUE
SMOKETREE STABLES
CANYON SOUTH COUNTRY CLUB
MURRAY CANYON DRIVE
TO INDIAN CANYONS
BOGERT TRAIL
POST OFFICE BRANCH
SUNRISE PARK
THE PAVILION
LEISURE CENTER
PALM SPRINGS STADIUM
LIBRARY CENTER
SWIM CENTER
BOYS CLUB
SENIOR CENTER
TAHQUITZ CREEK PALM SPRINGS A GOLF RESORT


Palm Springs Police Department Beats
BEAT 1
BEAT 2
BEAT 3
BEAT 4
BEAT 5
BEAT 6
Vista Chino
Tachevah
Tahquitz Canyon
Sunny Dunes
Palm Canyon
Legend
CITY OF PALM SPRINGS
PS_beats
BEAT

BEAT 1 (adjacent 2 & 3)

Boundaries

North	City limits
South	Alejo Rd
East	N Indian Canyon
West	City limits-mountains

Major Streets

N Indian Canyon	N Palm Canyon
Alejo Rd	Tachevah Dr
Vista Chino	Racquet Club
Via Escuela	San Rafael Dr

Land Marks/Hot Spots

Arrive Hotel	Days Inn
Visitor Center	Palm Springs Hotel
Sandalwood Hotel	Carlton Hotel
Palm Springs Inn	PS View Estates
PS Villas I & II	Amtrak Station
Monroe Hotel	PS Tram
Racquet Club Inn	Arco – Indian Canyon
Julian's Market	Pilot Travel Center
Denny's North	Denny's Central
Lumberman's	Mountain Gate
Billy Reeds Restaurant	PS Liquor
Larry's Liquor	Old Range
Las Palma's Liquor	7-11 NPC
Windmill Farms	Desert Highland Park
Francis Stevens Park	Toucans
Radio Rd Business Park	The Rock
10-95 /Gateway Estates	Little Tuscany Area
Off Road Rentals	7-11 Vista Chino
Las Palmas Area	

BEAT 2 (adjacent 1 & 4)

Boundaries

North	City Limits
South	Alejo Rd
East	N Sunrise Wy
West	N Indian Canyon Dr

Major Streets

N Indian Canyon Dr
Tachevah Dr
E Racquet Club Rd
E San Rafael Dr
N Sunrise Wy
E Alejo Rd
E Vista Chino
E Via Escuela
N Avenida Caballeros

Land Marks/Hot Spots

Desert Hospital
Hanson House
Katherine Finchy School
Vista Del Monte School
Sunrise Village MHP
Parkwood Apts
Indian Canyon Gardens
Coyote Run I-II
Vintage Palms
Albertsons Shopping Center
Victoria Park
Ruth Hardy Park
Park San Rafael
Rick Weiss Apts
El Mirador Tower/Building
Raymond Cree Middle School
Palermo Complex
Murano Complex
Sunrise Palms
Sunnyview Villas
Riviera Hotel
Four Seasons West
Enclave Complex
PSFD Fire Station 3
Wellness Park
Colony El Mirador
Desert Aids Project

BEAT 4 (adjacent 2 & 6)

Boundaries

North	City limits
South	E Tahquitz Canyon Wy
East	City Limits-Cathedral City
West	N Sunrise Wy

Major Streets

N Sunrise Wy
E San Rafael Dr
N Farrell Dr
E Tahquitz Canyon Wy
Tachevah Dr
E Vista Chino
E Racquet Club Rd
E Via Escuela
N Gene Autry Tr

Land Marks/Hot Spots

Golden Sands MHP
7-11 Sunrise
Walgreens
PS Country Club
Escena Complex
Fed Ex
PS Air Museum
Montalvo Business Park
City Yard
PSFD Fire Station 2
Atlantic Aviation
PS Fire Training Center
Verizon Building(Sunrise)
Mojave Blue Apartments
Sage Apartments
Tahquitz Court Apts
Desert Crest Apartments
Stater Brothers Shopping Center
AM PM
Del Taco - Sunrise
Fiesta Market
Weather Gates at washes (VC & GAT)
Desert Sun
Skywest
City Hall
Car Rental Lots (N Civic Dr)
Desert Medical Group
ABOP
Stroke Activity Center
UPS
Sahara Apartments
Four Seasons East
PS Village Apartments

BEAT 3 (adjacent 1 & 5)

Boundaries

North	Alejo Rd
South	Ramon Rd
East	Sunrise Wy
West	City limits-Mountains

Major Streets

Palm Canyon Dr	Alejo Rd
Indian Canyon Dr	Amado Rd
Calle Encilia	Andreas Rd
Calle El Segundo	Tahquitz Canyon Wy
S Sunrise Wy	Baristo Rd
Belardo Rd	Ramon Rd

Land Marks/Hot Spots

Starbucks	Rowan Hotel
Mercado Plaza	See's Candy
Village Pub	Las Casuelas Terraza (& Original)
Village Green	Marquis Apartments
Palm Mountain Resort	Tennis Club
Spencer's Restaurant	Kaiser Grill
Arenas Rd Bars	Carriage Spot
Chase Bank	Rite Aid Downtown
Convention Center	Rite Aid Sunrise Wy
Baristo Park	IHOP
Ralphs / 425 S Sunrise	Gallery Apts
PSFD Fire Station 1	Latitude 33 Apartments
Rancheria Del Sol Apts	Pacific Palms Apartments
Biarritz Condos	Spa Resort Casino
Hilton Hotel	Hyatt Hotel
Las Brisas Hotel	Renaissance Hotel
Courtyard Marriott	Extended Stay Hotel
Indian Cemetery	Desert Museum
O'Donnell Golf Course	Parking Structure

BEAT 5 (adjacent 3 & 6)

Boundaries

North	Ramon Rd
South	City limits
East	S Sunrise Wy
West	Mountains

Major Streets

Ramon Rd
Mesquite Av
S Belardo Rd
Morongo Rd
S Palm Canyon Dr
E Palm Canyon Dr
Sunny Dunes Rd
Camino Parocela

Land Marks/Hot Spots

Zeldas / Sun Center
Tennis Court Apts
Steinmart
Lyon's English Grille
Sahara MHP
Palm Canyon MHP
De Los Reyes Hotel
Musicland Hotel
Desert Lodge Hotel
Motel 6 Central
PSFD Fire Station 4 (closed)
Trading Post/Reservation
Palm Canyon Resort & Spa
Sagebrush Apartments
Rocky's Pawn Shop
Ocotillo Lodge
Caliente Tropics
Cahuilla Elementary School
Deepwell Neighborhood
Elmer's
Warm Sands Area / Hotels
Tahquitz Mesa Villas
KFC
Starbucks South
Chevron SPC
Ace Hotel
V Hotel
Motel 6 South
Quality Inn
Indian Canyon Golf Course
Andreas Hills
Alta Complex
Indian Canyon Golf Club
Monte Serrano Complex
Tool Shed Bar
Builders Supply

BEAT 6 (adjacent 4 & 5)

Boundaries

North	E Tahquitz Canyon
South	South City limits
East	City Limits-Cathedral City
West	S Sunrise Wy

Major Streets

E Ramon Rd
E Sunny Dunes Rd
Camino Parocela
S Gene Autry Tr
E Tahquitz Canyon Wy
S Farrell Dr
Crossley Rd
Golf Club Dr
E Mesquite Dr
Dinah Shore Dr
E Palm Canyon Dr
Kirk Douglas Wy

Land Marks/Hot Spots

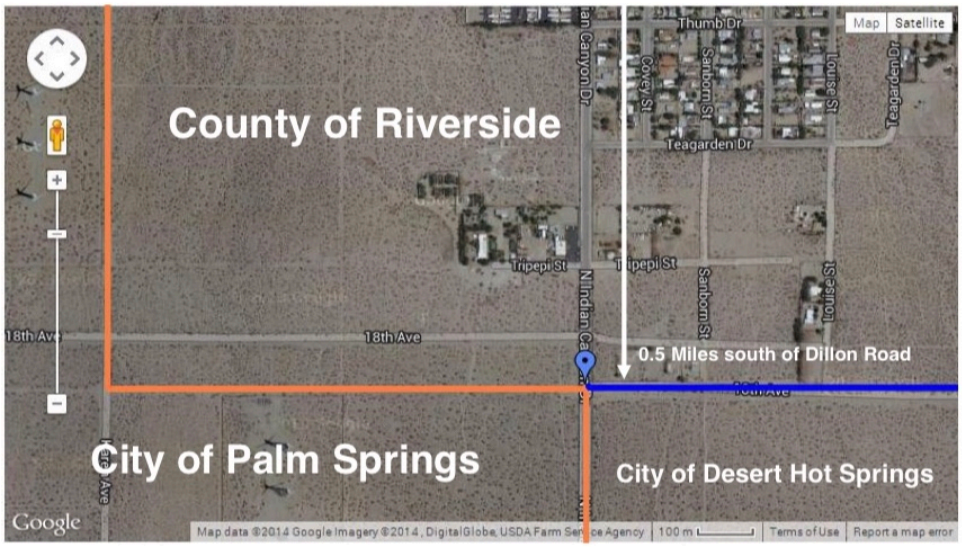
Dinah Shore Bridge
Walmart
Bank of America - Ramon
Airport
PS Pointe Apts
Mizell Senior Center
Mesquite Country Club
Tahquitz Creek Golf Course
YMCA
Cielo Vista Elementary
Wet N Wild
PS Mall (closed)
BMW Dealership
Parker Hotel
Ralphs Smoktree (Wells Fargo)
Bank of America (EPC)
Tru Value Hardware
Canyon National Bank
Saguaro Hotel
Southridge Area / Bob Hopes House
Office Depot
Petsmart
Lowe's
Del Taco
Home Depot
PSPD
Sunrise Park
Palm Springs High School
Vets Tract
Demuth Park
Waste Water Treatment
PSFD Fire Station 5
Jack in the Box - Ramon
Jack in the Box – Tahquitz
Oasis Hotel
Von's Rimrock
Smoketree Commons
Smoketree Plaza
Smoketree Ranch
Horizon MHP
Pintura Complex
La Palme Condos

PALM SPRINGS CITY LIMITS

2014

Look For the Botts' Dots

To Locate the "PS" Arrow

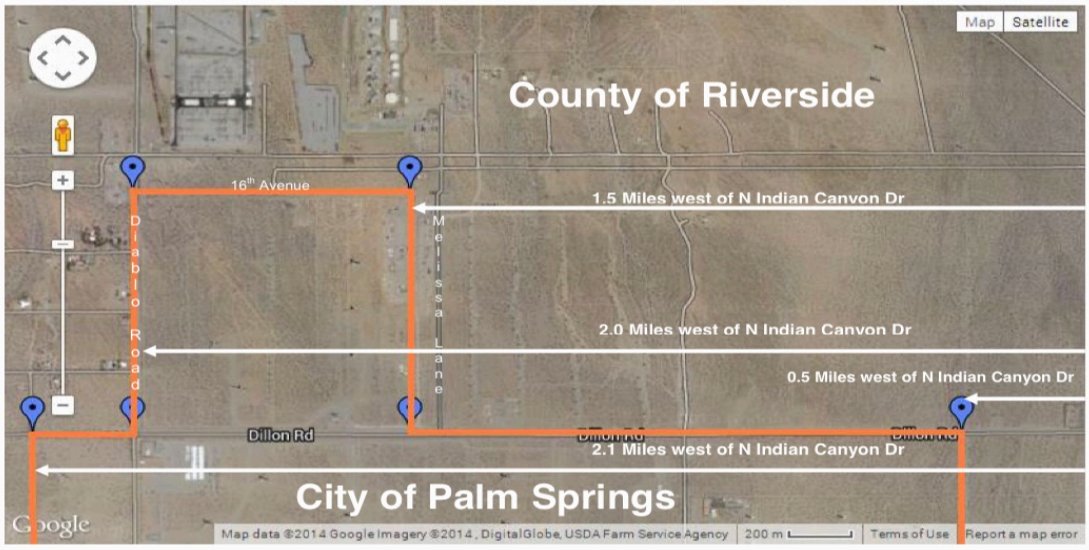


North Indian Canyon Drive south of Dillon Road

= Botts' Dot

North Indian Canyon Drive and I-10

= Botts' Dot



City Limits north of Interstate 10

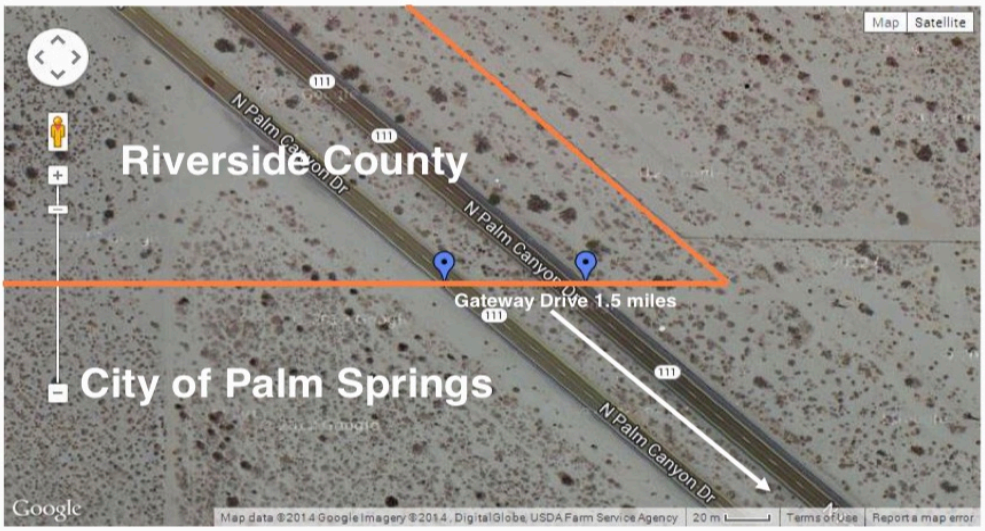
= Botts' Dot

SR111 and Snow Creek

= Botts' Dot

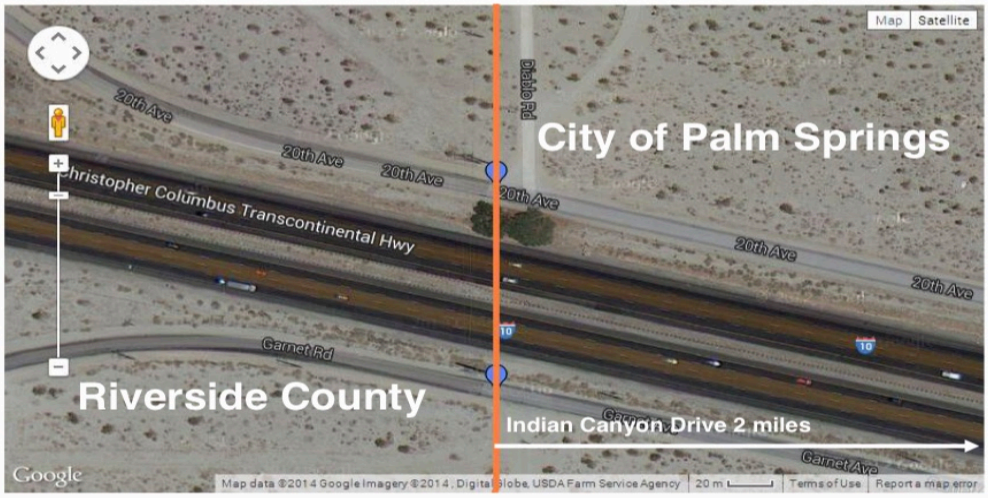
SR111 west of Tipton Road

= Botts' Dot



SR111 north of Gateway Drive

= Botts' Dot



20th Avenue west of North Indian Canyon Drive

Garnet Avenue west of North Indian Canyon Drive

= Botts' Dot

Vista Chino at the Wash

= Botts' Dot

Gene Autry Trail and I-10

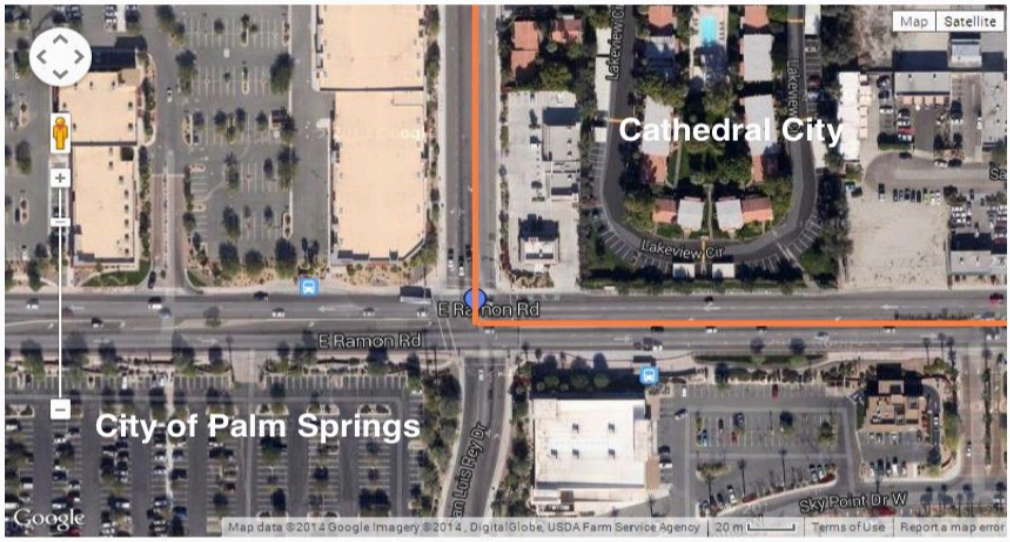
= Botts' Dot

San Joaquin Drive south of Mission Drive

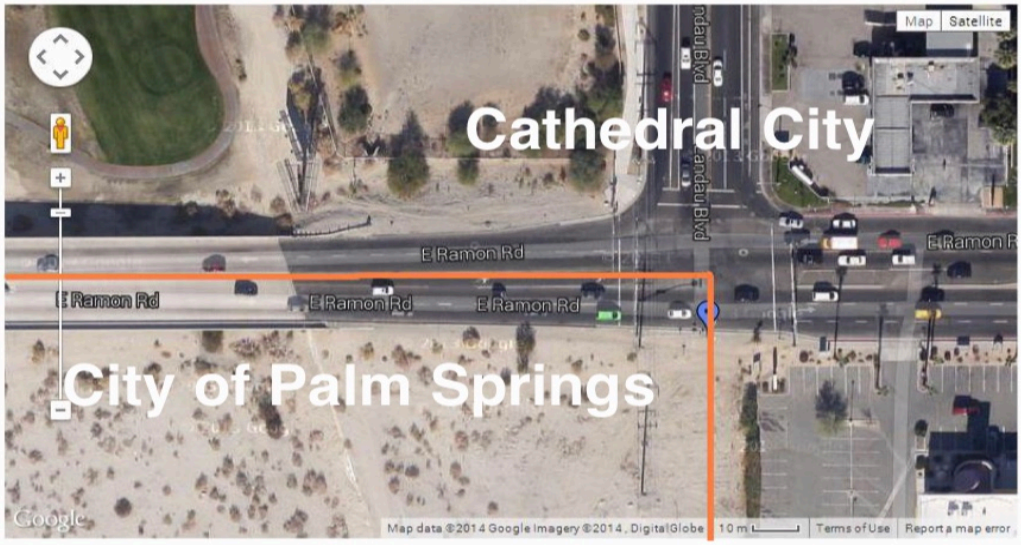
= Botts' Dot

San Luis Rey Drive north of Ramon Road

= Botts' Dot

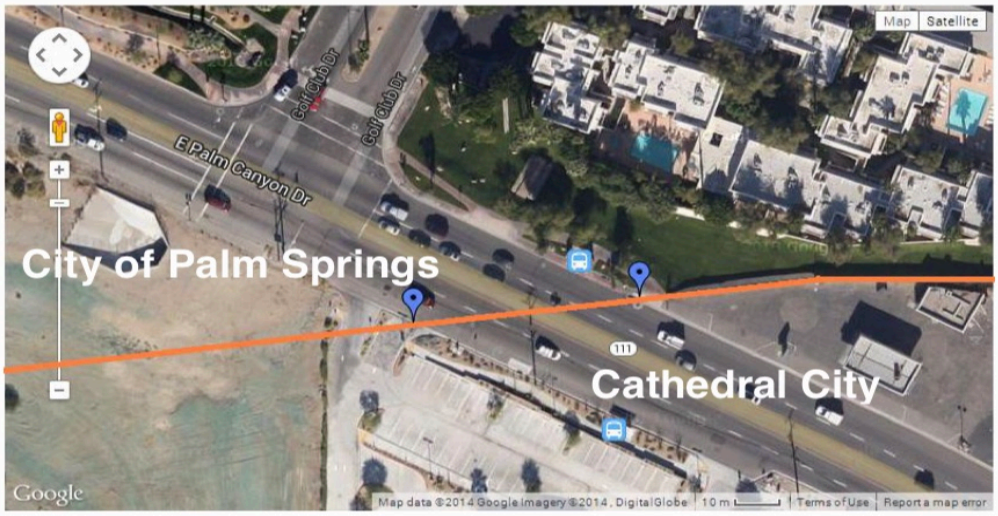


Ramon Road and San Luis Rey Drive



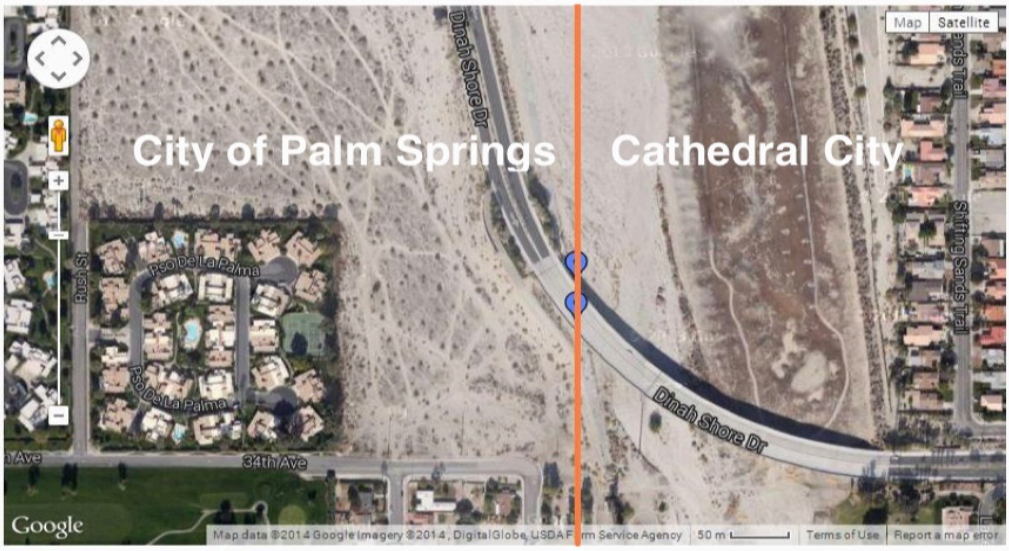
Ramon Road and Landau Blvd

= Botts' Dot



East Palm Canyon Drive and Golf Club Drive

= Botts' Dot



Dinah Shore Bridge

= Botts' Dot

HUNDRED BLOCKS NORTH & SOUTH

Garnet Av	6600 N
Rosa Parks Road	3800 N
San Rafael Drive	3000 N
Racquet Club Rd	2400 N
Vista Chino	1600 N
Tachevah Drive	1000 N
Alejo Road	500 N
Amado Road	300 N

TAHQUITZ CANYON DR/PALM CANYON DR 100 N/S (blocks get larger from this intersection)

Baristo Rd	300 S
Ramon Road	500 S
Mesquite Avenue	1000 S
East Palm Canyon	1600 S
La Verne Way	2000 S
Murray Canyon	2800 S
Bogert Trail	3200 S

- EVEN numbered addresses are generally on the NORTH & EAST side of the street
- ODD numbered addresses are generally on the SOUTH & WEST side of the street

HUNDRED BLOCKS WEST & EAST

Monte Vista Dr	500 W
Belardo Road	200 W
PALM CANYON DR/TAHQUITZ CANYON WY	100 W/E (blocks get larger from this intersection) (* see note below)
Indian Canyon Dr	100 E
Calle Encilia	300 E
Avenida Caballeros	1000 E
Sunrise Way	1600 E
Farrell Drive	2400 E
El Cielo Road	3200 E
Gene Autry Trail	5000 E
Golf Club Drive	5300 E
Crossley Rd	5700 E
Ramon Bridge	6000 E

(* At the intersection of N Palm Canyon and Vista Chino, N Indian Canyon Dr becomes the dividing street for East and West designation)

- EVEN numbered addresses are generally on the NORTH & EAST side of the street
- ODD numbered addresses are generally on the SOUTH & WEST side of the street

DISPATCH TRAINING MANUAL
GENERAL INFORMATION

CALL TAKING

Voice Quality
You should speak slowly and clearly on the telephone and with adequate volume. If callers cannot hear or understand you, you will have to repeat your questions, which wastes time.

Your voice should project authority and knowledge, backed by a certainty of what you are telling the caller. If you are hesitant or seem unsure, the caller will question your answers and your ability to help.

Use plain language when dealing with the public; never use ten codes, legal terms or law enforcement jargon.

Telephone Greeting
All calls to the communications center are potential emergencies therefore you must promptly answer all incoming calls. If you are not able to immediately handle the call because of other incoming calls, radio traffic or visitors in the Center, answer the call and ask the caller “do you have an emergency”? If the caller states “no”, ask them to please hold. If the caller indicates they do have an emergency, regardless of the activity in dispatch, you must proceed with the telephone call and handle appropriately.

Different telephone lines are answered somewhat differently. Answer the different phone lines in the following manner:

*In-house lines (8111/8574/8575) “dispatch” or “communications”
*911 lines “911 what is your emergency”
*Emergency lines (327-1441) “police and fire departmentS”
*Ringdown/Report lines “communications” “police and fire”

Answering Priority
The possibility of capturing a criminal increases as the response time decreases. A response to emergency medical calls must be made in an expedient manner or a victim may suffer from irreversible effects of a heart stoppage. Response to fires must also be rapid for obvious reasons. For these reasons calls received on the 911 or emergency lines shall always receive top priority over other Communication Center activity. Calls on the direct/in-house lines should be answered in next order, then the business lines. With the Vesta phone system if you answer every call by clicking the “PRIORITY” key it will automatically answer incoming calls in the correct order.
If you put a caller on hold write down any preliminary information so the caller will not have to repeat themselves when you return to their call.

If you encounter a call that you cannot handle or refer within a short period of time, refer the caller to your trainer for resolution. While in training it is important that you remain available to answer all incoming calls.

Etiquette

When dealing with callers you are required to maintain a polite, professional and friendly tone. You are not expected to tolerate profanity or verbal abuse from callers, nor are you permitted to be profane or verbally abusive to them. If the caller has a legitimate request of the police department, obtain as much information as possible and create a call for service. Do not become involved in an argument. If the caller does not have a police department problem but persists on talking, refer them to your trainer by explaining that you have other calls to handle.

If you determine that you cannot provide a service to a caller, explain to them why. Inform them of the department's policy on the subject, that the problem is in a different jurisdiction, that we handle certain calls by on-line reporting, etc. Never simply tell a caller "no, we can't do that".

If you know <u>for sure</u> what sex the caller is, then you should use the person's last name when addressing them (Mr. White, Mrs. Brown), especially if you must place a call on HOLD. Sometimes the phone distorts voices and you may be unable to tell what sex your caller is, or their name is not gender specific. In this case, refer to them by their first name, instead of "Ma'am" or "Sir". Refrain from being overly friendly and using "dear" or "sweetheart" to refer to a caller.

You should always maintain a business like attitude when taking calls, even if the situation seems humorous. You should sound sympathetic and never make light of a caller's situation. Don't make jokes or relate funny stories to illustrate a point, the caller may not get your punch line. If the caller comments that the situation is funny or odd you might agree but never make them feel foolish. Do not use slang words or terms like "no worries" or "cool", etc. And clarify what the RP means if they use slang terms like "barely right now" or something that might have multiple meanings.

You shall not make remarks critical of any race, class or group of people. The police and fire departments provide service to anyone who has proper need, without regard to other factors.

You should not attempt to educate a caller in terminology or the law. This may result in making the caller defensive and start an argument. For example, if a caller says they've been "robbed", don't feel compelled to explain that it's really a burglary. Instead, question them about the circumstances of the crime:

> "someone broke into your home while you were away?"
> "yes"
> "We can send an officer out to take a burglary report. What is your address?"

You are required to identify yourself to any citizen who requests it. You can do this by giving your first or last name, your ID#, or your Dispatcher #. Many abusive callers try to put the

Dispatcher on the defensive by asking for their name. If the Dispatcher refuses, the caller then takes advantage of the Dispatcher's defensive position and will make further complaints. The easiest way to handle these callers is to immediately identify yourself by one of the above means, and offer to connect the caller to a supervisor to resolve any complaint.

If a caller is upset, hysterical, hostile or angry, a suggested phrase is "I understand that your angry (upset, etc) about this, but I need to ask you some questions so that an officer can respond". This will demonstrate that you sympathize with them, that you intend to send assistance, but you need to obtain certain information to do your job.

If the caller is verbally abusive and it's obvious you cannot interact with them ask them to hold and refer them to your trainer, supervisor or another Dispatcher. In most cases double teaming will resolve the initial conflict.

Many times a sincere apology for a dispatch delay, previous misunderstanding or another dispatcher's actions will satisfy the caller and put the call back on track. You should never feel defensive about admitting a mistake. Apologize, give them the correct information and then move on to helping them with their problem.

Do not raise your voice in anger. Do not take anything the callers say to you personal. Remember, they are calling because they had a bad day and need help.

You may receive complaints from citizens concerning a lack of courtesy or mishandling of a telephone call. You are subject to discipline for verified complaints including oral or written reprimands.

Control Of Conversation

It is important that you maintain control of all telephone conversations so that you obtain all the necessary information in the least amount of time. Talkative or insistent callers are difficult to question and may take a longer time to handle.

The caller usually knows what occurred but not how to report it. It is up to you to direct the caller's knowledge into meaningful answers. You may ask the person to slow down and allow you to ask direct questions. Or a suggestion would be "take a deep breath, and let me ask you some questions". Anything that will momentarily divert their attention yet let them know that you are trying to help them will assist in maintaining control.

The most effective tactic is asking short, specific questions, such as their name, address, telephone number, where they are exactly, etc. The questions should be geared to obtaining relevant information and should maintain a flow in conversation free of interruptions. If you pause too long or become sidetracked with other duties, control of the conversation will end and you will have to work to re-establish control.

If you need to interrupt a caller, put a caller on hold, missed something they said, etc, here are possible phrases you could use:
"I'm sorry, I couldn't hear you, I had a 911 call ringing in my ear (or police/fire radio traffic in the background). Can you repeat that?"
"Sorry to interrupt, I have to answer the police/fire radio."
"I'm sorry, your phone cut out. Can you say that again?"
"I need to put you on hold so I can answer a 911 call."

Advising the callers of radio traffic or 911 calls lets them know that they have called an emergency dispatch center and they tend to be more understanding, thus decreases their chance of complaining.

Foreign Language Callers

If a foreign language caller calls in on 911 you can select the 911 transfer button, and select "translator". If the non-English speaker calls on the 7 digit phones; place the call on hold, use the same method to call the translator then conference the 2 lines together. You must stay on the line and direct the line of questions. Rememberthat a translator is not trained as a 911 call taker. You will have to establish the information that is necessary. In the event of a non-English speaking disconnect, you can direct call the translator and have them call and conference the call.

Collect Calls

The police and fire departments do not accept collect calls.

Chronic Callers

Each call to the police and fire departments should be carefully screened, even those calls from persons who call very frequently with non-incidents. Chronic callers will have legitimate requests of the police from time to time. You must question them each time to determine the situation before you dispose of the call.

Calls from Juveniles/Elderly

Be particularly sensitive to calls from children and the elderly. They may initially seem confused as to why they are calling and may not be able to express themselves completely. Never assume that they are merely pranksters or senile. You must ask specific questions to find out why they are calling the police department.

Always obtain a child's name and telephone number first. Use their name when talking to them. You may ask to speak to an adult or their mother and/or father but be aware that they may be calling about a problem involving their parents and won't want to give them the telephone.

Talking with an elderly person may require more time to obtain sufficient information. Details such as where they live (a rest home, hotel, hospital), if they are alone, and the location of persons they may mention will give clues as to why they are calling.

If you have any doubt as to the welfare of child or elder complete an appropriate call for service explaining the circumstances and have an officer respond.

Incomplete Phone Calls

Occasionally a caller will hang up, be disconnected or simply drop the telephone before giving you all the information you need. This may be due to a medical problem, panic, or an accident. Never assume that incomplete calls are pranks or persons reaching a wrong number. From the information you were able to obtain you must decide whether an emergency actually exists. If so and the caller was able to give you a location, dispatch normally. If you have not location but do have a telephone number, start tracing procedures. If the caller hangs up try calling them back to obtain more information.

Calls received on the emergency lines (not 911) often come through an operator who will be able to provide a telephone number of the caller.

You are required to diligently follow up on incomplete calls. Remember that a fire, medical problem or in progress crime may have interrupted a caller.

911 Calls

The ANI/ALI display on the Vesta Telephone system supplies you with a lot of information. It should list the correct agency name, the name registered with the telephone company, phone number and address. If it is a cell phone caller it should have the cell site and the lat/long of the caller. When answering the 911 call immediately scan the ANI/ALI display for the caller's address and telephone number. Verify the information with the caller. If a caller is reporting an emergency in another jurisdiction, transfer them or refer them to the proper agency.

All misdirected 911 calls need to be handled appropriately and then brought to the attention of the 911 coordinator in Riverside via incorrect ALI report. If no information appears, "RECORD NOT FOUND", get the caller's phone and location as soon as possible. An incorrect ALI report will need to be filed.

If for some reason, our department is unable to answer our own 911 calls we can route them to a designated, adjacent agency. This is different than receiving a single misdirected 911 call.

Do not rely on the address information displayed on the screen. Always confirm with the caller their address. The telephone number is electronically derived and is always correct, unless there is a major equipment failure. However, the address information is based on entries made by telephone company employees and may have been changed or entered in error

TELEPHONE RECAP:

- Answer telephone calls within 2 rings
- Answer with the appropriate phrase
- Listen attentively and ask thorough questions politely
- Use Mr., Mrs., or Ms with the caller's name
- Remember "thank you" and "you're welcome"
- Try not to place a caller on hold for more than 60 seconds at a time
- When you come back on line say "thank you for holding"
- Determine if the call requires police or fire services
- If transferring a caller, give the extension/phone number and say "I'll transfer you"
- Provide the proper advice if no call for service is required
- Ask all appropriate questions and confirm your information
- Obtain full descriptions and locations.
- Keep the caller on the line if call is in progress and it is safe to do so
- Terminate the call by telling the caller what will happen next; "we will be sending an officer out to speak to you"
- Never refuse to provide your name to a caller if they request it
- If you know there will be an extended delay advise the caller of this
- If a call has been pending (usually 30 or more minutes) call the RP back and explain the delay
- Refer callers to your trainer, supervisor or senior dispatcher if necessary

COMPLAINT TAKER/PSAP

Beginning approximately week 3 of your training your primary duties will be that of complaint taker/PSAP (public service answer point). Your duty is to answer telephone inquiries from the public, and take calls for service. You will also be required to perform many other duties to assist your partners and the field personnel. Duties not limited to making calls to citizens, tow companies, utilities, learning how assemble booking packages and do computer entries.

Dispatchers handle all types of incoming calls, administrative, emergency oriented, public inquiries, etc. The following section pertains to police related type calls.

ACCURACY

It is vital to the safety of each officer on the street that you be accurate in your work. You must never sacrifice accuracy for speed. This is especially true when taking information from callers reporting crimes and relating suspect information. The suspect description that is broadcast is taken directly from your information obtained and logged on a call for service. This information is used by an officer in the field to detain a suspect, search a vehicle or to use deadly force. The consequences of being careless could be disastrous.

When receiving calls it is essential that you listen and hear everything that the person is saying, also known as “active listening”. It takes practice to listen and type at the same time, and to do both tasks well. Do not make assumptions from the caller’s statements. Let the caller speak for themselves and ask questions that clarify the caller’s statements.

For instance, if a caller says that he just heard several gunshots question the caller on exactly what was heard, why he believes they were noises from a firearm, how many shots were heard, what caliber they may have sounded like, which direction they came from, if any vehicles were seen or heard leaving the area or anyone heard in distress.

When a caller starts to use phrases like “harassing me”, “bothering me”, “hanging out” or “fighting” you will need to clarify these statements. Ask them, “exactly what are they doing that they are harassing you”, “are they physically fighting or just arguing”. Narrow down the specific activity by asking specific questions.

When you record the information try to express the caller’s words exactly. You cannot and should not try to writ the caller’s words verbatim; but you should also not make conclusions. Example, if an alarm company phones with an alarm and tells you “the business should be closed”, do not type “business closed” on the entry. Write “alarm company advises business hours of ……”

JURISDICTION

You must verify jurisdiction on each call for service. PSPD does not usually investigate incidents occurring outside the City limits. Exception to this rule would be by approval of the Watch Commander. Know your boundaries! You will find it very useful to be familiar with neighboring cities response areas.

If a caller is unsure of the location of the offense, the crime report should be reported to the agency where the victim lives. If the victim knows the crime location but it is near the City limits dispatch an officer to determine jurisdiction.

SCREENING CALLS

The task of a dispatcher handling calls for service is to obtain the necessary information, route the caller to the proper person or agency and to dispatch the proper emergency response. At the same time, the dispatcher screens out those calls not appropriately handled by the police department or which are not considered emergencies. We do this by proper screening and asking questions that elicit the most information in the least amount of time.

Citizens call the police department for many reasons; to report crimes, to ask legal advice, to ask for services provided by other City or private agencies or make general inquiries for information. The dispatcher must know what services the police department provides and which they do not. We must know what group within the department handles each situation.

Often it is difficult to determine why a person is calling. The first questions you ask should seek to determine if they have a QUESTION or want to REPORT A CRIME.

QUESTIONS:
The person most knowledgeable to answer them should field questions from citizens. If the question is general, simple and you know the answer, you may provide the answer. If the question involves specialized knowledge and a bureau unit is on duty, direct the caller to that bureau. If the question is about a previously reported incident, direct the caller to the original handling officer or the detective handling their case.

A dispatcher is not permitted to give legal advice, or give a caller an opinion on the best course of action involving a legal matter. You must refer callers to an attorney for specific interpretations of the law, advice or opinions. However, you may tell a caller what provisions of the law may apply to an incident and explain police department procedures for a situation.

INFORMATION:
Callers may report information about previous incidents or new incidents. If the incident has already been reported and a report taken, further information should be directed to the original handling officer or the detective bureau. If the incident is new and is something handled by the police then you will complete a call for service in CAD to be dispatched to an officer.

NON-EMERGENCY:
Proper questioning is used to determine if a crime is in progress or is something that is considered a non-emergency. If a referral is necessary for a non-emergency that doesn't not require police contact, you should give the caller specific information (as possible) so they can determine how to help themselves. If for instance, they have an animal problem provide them with a suggestion to contact animal control and provide them the phone number.

EMERGENCY:
When a person telephones the police department to report an emergency, it is the first link in a chain which may ultimately lead to prison for the person responsible. The first call may also be the last call. The person's statements and demeanor may be very significant to the officer responding and to a prosecutor standing before a jury trying for a conviction. The dispatcher should be attentive to every word, the caller's demeanor and background noises that may give important clues as to what is happening.

If the caller has an emergency situation, you will complete a CAD call and forward the call to the police dispatcher. In cases where another public safety agency has jurisdiction, you will transfer the caller or relay the information, or provide the correct phone number to the caller.

In many cases the caller may sound like they don't know what is happening or what to do. They only know certain facts. In these cases it is up to you to determine if they are reporting a crime or are in need of assistance. Never let the caller decide if the police or fire department is needed; you are the best judge based on the facts as described by the caller.

Take charge of the conversation at the beginning; don't simply listen to what the person is saying. Ask them specifics. This technique will quickly obtain the most useful information. While you should not echo everything they say, do repeat the address or location information so there is no misunderstanding. Ask them the following questions:

- What happened?
- Weapons involved?
- Under influence?
- When did it occur?
- Where did it happen?
- Who is involved?
- Any vehicles involved?
- Direction of travel for person or vehicle?
- RP information, including where they are now

Avoiding "WHY" questions will eliminate the "yes, no" answers. You want the RP to provide you with complete, full answers. Type everything significant they say, do not rely on your memory. If necessary ask them to slow down so that you don't miss anything.
While it is never a requirement that a caller identify himself/herself in order to request police service, crimes require identifiable witnesses to point out the victim, location and/or suspect. It is important to know who is calling and where they are. Ask the caller for his/her name. Tell them that the police need a name person to report the crime so that the police may take direct action, make an arrest, prosecute, etc. Attempt to assure the person that they will not be identified in the field but never tell them "you won't have to go to court". If they are reporting a crime in progress, ask them to stay where they are so that a police officer may contact them.

In addition to the above, we have a saying in dispatch; NO VICTIM, NO CRIME. If the caller is the victim of a crime but does not want any contact and will not cooperate with the police, we would be unable to respond to this call. Advise the caller that without cooperation from a victim we cannot substantiate a crime.

Telephone numbers are an important tool for the police. They permit citizens to be located if the officer cannot locate an address, to be re-contacted for more information before dispatch and may provide valuable information to investigators following up on a case. Always obtain a telephone number.

Locations are important as well. A crime's location determines what beat officer will respond. A precise location also means that an officer will know where to respond or where the criminal may have fled. When you talk to a caller find out where the crime occurred, where the caller is now, where the responsible is (victim & suspect) and where the witnesses are now. Remember to ask about apartment numbers, office suite numbers, etc).

If the person is calling ion 911 you may have ANI/ALI information. Use the information to confirm the information you ask about the RP's whereabouts. Confirm a person's address by asking "you live at…" This will be especially important for cell
phone callers because their exact location will not show up. Always verify your information.

In the case of multiple callers to the same incident take the same information you would as if you only had one RP. The RP you have may have different, more or corroborating information from another RP. Your RP may be the only witness who can identify those involved. An investigator may need to contact them in the future.

SCREENING RECAP

Responding to an emergency requires precise locations of where the incident occurred or is occurring. The ability of the officers to respond directly to where it's happening is a critical part of saving lives and protecting property. You should ask sufficient questions to narrow down the location as precisely as possible.

- What is the address where this is happening at?
- In what area? North side, east side, backyard, driveway
- Inside? Outside?
- On the sidewalk? Standing in a driveway?
- Thorough, concise questioning
- Full, complete descriptions of people involved
- Any vehicles involved?
- Direction of travel for person or vehicle?
- RP information, including where they are now
- Don't repeat verbatim but confirm what you heard especially pertaining to addresses and phone numbers

INCIDENT TYPES:

Incident type is a required piece of information for proper call taking. After listening to the caller's description of events select the most appropriate CAD activity type code for the call for service.

Activity types have been created using three methods, the ten code (10-81, 10-45, etc) and various sections of state law from the Penal Code, Vehicle Code, and Health & Safety codes (10851, 245, etc) and some plain English abbreviations (occupied vehicle check is OVC, pedestrian stop is SS).

There are several types of activity types with differing types of priorities. The priorities listed in CAD are, COUNTER, HIGH/JUST OCCURRED, IN PROGRESS, and PAST. Familiarity with CAD activity codes and their priorities will enhance your ability to enter calls for service more quickly.

DESCRIPTIONS:

Descriptions are vital for locating, identifying, assisting and prosecuting criminals. The dispatcher is the first line in obtaining these descriptions from callers who have first-hand experience.

Because descriptions are used so frequently the form and content has been standardized to make using them easier. It is essential that you use this standard order when obtaining or giving descriptions of people or vehicles.

When obtaining descriptions, take into account the circumstances of the incident and ask questions, which will garner the most useful description. For instance, if the suspect is escaping in a vehicle, don't ask for an eye color, or color of pants. Instead, concentrate on the vehicle description, license plate, and direction of travel. Then focus on the suspect description, including race and upper body descriptions. Concentrate your efforts on things which could readily be seen when the person is sitting in a vehicle.

DESCRIPTIONS: PEOPLE

Consistency is important. It simplifies things for an officer if they are provided a description the same way every time. Record descriptions as follows:

Race, sex, height, weight, hair/eyes, facial hair, clothing (top to bottom)

A person's race is stated either as a code when written or as a word when spoken. The acceptable codes and words are as follows:

A....Asian B....Black H....Hispanic W....White

Clothing starts with the colors first then the type or style of clothing. Descriptions of clothing is given top to bottom. Red hat, green shirt, blue pants, green shoes. Again, to aid the officers in visualizing the suspect.

Once you have finished the physical and clothing descriptions, ask the witness about glasses, tattoos or if the suspect was carrying anything. Sometimes they will remember small things while talking to you after the crime and will forget them by the time the officer arrives. You will have put that into the call for service and on the record and that information may assist in an apprehension.

DESCRIPTIONS: VEHICLES

Descriptions of vehicles should follow the CYMBL format:

Color **Y**ear **M**ake **B**ody Style **L**icense

If the license is not a California plate, you should note that in the call. When dealing with autos you should ask exactly where it is, i.e.; on the street, in the north parking lot, etc. Ask if the vehicle is occupied, and which way it is facing. The answers to these questions will help the responding officers decide on their approach strategy.

CRIMES INVOLVING WEAPONS

Never assume that weapons are not involved because a caller doesn't mention them. Ask "do you see any weapons?" "Are there any weapons in the house?" "Has anyone displayed a weapon?" The answers to these questions will lead to other necessary questions. You will have to determine who has a weapon, what type of weapon it is, where the weapon is (in belt, in hand, in desk

drawer) and what are they doing with the weapon (waving it, pointing it, or even nothing, just sitting in the draw). Obtain full identification of the caller for possible contact by an officer.

Do not rely solely upon the word of an anonymous caller to make a report of a “man with a gun”. If the caller will not identify himself/herself and is vague in answering questions, ask more specific questions about the weapon and who has it. Don’t focus on his/her refusal to identify themselves, do not let this prevent you from making a call for service.

CRIMES IN PROGRESS

When you receive a report of a crime in progress it is the start of a very dangerous chain of events. Officers are sent to a situation to deal with persons who may be violent, armed, under the influence, mentally unstable or a combination of everything. A dispatcher’s primary goal is safety, both for the involved citizens and the responding officers. A dispatcher must ask specific questions which obtain the necessary information and then accurately relay that information to the responding officers.

Any breakdown in communications during a crime I progress could have disastrous results. For instance, if you do not determine that weapons are involved or fail to relay the getaway car’s description or direction, arriving officers may be put into jeopardy. Likewise if you misunderstand a caller’s remarks and tell officers that a weapon is involved and it is not, innocent citizens could be put in danger.

The incidents which are considered “hot calls” and which should be entered into CAD immediately are:

- civil disturbance, weapons involved
- collisions with fatalities or major injuries
- high speed pursuit
- kidnap/hostage situation
- assault with a deadly weapon
- murder
- rape
- residential/commercial burglary in progress
- robbery
- shots fired
- any life-threatening situation
- officer needs help

A caller reporting a crime in progress shall be kept on the line until officers arrive if it is safe to do so. During this time, additional information should be obtained. The information should be entered into CAD as you obtain it from the caller. If the suspect has fled the scene, you may want to calm the caller and direct them to lock the door, stay inside. However, do not place a caller into jeopardy by insisting they stay on the phone or inside a building or anywhere they may feel is a

danger to them. When an officer makes contact with the caller, tell them to hang up and talk to the officer.

Callers can be in fear of their lives and very excited. You initial task is to quickly obtain the location and basic information about the incident. The dispatcher will broadcast the information to officers.

Ask the caller their address, even if displayed on the 911 screen. Ask them to describe what is happening. Ask how many persons are involved and where they are now. Tell them “officers are on the way, stay on the line”. Attempt to not put the caller on hold. Reassure them that officers are responding even though you have them on the phone talking.

After initial questioning you can ask the caller for a more complete description, direction of flight, other vehicles involved or seen. Continue to ask the caller for as much information as possible.

Dependent on the type of incident it may become confusing and stressful. There may be multiple callers reporting various parts of the incident. You may have to field several callers and obtain more information. You will continue to add your information to the CAD event; the dispatcher will update officers with the information you have obtained. This process will continue until officers arrive and make contact with the RP (or RP’s).

ON-LINE REPORTING

Palm Springs Police has initiated an on-line reporting system that is to be utilized by the public reporting non-suspect type crimes. The website is PSPD.com. You should familiarize yourself with the website and review what types of calls are accepted:

Theft – Petty and Grand <u>without</u> suspect information. No 459 PC without approval from a Watch Commander.

Auto Burglaries (no suspect information).

Vandalism (except for graffiti)

Vehicle Tampering

Lost/Stolen Property

Harassing Phone Calls (with no known suspects)

<u>Other - Crimes that do not fit any of these categories, but do not involve any kind of violence or personal attack, with approval from a Watch Commander.</u>

TELEPHONE REPORTS

PSPD does not usually handle reports by phone. You may give a caller the option of speaking to Records personnel for other options or refer them to the on-line reporting system. If a caller has suspect information that is a workable lead, then take the caller's information, location of occurrence, type of crime, etc and an Officer can follow up. RP's have the option of emailing the Officer any picture or video of suspects that they have.

If the calling party is not local but the incident requires PSPD attention, take the caller's information, including location of occurrence, type of crime, synopsis of crime, etc. Be sure to include the telephone and address where the RP is. It will be the officer's discretion whether he will file a report after making phone contact.

DISCONNECTING

After hearing a caller's situation you must determine how to properly disconnect. Perhaps you will refer them to another police or City department. Perhaps it is a civil issue and you will suggest they consult an attorney. You may decide that the caller requires police contact and you will forward a call for service to be dispatched.

In every case the caller should be certain of what response, if any, the police are going to make. If PSPD doesn't handle the situation inform the caller and tell them who does, including a property telephone number. If the situation is handled by another City department, give them the extension and attempt to transfer them.

If you will be responding an officer for contact, tell them that.

If the situation is an emergency handled by another police agency, give the caller that telephone number and ask them to call and relate the information. You should also call the agency and relay the information to the dispatcher and provide them with the RP's information.

If a caller asks when the officer will arrive you will only be able to state "just as soon as we can", "or as soon as an officer becomes available". Explain to them that in progress emergencies take precedence over past crimes. A citizen's satisfaction with response times is related less to actual time than it is to the time estimated by the dispatcher and the dispatcher's attitude towards the situation. If a caller wants to know why the response time is so indefinite explain that several calls are pending, that priorities are constantly changing and emergency calls are dispatched first. In most cases, citizens will understand the delay it if is explained to them.

We do not take reservations. If a caller requests police services they must be willing to wait. The potential for a pending call to be delayed by emergency calls is great. If a caller postpones service because they cannot wait for an officer explain that a delay is common and they should call back when they are going to be at one location for an extended period of time. Cancel the pending call with the appropriate disposition, give the RP the event number and ask them to use that when they call back for contact. Note in the call for service the reason for cancellation.

MONITORING THE RADIO

While taking telephone calls and doing computer work, the dispatch trainee should also be monitoring the radio; at least Dispatch 1 and Fire Channel. You should be alert to officers requesting tows, requests to call RP's or alarm companies or to look up information in Communication Center files.

SPECIFIC CALLS FOR SERVICE

It is important to obtain complete and proper information. You will place this information on the pending call for service so that the dispatcher may properly prioritize the call and give the responding officers complete information. If information is left out it may mean a critical delay in locating the victim, losing the suspects or providing timely service to a citizen. If possible, **try to get names and dates of birth for involved parties**. The following section summarizes the more important pieces of information to obtain for different types of calls.

In most cases the dispatcher will note the information in CAD and forward it to the police dispatcher. Incidents which are considered "hot" are broadcast immediately.

11-99

Officer needs help. If an officer, either our own or another agency, has initiated an 11-99 situation notify your Watch Commander immediately. Notify your field units of the circumstances and with WC approval make assignments as necessary. Keep everybody apprised of the situation.

Alarms

Private companies or citizens may report alarms. These are **459a** (burglary alarm) or **211a** (hold up-robbery alarm).

If an alarm is reported by an alarm company, obtain the following information:

- name of the alarm company, call back number
- address of the alarm
- name of the business or residence (first & last names)
- phone number to the premise
- specific area of coverage (not "zone")
- any hazards at location (dogs, firearms)
- did the alarm company get a response to their phone call?
- Is anyone responding (key holder, responsible, alarm company)

All panic or robbery alarms are considered hot calls

If an audible alarm is reported by a citizen, the call taker should obtain:

- name, address and phone number of the caller
- specific location of the alarm sounds (1 house north of RP, specific address)
- name of the business or occupants if possible
- note if the caller sees any suspicious activity at the premises

If yes, it is considered a hot call

Assault

Reports of assault may be received from many sources such as passer bys on the street or by family partners from a house. The caller's relationship to the assault and the location may give you clues to the possible nature of the assault and the priority. **415F, 245, 273.5**, etc.

Callers reporting fights in domestic situations should be questioned as to who is fighting, how they are fighting and where the people involved are now. Many times callers will say, "they're fighting" when they mean that people are arguing.

The presence of weapons, number of person's involved and possible injuries are very important elements when questioning callers. Descriptions of the persons
involved and the direction of flight should be obtained to assist the officers in locating the combatants or the suspect fleeing the scene.

As assaults in progress, with or without weapons are considered hot calls.

Prowler

Callers reporting noises or persons in their yard may only hear noises or see shadows. Often they cannot directly attribute the noise/figure with a person. Question the caller to determine the exact nature of the noise (scratching, pounding, rattling, etc) and the exact location (window, front door) If a prowler is entering or has made entry into the building the call type will change to a burglary in progress.

- name, address, telephone number of RP
- nature and location of noise, seen, heard?
- location of the RP (bathroom, under the bed)
- anyone else in the home or expected to return

Bomb Threat

In most cases, the caller of a bomb threat will immediately hang up after the initial limited information. Other times the caller may answer your questions. Log any information provided regarding the caller's race, sex, accents or speech peculiarities. Note any background noises or identifiable sounds. If you receive a call you should attempt to obtain details as follows:

- where is the bomb
- what does the bomb look like
- what is the expected time the bomb will detonate
- why was the bomb placed

IMMEDIATELY NOTIFY YOUR TRAINER, YOUR SUPERVISOR AND WATCH COMMANDER-THIS IS CONSIDERED A HOT CALL

Burglary

Callers reporting a burglary often use the term “robbery”. You should question callers carefully to determine what exactly happened. Has property been taken from their person or was their home or automobile entered without permission?

Determine when the crime occurred. Callers often will state “just burglarized” or “just robbed” when in fact they just discovered the crime after being gone to for several hours. Obtain complete information including victim name, occurrence time frame, the point of entry and extent of the loss. Familiarize yourself with the elements of a crime and know the difference between petty theft, grand theft, robbery and burglary.

If the crime is occurring or has just occurred it is considered a hot call.

Child Abuse/Sexual Abuse

Occurrences of suspected child abuse may be reported in several ways; by neighbors, school personnel, or county agencies.

In all cases, obtain sufficient location information so that responding officers may identify the residence in questions. Ask the caller of any names and ages of the involved parties. Ask exactly what the caller hears or sees and how long they have observed the activity. Even with anonymous callers, this information is important to justify police involvement. If Child Protective Services is phoning in a cross report of a suspected child abuse, find out the location of occurrence, and the name of the original reporting party. Ask if this particular case is an “immediate response” or “10-day response”. Immediate response is handled with greater priority than 10 day cross reports. Ask about other children in the residence, other family members, and if the suspect lives with the victim. Request that they fax their report to us for the officer to review. After the call for service is accepted by CAD provide the CPS worker the event number.

Domestic Disturbance

According to FBI statistics on officer deaths, the most dangerous incident is the domestic disturbance. Disputes involving couples or families can range from simple disagreements to loud arguments to fights involving weapons.

Reports of family disturbances may come from neighbors who can hear the problem or from the involved parties. Always attempt to obtain as much information as possible even if it’s a neighbor who can only hear the disturbance. Ask if they know the persons’ name and if weapons or drugs/alcohol are involved. There is no need for an RP to explain the source of the argument the officer will sort out blame and circumstances when he arrives.

Vehicle Accidents

When an RP reports a traffic accident, determine the following:

- location
- injuries
- traffic blockage

- is everybody still on scene
- can the vehicles be removed from roadway and out of danger

By policy PSPD does not have to respond to non-injury traffic collisions as long as all parties are agreeable to exchanging information. The involved parties can come into the police station and fill out a counter report if necessary for insurance purposes.

PSPD does not respond to non-injury traffic collisions that occur in parking lots. Refer the RP to the counter for a report.
Unless, in progress or just occurred, PSPD does not respond to hit and run accidents where the victims have no suspect information (a valid license plate is necessary). The involved parties may come to the station and file a counter report.

If there is a good probability of catching a hit and run driver because of a good description and it has just occurred; initiate a call for service and obtain all necessary information.

Dead Body

If a caller reports a dead body obtain as much RP and victim information as possible. Never assume the person is ACTUALLY dead. You must make a call for service for the Fire Department also. Only when the caller reports a gross injury or decomposition may you presume that the person is in fact dead.

In a few cases of homicide, such as crimes of passion or supposed accidental death what the caller says on the telephone may have significance in later investigations. Identify the caller completely and keep them on the phone with pertinent questions. If there was a weapon involved question the caller about the whereabouts of the weapon.

Identify the caller completely and determine the circumstances of their finding the body. Ask the caller their relationship to the person and when they found the body. Ask them to leave the immediate area, to preserve the potential crime scene. They should wait in an area outside the immediate vicinity to wait for officer contact.

Dead Body type calls are considered hot calls. NOTIFY YOUR TRAINER AND WATCH COMMANDER

Missing Persons

First, there is no policy that requires a citizen to wait 24-48 hours before reporting a person missing. Second, jurisdiction of a missing person belongs to the police agency where the missing person resides or is missing from. However, NEVER tell a caller that we will not take a report. We are obligated to take a report from a person reporting a missing person regardless of jurisdiction. Obtain full RP information, missing person information, including any vehicle.

Civil Issues

In general the police department does not handle civil law investigations; it handles only violations of criminal law. However, you will receive many questions about civil matters and sometimes it will not be easy to determine where civil law ends and criminal law begins.

You my not give legal advice, civil or criminal. You may however, provide callers information on the resources available to them to handle civil matters. Resources

such as civil attorneys, small claims court, landlord-tenant dispute resolutions and various government agencies.

Most civil matters which the police do handle involve a potential disturbance of the peace, such as:

- landlord-tenant disputes, tenant lockouts, disconnection of utilities, landlord trespass
- arguments over civil issues (arguments between neighbors, etc)

Advise the caller that the police do not take reports to be used later by the caller in a court proceeding. Advise them that the police will only investigate and report on criminal matters such as:

- vandalism
- violation of court orders
- trespassing
- theft
- assault

PSPD does not handle evictions. Evictions are handled by the Marshall; however, we will keep the peace if someone wants to ask someone to leave. When taking information from persons requesting a civil standby to keep the peace there may be three different addresses to obtain:

- location we will be responding to keep the peace
- location where the RP wants to meet us
- home address of the RP

Suspicious Circumstances

Citizens report all types of events to the police when they think that something illegal is going on. Usually the event is innocent in nature but only personal evaluation by a police officer can determine this is so. Callers who say "I see a suspicious person/car" should be questioned as to WHY they fell it is suspicious. A good description and location is necessary for the responding officer to evaluate the danger of the situation and to locate the person/car.

- name, address, telephone, location of RP
- location of suspicious event
- why is it suspicious
- description of person, car, house, etc.

Try to narrow down the activity so that the call type isn't always Suspicious Circumstances. Most RP's will be willing to elaborate. Perhaps the person they find suspicious is actually prowling in the neighborhood; which is a more proper call type

911 Open Lines or hang ups:

If you receive a 911 call with an open line on a land-line phone, try to determine if there is a problem. Always put in a call for service and stay on the line.

For open lines on cell phones, hit “update” to get GPS location. Determine if there is a problem. If the call is obvious pocket dial or misdial you may hang up and call back to confirm. Leave a voice mail if you can.
If a caller disconnects from a land line phone, call them back. Determine if there is a problem. If in doubt, put in a call for service. If no answer, put in a call for service.
If a caller disconnects from a cell phone, call them back. Determine if there is a problem and get their location. If no answer on call back, leave a message asking them to call back on 911 or non-emergency if needed.

* With cell phone calls, remember to use “update” button on Vesta to get more precise GPS location (WPH2) as opposed to cell tower location (W911).

Graffiti Hotline Calls:

Procedure:

1. Call audix at x8210.
2. Enter the extension number 8469#
3. Enter the password 92509#
4. After each message, press # if we want the message to remain for Streets.

If the call is related to gang graffiti:

1. Obtain the information on the message.
2. Create a call for service.
3. Dispatch a CSO to take photos of the graffiti (or officer if no CSO on duty)
4. After photos have been taken, send a Facility Dude request.

MISCELLANEOUS DISPATCHING GUIDELINES

Assignment of beat Officer:

Primary Officers assigned in the following order:
beat Officer, adjacent beat Officer, rove Officer

Back-up Officers assigned in the following order:
adjacent beat Officer, rove Officer, any available Officer

Code 7 (meal period):

Officers shall request clearance from the Dispatch center prior to taking a meal period. Officers shall be cleared for Code 7 in order of request. Code 7’s are 30-minutes. Once cleared, Officers are to advise of the location for the meal break, and where they are en route from. After a reasonable amount of travel time, the Officer is to advise when they have arrived at the meal destination. Meal breaks will start at that time for a 30-minute period. Officers are not expected to write reports during Code 7, but are still on duty and subject to call-outs. No meal breaks will be taken during the last hour of the work shift without approval from the on-duty Supervisor. (Lexipol policy 1034. Procedures Manual 600.32)

10-10 (rest break):
Officers must request authorization by the Dispatch Center or a Supervisor prior to taking a 10-10.

(Lexipol policy 1034. Procedures Manual 600.32)

Assignment of Report Calls:
Past report calls shall not be assigned to an officer the last half hour of their shift.

Alert Tone:
The alert tone shall be utilized by Dispatch for the following types of calls:

-Dispatching/Broadcasting an in-progress felony or a felony that has just occurred. (211, 261, etc)
-If no units are available for an 1181, 1183, or 20001. Alert and broadcast info.
-At the beginning of all traffic or foot pursuits – with channel marker.
-Officers are 415P with a suspect – with channel marker.
-When an officer requests minimum traffic – with channel marker.
-When an Officer has not responded to Dispatch after being called three times on the radio.
-All 211 alarms
-Discretion of the Dispatcher for officer safety reasons.

The channel marker will be used and follows an alert tone when only emergency radio traffic associated with that current call should be broadcasted.

Example: (ALERT TONE 1) "10-33 traffic, 565 foot pursuit, northbound Indian from Vista Chino."
Always give the WHO, WHAT, and WHERE after you hit the alert tone.

When the Officers advises a code 4, Dispatch shall again utilize the alert tone and broadcast the update on channel one and channel two, releasing the air to normal traffic.

Example: (ALERT TONE): "Code 4 on Indian. 10-34 traffic on channel one"

Officer Safety Checks:
Dispatch shall check the safety of Officers when there has been no radio contact with the Officer for a length of time. This shall occur whether the Officer is on a call or just in service and available for calls.
Officers dispatched to past report calls shall be safety check approximately 30 minutes after arriving to the location. Officers dispatched to high priority calls, shall be safety checked 5-10 minutes after arriving to the location. Officers on self-initiated traffic stops and ped checks shall be safety checked 5-10 minutes after initiating the stop.

2 vs 1 Officer:
Dispatch shall assign two Officers on all calls except for low priority calls, such as past report calls, with no possible suspect contact.

Notification of Recovered Stolen Vehicles:
When a stolen vehicle is recovered, whether by our department or another agency, Dispatch shall call the registered owner immediately to advise them their vehicle is located. This notification will be logged into the CAD call for service.

TELEPHONE SKILLS
CALL TAKING & 911 SYSTEM INFORMATION

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Professional & Courteous			
Address Verification			
ANI/ALI Information – Landline/Cell Phones			
Officer Safety			
Determination of Weapons / Injuries			
Accurate and Complete Descriptions			
Assertive Control Of Conversation			
Appropriate Termination Of Calls			
Internal Transfers			
Translator Service			
Outside Agency Transfers			
Hang Up / Abandoned Calls			
Misroutes			
Alternate PSAP			
System Failure			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

COMMON REFERRALS

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Advice			
Warrants			
Records			
In-custody Status			
Narcotics Units			
Watch Commander			
Detectives			
Non-Police Referrals			
Agencies/Hotlines			
Schools			
Hours Of Operation			
Vehicle Inquiries			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

PUBLIC RELATIONS

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Confidentiality (media, public, other agencies)			
Specific ETA's			
Giving Advice			
Counseling & Civil Issues			
Avoiding Commitments			
Forming "special relationships"			
Good Customer Service			
Community Relations Programs			
Required to give name			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

LOCAL GOVERNMENT

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Animal Calls			
Road Closure / Hazard			
Signal Lights / Street Lights			
Parks & Recreation			
City Facilities			
Code Enforcement			
City Shops / Fleet Operations			
City Landscape			
City Streets			
Utility Agencies			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

RELATED AGENCIES

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Cathedral City PD (CCPD)			
Desert Hot Springs PD (DHSPD)			
Indio Police Department (IPD)			
Banning Police Department			
Beaumont Police Department			
California Highway Patrol (CHP)			
Riverside County Sheriff (RSO)			
Department of Motor Vehicles (DMV)			
California Department of Forestry (CDF)			
California Department of Justice (DOJ)			
Federal Bureau of Investigation (FBI)			
Marshalls Office			
Military Police (MPO)			
Riverside County Coroner			
Immigration / Border Patrol			
California Dept Of Transportation (CALTRANS)			
Bureau of Alcohol Tobacco & Firearms (ATF)			
Child Protective Services (CPS)			

RELATED AGENCIES (cont)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Adult Protective Services (APS)			
Department Of Mental Health			
State Parole / Dept OF Corrections			
County Probation Department			
Railroad Police (AMTRAK)			
Shelters (DV / Homeless)			
Hospitals (DRMC / EMC / JFK)			
Ambulance Companies			
Tow Companies			
Animal Control			

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REPORTING PROBLEMS IN THE DISPATCH CENTER

Phone problems

Contact AT&T at (877) 500-4911. They will either handle the problem or transfer you to Frontier and make sure the problem is handled through them. (information sheet attached). Our AT&T site ID# 13EGNC911217. AT&T handles some phone issues including VESTA computer/monitor and the 9-1-1 printer. Frontier handles other issues like phone lines and the 9-1-1 switches. I.T. handles our In House and Ring Down lines.

If you need to contact Frontier directly, call 877-245-3511. Our PSAP ID# 80863.

Please always follow up with an email to the Dispatchers. If it is an emergency, then contact the Comm Manager or Dispatch Supervisor.

Facility problems

(Cogen or AC, Electrical, etc)

Any facility issues that need immediate attention: call Staci Schafer at (760) 567-2976.

Any facility issues that can be handled the next business day: report it on facility dude.

https://login.facilitydude.com

Username: pspd.dispatchers@palmspringsca.gov Pw: Pspd2@17

If it is PD building related, then follow up with an email advising the Services Division Captain.

Street problems

Any streets issue that needs immediate attention: call Staci Schafer.

Any non-emergency street issue that can be handled the next business day, send a Facility Dude request. This includes downed street signs, lights, graffiti, etc.

(side note = the "streets1" email isn't set up. No one monitors it. Don't use it.)

Miscellaneous City problems

Animal issues = Start with AC supervisor, then work down the list.

Pest/Bees, etc = Start with Facility Director and work down the list.

Signal problems

Problems on Hwy 111, call Cal Trans DIRECTLY at (909) 356-3709 at all hours.

Signal problems in PS jurisdiction during business hours contact Engineering at x8738.

All PS signal issues (including lights out or flashing) after hours, contact St. Francis Electric DIRECTLY at (844) 544-4888, AND follow up with an email to signal.calls@palmspringsca.gov cc'ing both:

Joel.montalvo@palmspringsca.gov and Francisco.jaime@palmspringsca.gov

If an intersection is blacked out, confirm that it is not an SCE issue before calling St Francis.

Computer problems:
Emergency issues that need immediate attention please contact Comm Manager, Dispatch Supervisor, or Margaritka – in that order.
Problems that can be handled the next business day either:
-send on email to ithelp@palmspringsca.gov
-send a request via the new I.T. Help Portal link: https://palmsprings.kayako.com/
-or call 760-823-8234 (x8234).

CC all the Dispatchers so we know what's going on in case IT asks.

I.T. after hours EMERGENCY support line: (760) 493-3444 -> get Supervisor approval prior.
Press 1 to be transferred to the on-call I.T. member.
If no response after 15 minutes, call back and press 2 to have the issue escalated.

Alliance problems
Any Alliance issues that need immediate attention (Alliance freezing, no NLETS, major performance issues, etc): Call Cyrun Support at (888) 457-2299 so they can handle it ASAP.
Any routine Alliance issues that do not need immediate attention, email support@cyrun.com and cc Dispatchers (so we do not duplicate reports).
Refer to CAD down procedure if needed.

Radio problems
Any problems with ERICA channels, dispatch consoles, or dispatch equipment: report to Motorola (800) 323-9949, see attached procedure.
Any problems with the PD equipment (handheld and unit radios): notify a Sgt, or Supervisor on duty for instructions. Airwave handles problems with these.
Any Fire radio problems, advise the BC first and they will give you instructions on how to handle. (This includes all fire radio equipment, repeater and voter equipment located at Edom Hill, the Spider Shack, and train station, etc.) Airwave handles maintenance on FD radios.
Chris Kraus with Airwave: (760) 702-7852 cell or business # (760) 834-8967 – (business # forwards to Chris' cell after hours).
Please always follow up with an email to the Dispatchers.
If it is an emergency, then contact the Comm Manager or Dispatch Supervisor immediately.

Mapper/AVL/GST problems
After trouble shooting and determining that the problem does not lie with I.T. or another issue … GST or mapper issues: email support@geospatialtech.com
(This includes 911 locations not transferring to the mapper, officers not showing up on mapper, etc.)
As always, cc the Dispatchers.

Employee/Volunteer Call-Outs
Use InfoRad for PD call outs including:
C.O.P. (C.O.P. Group Page), Search & Rescue (PSMPS&R), Detectives (DET–Burg, DET-Caps), Traffic, etc.
(This is until all employees get added into Everbridge.)
Use Mission Manager for SWAT call-outs.

Edom Hill
Edom Hill *generator* alarm: call Staci Schafer at (760) 567-2976. (If no answer, call Mitch Taylor).
(The Edom Hill generator alarm is the alarm that goes off at DSP4 from the radio console and has to be clicked on to silence.)
Alarm company calls in Edom Hill *burglary* alarm, contact RSO .. Fire alarm, contact Cal Fire.
Anytime we get any type of Edom Hill alarm (generator, fire, burglary) remember we have camera access to the property.
(If we are unable to bring up the cameras, contact IPD Dispatch as they have the main camera that is always up.)

Cameras
Any camera issues, please email the Comm Manager directly to make the needed notifications.

Edom Hill camera links:
Edom Hill INTERIOR: http://172.20.100.102
Spider Shack: http://172.20.100.113
Directions: select the area you want to view under "PTZ Preset" then click "Go". Then click on the stop/play button on the bottom under the "Video" tab. Each time you select a new area to view, you have to click the stop/play button twic

GENERAL INFORMATION
Call outs

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Documentation / Notification			
Patrol Shifts			
Traffic Bureau			
CAPS			
SWAT			
PSMP			
Street Department			
Signal Problems			
Utility Companies			
Blood Tech			
Tow Trucks			
Counseling Team			
Sexual Assault Team			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

CAD CALL FOR SERVICE

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Initiating A New Call			
RP Information			
Location Of Occurrence			
Call Type			
Times: Received Dispatched Arrived Cleared			
Primary Unit			
Final Disposition Type			
Event / Case Number			
Beat / Section / Fire Information			
NLETS Button			
ANI / ALI Insertion (F9 key)			

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COMPUTER AIDED DISPATCH (CAD: ALLIANCE)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Pending Events Screen			
Available Units Screen			
Assigned Units Screen			
Event Entry Screen			
“M’ Key (forms menu)			
CLETS / NLETS Screens			
Masks / Free Text / Messages			
“On-view” Key			
“New” Key			
“Cancel Key” (versus “CC” dispo code)			
“Tow / Amb” Key			
“Dispo / Dispo 2” keys			
“Clear” Key			
Re-open Event			
Add Note To Event			

COMPUTER AIDED DISPATCH (CAD: ALLIANCE)(cont)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Assigning / Deleting Case Number			
Assigning Primary Unit			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

COMMON CAD INQUIRIES

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Local Contacts			
Unit Status			
Event History			
Address History			
Unit Shift Log			
Premise / Hazard Info			
Case Reports			
Personnel			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainer Date

COMMON CAD COMMANDS

*	UD/UNIT/BEAT	log on unit
*	UL/UNIT/LOCATION	update/change location
*	UQ/UNIT	log off unit
*	V/UNIT	view unit open call
*	V/LAST 4 EVENT #	view open call
*	M/CANCEL/KEEP	merge events
*	CTRL SHIFT S	relate events
*	ALT N	create new call (or click “new” key)
*	ALT O	officer initiated call (or click “on-view” key)
*	ALT P	print
*	ALT F1	brings up last entry on command line
*	CTRL F1	brings last 30 command line entries
*	F3	add unit to call
*	ALT F3	duty roster
*	F5	clear a call
*	F9	transfer Vesta to call
*	F11	service menu (not used)
*	F12	person locator, runs 29’s, attaches to call
*	DL/NUMBER	runs California driver license
*	VEH/NUMBER	runs California plate
*	27O/STATE/NUMBER	runs out of state driver license
*	28O/STATE/NUMBER	runs out of state plate
*	29P/LAST,FIRST/SEX/DOB	runs 29’s and DL on command line

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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CAD OFF-LINE MODE

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Dispatch Cards / Hand Logs			
Determining Beat / Cross Street -Fire Department Run Card Files -Street Map Index			
CAD Down Notepad			
Prioritizing Calls			
Assigning Case Numbers			
Catch Up Mode			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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BOOKING PACKAGES

A booking package is a package that is put together whenever an officer arrests someone. Any time someone is arrested including cite and release charges such as PSMC, 12500, or 14601 they get a package.

BOOKING PACKAGE NEEDED:
-misdemeanor and felony arrests
-14601 misdemeanor
-PSMC's (camping, drinking, MJ cites, soliciting)
-Suspect Packages

NO BOOKING PACKAGE NEEDED:
-warrant only arrest (1 copy of warrant with DR# put in Warrants tray, 1 copy for Officer)
-infractions
-12500's
-admin cites, D cites (tickets)

DR#'s NEEDED:
-misdemeanor and felony arrests
-14601 misdemeanor (no DR needed for infraction 14601)
-admin cites, PSMC's
-reports

A booking package includes the following:

- Driver's license which should be the first thing in the package
- All 29's (WPS,CARPOS, MUPS, SRF, AFS, SAR, NCIC)
- Contacts (print and select full record)
- Criminal History

To run criminal history go into the NLETS folder:

-Tab → masks, Category → Criminal History System, Mask → Criminal History Inquiry by Name.
-Fill in the name using last name, first; sex: M or F: date of birth; then route data
-On Route Data it needs to include: case number without the dash, Officer Info (call sign, name or badge number), your info (D#, name or ID#), then the purpose for running the CII(bkg pkg, sus pkg, etc).
-Select process request

You will then get the NLETS return in the “log” tab with a list of matches. Whichever matches your subject: highlight that “Record #” (CII #) only the numbers not the LETTER.

With the highlighted number go back into the Criminal History System category and choose “On-line Criminal History Inquiry” mask:

-Paste the number you highlighted onto the CII Number
-Fill out the Route Data section same as before
-Select process request
You will then get the California criminal history record. Print it.

If the criminal history record reads **“California Only”,** then you are done.
If on the California criminal history return it says **“Multi Source Record**”, then you need to run out of state criminal history.

-Go back to your mask and on the right select “III Request History Inquiry”.
-Run the name again with the “attention” line also filled out with the Route Date info from above. The purpose will always be “C” for criminal.
-You will get a return(s): print those and highlight the FBI number.
-Go back to “III Request History Transcript” and paste the FBI number there with the “attention” field filled out just as it was above.
-Select process request print your return.

If you don’t get a match on CII for the subject, check III in case the subject is from out of state.

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

DATABASE SYSTEMS

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Confidentiality			
CLETS / CJIS / DMV / NCIC Systems:			
-Automated Boat System (ABS)			
-Criminal History System (CII)			
-Driver License / Vehicle Registration (DMV)			
-Domestic Violence Restraining Order (DVROS)			
-Automated Firearms System (AFS)			
-Automated Property System (APS)			
-Sex And Arson Registration (SAR)			
-Supervised Release File (SRF)			
-Wanted Persons System (WPS)			
-Stolen Vehicle System (SVS)			
-Missing / Unidentified Person (MUPS)			
Lojack Inquiry			
Canadian Inquiries			
INFO File			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainer Date

WANTS & WARRANTS
INQUIRY & CONFIRMATION

Training Material Reviewed	*Explained*	*Performed*	*Competent*
29P Inquiry (F12)			
"In The System" Warrants			
Riverside Warrant Bank			
Warrant Confirmation & Abstracts: -Riverside -Out Of County -3056			
Parolee At Large			
Probation / Parole Status			
SRF Contact Messages			
Hit Confirmation: -Vehicle -Property -Wanted Persons			

SAMPLE WPS HIT:

WPS HIT # 001
HIT MADE ON NAM/WOOD,CHRISTIAN WILLIAM
ORI/CA0330016 FCN/4091615501715
NIC/W746420360
NAM/WOOD,CHRISTIAN WILLIAM 19851221 M W 505 150 BRO BRO
DOW/20160602 WNO/INF1600536 **TOW/FEL** ENT/2
OFF/7099 CRIMES VS PERSON THREATEN
BAIL/40,000
OCA/INF1600536 **MIS/THREATEN CRIME W INTENT TO TERRORS**
SOC/069782677
SUBJECT MAY BE SAME AS CII/A33674658
NOA/N EXL/4 NO EXTRADITION - IN-STATE PICK UP ONLY. SEE MIS FIELD FOR
LIMITS
IMMEDIATELY CONFIRM WITH CA0330016 **RIVERSIDE CO SO-WARRANTS** MNE/RSW0
TELEPHONE 951 955-2450 IF NO ANSWER CALL TELEPHONE 951 955-2445

SAMPLE WARRANT ABSTRACT:

********** W A R R A N T A B S T R A C T *********
*****RVP/PALM SPRINGS PD/RJF/SMITH CORRECTIONAL/OFCR DRINKWATER 523*****
TOTAL 01 WARRANT
INITIATING AGCY: RPT NBR: WRT NBR:INF1600536
WOOD,CHRISTIAN WILLIAM
AKA:WOOD,CHRISTIAN WILLIAM
DOB: 12-21-1985 DESC: MWA 505 150 BRO BRO OPL:
RES:2310 E TAHQUITZ CANYON WY #23 PALM SPRIN
INDIO SUPERIOR COURT (old Indio Muni) TYPE:FELONY
ISSUED:06-02-2016 BY:P.J. HAROLD W HOPP
VIOL:PC422=F BW
BAIL: $40,000.00
ENDORSED FOR NIGHT SERVICE MANDATORY APPEARANCE IS REQUIRED
PLC HOLD AUTHORITY OUR WRNT & ADVISE IF SUBJ BAILS OR WHEN AVAIL FOR P/U
APP:46-200 OASIS ST, INDIO CA 92201 7:30 MON THRU FRI
THIS WRNT CERTIFIED BY: N6069 RSW0 RIVERSIDE SHERIFF WRNTS 07-16-2016

PALM SPRINGS PD ORI: CA0331100
PALM SPRINGS PD MNEMONICS: RVP
SMITH CORRECTIONAL FACILITY (BANNING JAIL): RJF
INDIO JAIL: RJI

3200 = All California agencies
3233 = Riverside County
3230 = Orange County
3236 = San Bernardino County
3219 = Los Angeles County
3237 = San Diego County

(These can be found in the CLETS Operating Manual book, along with each individual city's mnemonics.)

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

STOLEN VEHICLE SYSTEM

(attach examples of your entries)

STOLEN VEHICLE/FELONY VEHICLE	*Explained*	*Performed*	*Competent*
Inquiry			
Entry			
Locate / Recovery			
Out Of City Locate			
Modify			
Clear			
Cancel			
Caution Code			
Motorcycle Entry (include engine number)			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

STOLEN VEHICLE SYSTEM

(attach examples of your entries)

STORED VEHICLE	*Explained*	*Performed*	*Competent*
Inquiry			
Entry			
Authority Code			
Private Property Tow			

IMPOUND VEHICLE	*Explained*	*Performed*	*Competent*
Inquiry			
Entry			
Authority Code			

REPOSSESED VEHCILE	*Explained*	*Performed*	*Competent*
Inquiry			
Entry			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

STOLEN VEHICLE SYSTEM

(attach examples of your entries)

LICENSE PLATES	*Explained*	*Performed*	*Competent*
Inquiry			
Entry-Lost or Stolen			
Entry-Evidence or Found			
Locate			
Modify			
Clear			
Cancel			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

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Trainer Date

COMMON CALIFORINA LICENSE PLATE CONFIGURATIONS

CONFIGURATON	DMV CODE	LIT CODE	DESCRIPTION
6HPS107	A	PC	Passenger
7V21305	C	CO	Commercial
22032B1	U	CO	Commercial
1032247	E	EX	Exempt
AP09852	I	AP	Apportioned
VP46583	I	AP	Apportioned
GOTMILK	L	PE	Personalized
21D6057	M	MC	Motorcycle
C037069	S	MP	Moped
D57J33	F	AT	Off Highway Decal
14GH16	F	AT	Off Highway Decal
DPL3329	S	DX	Disabled
71312DP	S	DX	Disabled
41727DV	S	DV	Disabled Vetran
SE386493	S	SC	Special Construction
342828W	S	TM	Temporary
4NE5627	T	TL	Trailer
G134889P		US	Government
186601A		DL	Dealer

DEALER / TEMPORARY PLATES

To run a dealer plate:
Go to “Free Text” tab, in the message body type:
IL (then hit enter)
Type in “A1plate#___ (you have to space 3 times after the plate)
Process Request.

To run a temporary plate:
Go to “Free Text” tab, in the message body type:
IV (then hit enter)
4K”plate number”
Process Request.

AUTOMATED PROPERTY SYSTEM

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Inquiry			
Enter Stolen Property Record			
Enter Evidence Property Record			
Enter Found/Safekeeping Property Record			
Enter Lost Property Record			
Modify Record			
Locate Record			
Clear Record			
Cancel Record			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

AUTOMATED GUN SYSTEM

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Inquiry			
Enter LE & Crime Gun			
Enter Stolen Gun			
Modify Gun Entry			
Locate Gun Entry			
Clear Gun Entry			
Cancel Gun Entry			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

RESTRAINING ORDER SYSTEM

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Enter Emergency Protective Order			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

MISSING PERSON SYSTEM

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Enter Missing Person			
Enter Missing Person Vehicle			
Enter Missing Person Suspect			
Enter Missing Person Identifiers			
Modify Missing Person			
Locate Missing Person			
Clear / Cancel Missing Person			

When an agency from another state finds one of our missing persons, they're locate will only clear the NCIC record. We need to cancel the MUPS entry.

Create a MISSR call with OUT OF CITY LOCATE as the location (just as we do for an Out-Of-City-Locate 10851R). Put the information in that event, along with the original event. Relate original event and MISSR event.

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

SUPERVISED RELEASE

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Send Contact Message By FCN			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

_____

Trainer Date

OUT OF STATE

(attach examples of your entries)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Vehicle Registration By Number			
Driver License By Number			
Driver License By Name			
Hit Confirmation Request			
Hit Confirmation Response			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

_____

Trainee Date

_____

Trainer Date

DISPATCH PROCEDURES
Basic Radio Operations

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Introduction to ERICA Radio System			
Radio Codes / Call Types			
Phonetic Alphabet			
Unit Identifiers			
Self-Control Under Pressure			
Watch Commander Notifications			
Confidentiality			
Selection & Assignment Of Units			
Jurisdictional Boundaries			
Voice Modulation			
Holding Calls			
Briefing Calls			
Clear Concise Logical Dispatches			
Alert Tones			
Trusting Your Partners			
Attending Briefings			

DISPATCH PROCEDURES
Basic Radio Operations (cont)

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Accuracy			
Professional Terminology			
Effective Decisions			
Understanding Basic Deployment			
Radio Frequencies			
District Boundaries			
Initiating Broadcasts			
Officer Safety Issues			
Status & Safety Checks			
Patching Radios			
Following Directions			
Radio System failure			
FCC Regulations			
Ability to Multi-Task			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

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Trainer Date

ERICA REFERENCE SHEET

BOLD channels must be up on our consoles
(All Zones and Channels listed are for PD radios, unless stated otherwise.)

AIRPORT/BU Zone 5, Channel 5 on Airport HT's / Zone 11, Channel 5 on PD HT's
Backup channel for Airport (see "Radio Failure Procedures")

BMT PD 1 Zone 2, Channel 2
This is a user-preference. Unless we assist each other often, this channel can be on our Mutual Aid tab.

CCPD 1 Zone 2, Channel 4
Cathedral City Police main channel

CCFD 1 Cathedral City Fire main channel (not on our HT's)

CHP RX Non-ERICA (not on our HT's)
This should be up and monitored as it's our only monitoring device for CHP.
We can hear MOST of their Dispatch AND intermittent Officer transmissions.

CALAW8 Zones 9, Channel 1
You must call RSO Dispatch and request they turn on the repeater PRIOR to utilizing this channel. We can patch with RSO here.
STATE WIDE public safety Mutual Aid channel (not just ERICA agencies)
CHP, RSO, FBI, Parole, Probation, etc, all have this channel.
This is not an ERICA only channel. Designed to cover the entire county. This channel can be used by any Public Safety 800MHZ user at the Local, State or Federal level. H60 has this programmed as well as: Red and PSPD 1 & 3, and Channels 1 & 2 from CCPD, DHS, IPD, & BPD. (This channel is similar to the VHF and UHF channels.)

COMMAND Zone 5, Channel 11 also (Zone 6&7, Channel 8) (Zone 8, Channel 10)
(Waiting to hear on usage after update)
Option to communicate with other PS agencies (Parks,Streets, City Hall, etc). If you are aware that this is being used, it needs to be up on console.

CVNTF Zone 6 & 7, Channel 2
Coachella Valley Narcotics Task Force use this channel. If they request that we monitor, please bring up on console.

CVVCGTF Zone 6 & 7, Channel 3
Coachella Valley Violent Crimes and Gang Task Force use this channel. If they request that we monitor, bring up on console.

DHS PD 1 Zone 2, Channel 6
Desert Hot Springs Police main channel

DHS WW Zone 1, Channel 11 also (zone 11, channel 4)
Western Village, Hwy 62, Whitewater, Windy Point, Indian/I10

DYN REGRP Zone 8, Channel 14
(Waiting on word from Motorola about usage)
No one can monitor except for those that were grouped there by the Dispatch console.

EDOM 1/BU Zone 9, Channel 2 for PD HT's / Channel 2, Zone 6 for FD ERICA HT's
Backup channel for PD and FD. PD and FD would use this channel if Cnslt and Doomsday do not work. (see "Radio Failure Procedures")

EVENT E Zone 10, Channel 10 also (Zone 3, Channel 15)
Another channel option to communicate with other ERICA agencies.
(This may be used for Coachella Fest and Stagecoach)
If you are aware that this is being used, It needs to be up on console.

GOLD E Zone 6, Channel 8
Routine radio traffic for detectives – available east of Cabazon

GOLD W Zone 6, Channel 9
Routine radio traffic for detectives – available west of Cabazon

GOV W Zone 10, Channel 9
Another channel option to communicate with other ERICA agencies.
(Mainly used by public works staff in and west of Beaumont: Parks, Streets, City Hall, etc.)
If you are aware that this is being used, It needs to be up on console.

GREEN Zone 2, Channel 14 also (zone 10, channel 7)
Used by local government entities – Streets, Fleet Maintenance, Parks, Parking, etc. This talk group is not encrypted and can be monitored by these departments.

I PD 1 Zone 2, Channel 8 also (zone 7, channel 11)
Unless we assist each other often, this channel can be on our Mutual Aid tab.

TAC's Mutual Aid channels (Non-ERICA) not on Dispatch consoles
You must call RSO Dispatch and request they turn on the repeater prior to utilizing this channel.

I-TAC 2: Zone 10, Channel 11
(Waiting to hear on usage after update)
Coverage for the central area of the county; including Hemet, Idyllwild and Banning Pass area.
You must call RSO Dispatch and request they turn on the repeater prior to utilizing this channel.

I-TAC 3: Zone 9, Channel 9

If asked, we would need to monitor this from our doomsday radio. This channel is not on our consoles. Most likely only RSO would be requesting this. (Our officers can speak to their Officers here)
Coverage for the desert area of the county; including Coachella Valley, Garner Valley, and Anza area.
You must call RSO Dispatch and request they turn on the repeater prior to utilizing this channel.

I-TAC 4: Zone 10, Channel 13
(Waiting to hear on usage after update)
Coverage for the eastern area of the county from Desert Center to the Colorado River.
You must call RSO Dispatch and request they turn on the repeater prior to utilizing this channel.

TAC TA's Talk Around Channels – Zone 9
(Waiting to hear on usage after update)
Dispatch can not hear from consoles, and only radios in close proximity of the repeater can hear this channel. PS would NOT be using this one unless our Officers are in the below area and close enough to the other agency HT. Coverage for the western area of the county; including Riverside, Perris, Elsinore and Temecula areas.

ORANGE **Zones 1, Channel 9 also (Zone 2, Channel 15)**
This is used for routine public safety traffic and is <u>ERICA-wide</u> (entire Coachella Valley and Beaumont) <u>When transporting to the Banning jail, officers can contact our dispatch center on the radio by using the ORANGE talk group</u>. <u>You may still be able to reach dispatch on our PSPD 1….if not, please switch to ORANGE.</u>**

ONG E **Zones 6, Channel 13**
Routine public safety traffic, but is only available in the Coachella Valley (east of Cabazon)

ORANGE W Zone 6, Channel 14
Routine public safety traffic – available west of Cabazon

PS AN CTRL Zone 3, Channel13
This channel is not being utilized for now.

PS DISASTER
Zone 1, Channel 15
Used by City of Palm Springs radios ONLY. All PS radios could use this channel in the event of a disaster, i.e., major wind storm, earthquake, flooding, aircraft emergency, etc, to communicate with each other. Use this for any disasters that require ALL entities to be able to communicate to one another, i.e., Airport staff, City Hall staff, Fire personnel, Police personnel, Fleet Maintenance, Streets, etc. ALL Palm Springs ERICA radios have this talk group.

PS FD 1 **Zone 1, Channel 6 also (zone 4, channel 2)**
ERICA Fire channel (not used often)
Use if PS FIRE MAIN goes down. PD and FD can talk on this channel

PS FIRE MAIN
Main Fire channel (non-ERICA) not on HT's

PS GOV1 **Zone 1, Channel 8** **also (Zone 3, Channel 2)**
(ALL Local Gov channels are <u>NOT encrypted</u> and can be heard on a scanner. If we patch a non encrypted channel to an encrypted channel, it will NOT be encrypted.)
Casino will use this channel to get a hold of us.
Emergency channel for city employees (non-public safety).

PS GOV2 Zone 3, Channel 3
Local Gov secondary channel. Non-public safety radio users may use this channel the same way we use PSPD 2. IT does not need to be monitored by us since everyday "chatter" is allowed on this channel.

PSP ARFF **Zones 4 & 5, Channel 8**
ARFF units (mainly used by Airport Comm Center)

PSP LEO **Zones 1 & 5, Channel 7**
Airport Officer

PS PD 1 **Zone 1 & 2, Channel 1 (this talk group is on many channels and zones) Main PD ERICA talk group**

PS PD 2 **Zone 1, Channel 2 also (zone 2, channel 11)**
Secondary radio traffic. Media can not monitor.

PS PD 3 **Zone 1, Channel 3**
This is the primary talk group used by PSMPS&R when they are called out. This needs to be monitored for all rescue call-outs.

PS PD/BU **Zone 11, Channel 9** **(Zone ?, Ch ? for Local Gov HT's)**
Back-up channel for all Local Gov radios (City Hall).
(see "Radio Failure Procedures")

PS PD DET **Zone 1, Channel 4**
May be referred to as Channel 4. Detectives may use this channel.

PS RSO **RSO's Desert <u>Channel</u> not on HT's**
We can patch with RSO here. Using the drop down menu, we can chose which of their radios to monitor or patch with.
"PLM DST1" is their main Coachella Valley wide channel.

PS RCPSIS **Not on HT's**
Riverside County <u>Intercom</u> only heard by Dispatch Centers.

Always use this when we need to advise agencies of an emergency they need to be aware of, or if they are not answering their phones. (Includes: Banning, Beaumont, Cal Fire, Cathedral City, Corona, Desert Hot Springs, Hemet, Indio CHP, Indio PD, Murrieta, Palm Springs, Riverside, UCR)

PS SATELLITE Not on HT's

At this time, there is no interface, so this channel is not used. Once the interface is installed, we will use this to communicate with our Satellite Phones during emergencies. We would use this channel instead of the Satellite Phone. However we would use the Satellite Phone if we needed to DIAL anyone. This is a PSFD VHF channel used on their old (current) radio – not ERICA. We should have two (2) in dispatch. One for us – which should never leave the center; and one in the Dispatch Supervisor's office to be signed out when needed.

PS SPEC Zone 1, Channel 13 also (Zone 4, Channel 15)

This is another option for PS City departments (Police, Streets, PS Facilities) to communicate with each other, during any special PS event. (parades, bike races, etc.)

PS STREETS Zone 3, Channel 7

Used for daily communication with PS City Workers.

PS UHFCLEMARS Not on HT's

(UHF=Ultra High Frequency) Radio itself is housed in the Spider Shack, as opposed to being in our dispatch center. Communicatesoff of our back-up repeater rather than the main repeater at Edom Hill. This is used for all public safety, not just ERICA. **When we have outside agencies assisting us (helicopter, airplane, FBI, ICE, etc.) you would ask them (or they'll ask you) which frequency we have – VHF CLEMARS, UHF CLEMARS, I-TAC, etc. since all public safety agencies have access to each of these.

PS VHFCLEMARS Not on HT's

(VHF=Very High Frequency) refer to UHF for description.

PW E Zone 3, Channel 4

Public Works East channel. This can be used by all ERICA Local Gov radios east of Cabazon. DHS, Indio, Cathedral City, and PS public works employees can meet her to talk. (ie: coordinate opening wash gates)

RED Zones 1-12, Channel 16

For Public Safety emergencies only – ERICA-wide (entire Coachella Valley and Beaumont)

ST DISASTER Not on HT's

This is a County-wide disaster channel used by ALL Emergency Operations Centers (EOC's). This is used by both police AND fire dispatch centers, as well as EOC centers. Monthly testing is performed on this channel.

SWAT E **Zone 1, Channel 14 (also Zones 6 & 7, Channel 6)**
Used for SWAT training and call outs.

WHITE 1 Zones 1, 3, & 5 - Channel 5, (also Zone 6, Channel 10) (Zone 8, Channel 2)
Not on consoles. "Talk-Around" channel.
Car-to-car traffic for officers in close-proximity of each other (approx 1 mile). This channel, along with all T/A channels, are not monitored by a dispatch center, not recorded, and **is not encrypted**. Radio traffic can be monitored by local scanners. This can be used as far as Sacramento.

For the talk groups indicated by a color:
If there is no E or W displayed, it is ERICA-wide (entire Coachella Valley & Beaumont).
If there is an E displayed, your coverage is east of Cabazon.
If there is a W displayed, your coverage is west of Cabazon.

RADIO FAILURE PROCEDURES:
First, try to dispatch off PS PD Cnslt 1 [the end-users (HT'S) don't have to change anything here]. If that doesn't work, Dispatch off the HT's or Doomsday radios (again, end-users do not need to change anything). If those aren't working, then all users (Dispatch, PD, FD) need to use EDOM 1/BU channel.

With our old radio system, if we needed to switch to back-up (because of a system failure at Edom Hill), dispatch made the switch from the dispatch console and the end-users (HT's) did not need to do anything on their end. This is not the same with our new digital system.

In the event of a System Failure, the end-users (HT's) will receive an OUT OF RANGE error on their radios for an extended amount of time. If this occurs, the end-user must switch to their designated back-up channel on their radios, which are as follows:

PSPD radios = EDOM 1 (located in Zone 1, Channel 10)
Airport radios = AIRPORT B/U (located in Zone 11, Channel 5)
Local Gov radios = PSPD B/U (located in Zone 11, Channel 9)
Fire radios = EDOM 1 (located in Zone 1, Channel 10)
(only applies to FD if they are using their ERICA radios)

Both dispatch centers (PD and Airport) should have our back-up channels active on their consoles to ensure they're prepared in case of a system failure.

Remember FD does not use ERICA as their primary radio, so their radios may still be operating even if our ERICA radios are down.

PS FIRE MAIN on back-up:
When we need to place the PS FIRE MAIN channel on back-up (Spider Shack), you need to click on the "Spider/Edom" icon. Edom is our main channel and the second box. Spider shack is the first box. The

tower furthest away is Edom Hill. When this is selected, we are on Main (Edom Hill). The tower closest is the Spider Shack. When this is selected, we are on Back-up (Spider Shack).

Scanners

ALL POLICE TALK GROUPS ARE ENCRYPTED and can NOT be scanned.
ALL Local Gov channels (non-safety) PS GOV 1, PARKS, STREETS, etc are NOT encrypted and can be heard on a DIGITAL scanner only. (These digital scanners are not common and very expensive.) If we patch one of these non encrypted channels to an encrypted channel, it will NOT be encrypted.

Recorded channels:

Radio channels recorded on our local recorder (Higher Ground / Capture 911):
PSPD 1 (PS PD Cnslt 1), PSPD 2, PSPD 3, and PS FIRE MAIN.

We also have eight (8) additional channels recorded on our local recorder listed in Consolette 4. Those 8 channels are:

1. PSPD DET
2. PSP LEO
3. PS SPEC
4. SWAT E
5. PS DISASTR
6. EVENT E
7. PSFD 1
8. RED

However, to ensure we are recording on our local recorder on one of these 8 channels, you must have one of those 8 channels selected off of Consolette 4. To do that, you would select Consolette 4. You'll see a drop-down box. In that drop-down box are those 8 channels. Select which one you need. You do not need to keep Consolette 4 selected for it to record.

But, as a fall-back plan ALL CHANNELS for ALL agencies on ERICA are recorded on our "main" recorder which is housed at CCPD. We can also access all radio traffic off the ERICA monitor next to the printer.

Transmitting on multiple channels at once:

1. Choose one of the Multi-Select folders. "Msel 1", "Msel 2", or "Msel 3"
2. Click the first button on the left below the "Msel" channel. This is the button with three boxes, without the "flash" symbol. The box should turn green.
3. Click on the channels you would like to transmit on.
4. Click on the button without the flash again. This should turn white, from green.
5. To transmit on the channels you multi-selected, at the same time, you will now click on the button WITH the "FLASH" symbol.
6. You can keep those channels on the "Msel" folder at all times, it won't interfere with any other transmissions.

ERICA Info

ERICA is a Motorola Astro 7.9 P-25 encrypted 800mhz trunked radio system involving:

Three (3) sites: Edom Hill, Indio Hill, Mt. David (in Beaumont)
16 frequencies
Nine (9) back-up conventional repeaters: Beaumont City Hall, Cathedral City EOC, Beaumont PD, Edom Hill 1, Edom Hill 2, Indio Hill, Whitewater, Spider Shack (x2 – 1 for PD, 1 for Airport)

Four (4) dispatch centers with a total of 19 Motorola 7500 dispatch consoles
Harris microwave backbone system
Several 4.9 GHz connecting links
*7.9 is the version of Motorola software we currently use.
*P-25 stands for Project 25. This is an APCO standard for interoperability radio systems

Patching:

1. Click the "Msel1" tab
2. Click the button just below that with the three white rectangles
3. Click on the channels you want to patch
4. Click on "Patch1" tab
5. Click the button just below that with the five squares and 1 in the center
6. Click on the channels you want to patch

(When patching the "PS RSO" or an "ITAC" channel, you must call RSO Dispatch and Request they turn on the repeater prior)

Call Alert (page) an HT:

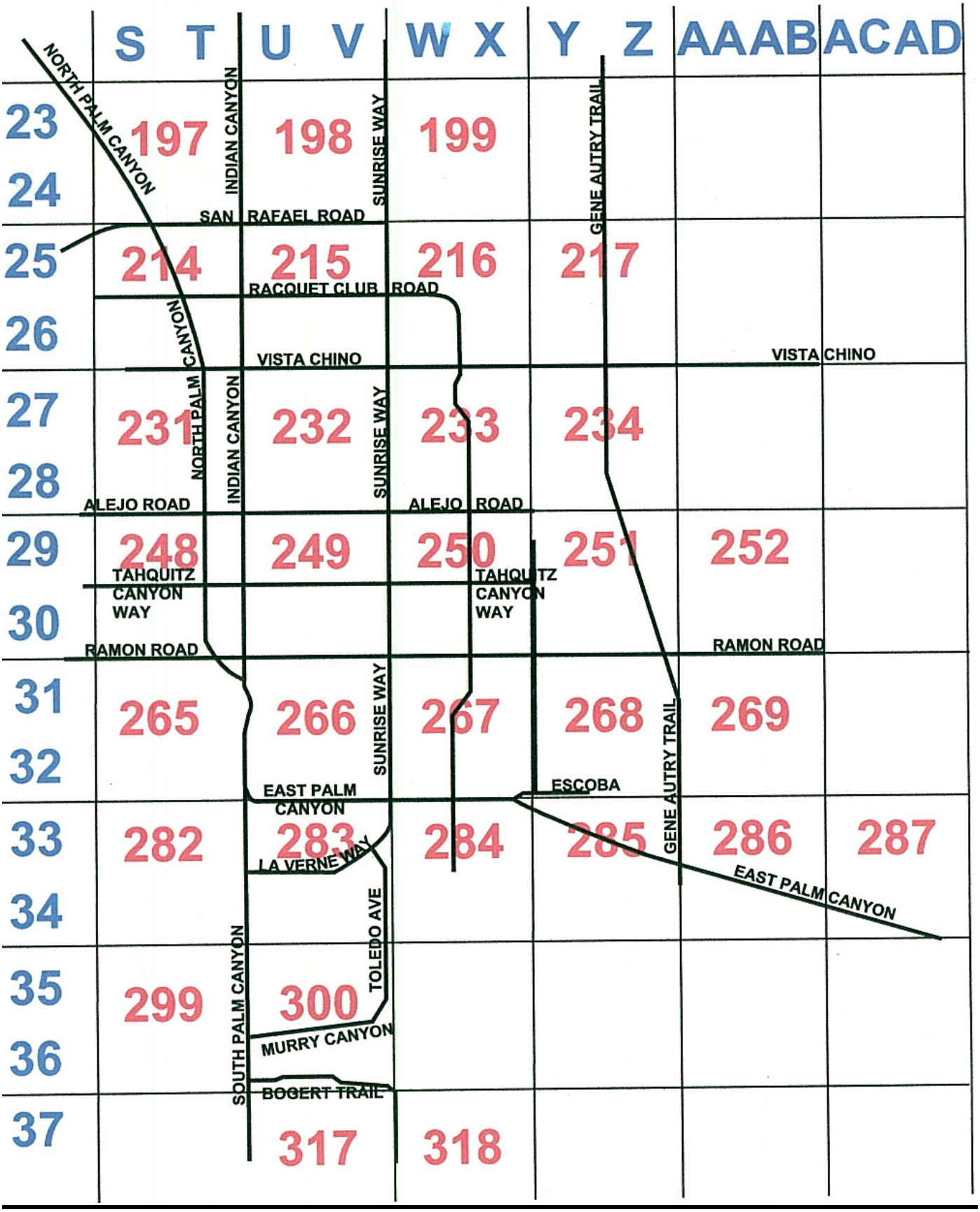
1. Click on the Pager Icon on the icon tool bar at the top of the screen
2. The "Standard Page" windows opens. Click on "Manual" tab
3. Enter the HT's 4-digit radio Trunk ID# into the "Pager ID:" field
   (the 4-digit ID# can be found on the following pages …)
4. Under "Format", click on "Call Alert" from the drop down menu
5. Under "Resource" select the channel you want to alert the HT on.
6. Click the colored icon with the pagers and a red arrow
7. "Manual 1" appears in the Pending Pages box. Click SEND button

A call alert will be sent to the HT. The officer can stop the call alert by pressing the mic key button or changing channels. This only alerts the HT, not the vehicle radio.

Reporting Radio Problems

When we experience radio problems with our dispatch console and/or equipment on Edom Hill or the Spider Shack, report it to Motorola: 1-800-323-9949
When we experience problems with HT's and Unit radios, report directly to ComSerCo:
M-F 8-5 (760) 360-7135 After hours: JR (760) 567-3872 or Steve (951) 830-0926

CITY OF PALM SPRINGS



FIRE DISPATCHER

Training Material Reviewed	*Explained*	*Performed*	*Competent*
Dispatching 0800-2100			
Dispatching 2100-0800			
Fire Response Area			
Map Page			
Grid			
Pre-Plans			
PSFD Company Responses			
Medical Aid Responses			
Medical Alarm Responses			
Water Leak Incidents			
Structure Fire Responses			
Vehicle Accidents			
Mutual Aid			
Vegetation Fire / Brush Fire			
CAD down dispatching procedure			
Radio down back-up procedure			

The above tasks have been explained, presented and/or demonstrated to me and I feel I can perform these tasks in a competent manner.

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Trainee Date

_____

Trainer Date

PSFD PRIMARY RESPONSE AREAS

FIRE STATION 1
277 N INDIAN CANYON DR
NORTH: Stevens Rd/Tachevah Dr
WEST: Mountains
SOUTH: N Riverside Dr
EAST: Sunrise Wy

FIRE STATION 2
300 N EL CIELO RD
NORTH: Tachevah Dr
WEST: Sunrise Wy
SOUTH: East Palm Canyon Dr
EAST: Gene Autry Tr/ San Joaquin Dr

FIRE STATION 3
590 E RACQUET CLUB RD
NORTH: Interstate 10/North Palm Springs
WEST: Mountains
SOUTH: Stevens Rd/Tachevah Dr
EAST: Gene Autry Tr

FIRE STATION 4
1300 LAVERNE WY
NORTH: The Wash/S Riverside Dr
WEST: Mountains
SOUTH: Indian Canyons
EAST: Gene Autry Tr

FIRE STATION 5
5800 BOLERO RD
NORTH: Ramon Rd (Home Depot)
WEST: Gene Autry Tr
SOUTH: Mountains
EAST: Golf Club/PS View/Cathedral Cyn Country Club

FIRE TERMINOLOGY

360	Complete walk around the incident location to assess
Primary Search	Initial search of incident location
Secondary Search	Second search of incident location by different FF's from Primary Search
All Clear	Didn't find anything
Knockdown	No more flames
Exposure Protection	Save vehicles and other buildings
Salvage & Overhaul	Pull down celling, lay tarps
Utilities	Electric, Water, Gas, etc.
Force Entry	Force open doors and windows
Ventilation	Cut holes in structure & may use fans, to relieve heat and smoke from structure
Mayday	Firefighter in life threatening situation = equivalent to a Police 11-99
ALS	Advanced Life Support – paramedics (can do IV's)
BLS	Basic Life Support – EMT only, not a paramedic (cannot do IV's)
SCBA	Self Contained Breathing Apparatus
Triage	Sort & separate
MCI	Multi Casualty Incident
Med Com	Position in charge of contacting hospital reference an MCI
C-Spine	Referring to spinal protection (ie: backboard)
ETOH	Under the Influence
TC	Traffic Collision
Extrication	Cut car apart
Jaws –	"Jaws of Life" hydraulic piece of equipment used to cut car apart
Spreaders or Rams	Pieces of equipment used to cut car apart
A pillar, B pillar	Parts of the car (frame)
Staging	Waiting
ICS	Incident Command System
CAN report	Conditions, Actions, Needs
PAR	Personnel Accountability Report (head count of units on incident scene)
Emergency Traffic	Indicate a critical, life, safety-related radio message
Unified Command	Multiple jurisdictions working together in one incident

Wildland Fire Terminologies:

flank, finger, head, heel, (locations around fire)

black, green, progressive hose lay

FIRE DISPATCHING
0800-2100

Preamble: “Engine 1, AMR, medical aid on (street name)”
-Alert 2 (hold for a few seconds, release)
-Checklist Page, AMR, send page

“Engine 1, AMR, medical aid, possible heart attack
155 S Palm Canyon (REPEAT address), between Tahquitz Canyon and La Plaza, Mercado Center. Map page 248. Grid T30, Pre-Plan 248-11 a/b”

(*Click on the HOUSE icon for the preplan/complex information)

Dispatcher is to make sure each fire unit copies each dispatch.

You will hear “Engine 1 copies” then “Engine 1 responding”

After the fire unit goes responding, you can advise them of any additional information they may need including if PD is on-scene or en-route, any suspicious circumstances, suspect descriptions, etc. Provide any additional information needed to maintain the safety of the Fire Department Personnel responding. Information regarding gate codes or key locations is to be sent by text message via the dispatch cell phone or by sending MDC message to the Fire Company.

AMR will respond on our frequency “AMR 106 responding.”

(Note: AMR does not respond on patient assist calls-non injury)

2100-0800

-Checklist Page, PS STA 441, AMR, send page
Preamble: “Engine 1, AMR, medical aid”
-wait several seconds

“Engine 1, AMR, medical aid possible heart attack. 155 S Palm Canyon (repeat address) 155 S Palm Canyon, between Tahquitz Canyon and La Plaza, Mercado Center. Map page 248, grid T30. Pre-plan 248-11 a/b”

(*Click on the HOUSE icon for the preplan/complex information)

Dispatcher is to make sure each fire unit copies each dispatch.

Follow up with any additional information when the unit goes responding.

FIRE RESPONSE PROCEDURES

The addition of the Squad was added to our response forces to help with simultaneous calls, response times, assist with keeping PRAs covered, and provide additional manpower on incidents. To provide the best service and maintain a standard of coverage the following will be our response procedures:

- **Medical aid, rescues, patient assists, public service, etc.**
  - Continue dispatching the 1st in.
  - Medic Squad will be first unit to respond out of Station 1 (instead of Station 3) to Tram. Unless the call requires additional man power as call types mention below.
- **Traffic collisions**
  - Continue dispatching the 1st and 2nd in Engines or Truck.
- **First alarm assignments**
  - All available units will be dispatched including the Medic Squad.

Calls in Stations 1's PRA:

- Dispatch will alert the station as "Company One" when both Engine 1 and Medic Squad are available. If only one is available, refer to them by their unit identifier "Engine 1, Medic Squad".
- The following are examples of call types that will be used to determine which unit will respond:
  - **Squad - has 2 personnel "2 O" – responds to less critical medical calls**
    - Unknown medical – MUST get more info from RP and provide circs to responding unit
    - Person Ill – MUST provide more info to determine response force
    - Abdominal pain
    - Vomiting
    - Fall
    - Extremity pain
    - Diabetic ill

- **Engine 1 - has 3 personnel "3 O" – responds to more critical calls**
  (If Engine 1 is committed and Medic Squad is available, you still need to also send the 2nd in unit along with the Medic Squad to the below call types.)
    - Difficulty breathing
    - Chest pains, heart attack
    - Stroke
    - Trauma
    - Full arrest
    - Possible DOA
    - Patient Assist
    - Lines Down
    - Fire Alarms
    - Rescues
    - TC's

***We will continue to re-evaluate this response plan as needed.

Fire Response Area	1st In	2nd In	3rd In	4th In	5th In	
441	441	443	442	444	445	Downtown
41A	441	444	442	443	445	Warm Sands
41B	441	442	443	444	445	
41C	441	444	442	443	445	Sunrise x Ramon x Tahquitz
442	442	445	444	441	443	
42A	442	444	441	445	443	
42B	442	443	441	444	445	
42C	442	441	444	445	443	
42D	442	441	443	444	445	
42E	442	441	443	445	444	
42F	442	445	443	441	444	
42G	442	444	445	441	443	
443	443	441	442	444	445	Station 3
43A	443	442	441	444	445	Farrell x VC
43B	443	442	445	441	444	Escena
43C	443	441	444	442	445	Garnet Area / CDF's 1st In
43D	443	441	444	442	445	North of Railroad Tracks
43E	443	441	444	442	445	Overture Area
444	444	441	442	443	445	
44A	444	441	442	445	443	Sunrise west to mountain, no of EPC
44B	444	442	445	441	443	
44C	444	442	441	445	443	Farrell to Sunrise, nof EPC
44D	444	441	445	442	443	Caliente west to mountain, so of EPC
44E	444	445	441	442	443	Caliente to Toledo, so of La Verne
44F	444	445	442	441	443	Toledo to Southridge, so of EPC
445	445	442	444	441	443	
45A	445	444	442	441	443	

*PSFD handles EB/WB I10 from N Indian Cyn to 2 miles west of Indian

RADIO FREQS
PS MAIN 154.3550
TAC 1 154.3100

Updated on 04.24.2019

AIRPORT/AIRCRAFT EMERGENCY

Medical Aid:

Routine preamble for any medical aid

Units to respond: ARF151, ARF152, ARF153, T2 and AMR

Information: Where EXACTLY is the patient (curb side, Skywest ticket counter, baggage claim, etc.) AMR will need to be reminded to respond to perimeter gate 15

Aircraft Emergency:

Preamble: "ARF units, T2, E1, E3, E5, BC, AMR Aircraft Emergency"

Dispatch: "ARF units T2, E1, E3, E5, BC, Aircraft emergency,
MD80 with overheated battery, 8 souls on board, 22 miles SE, runway 13R, AMR respond to perimeter gate 15"

Aircraft Categories:

Category I	Single engine aviation aircraft
Category II	Multi-engine aircraft weighing less than 12,500 lbs, includes Jet aircraft and jet helicopters
Category III	Multi-engine aircraft weighing more than 12,500 lbs

Alert Types:

Alert I	Aircraft is known or suspected to have an operation defect that may not cause difficulty in landing ... "standby"
Alert II	Full Emergency. Aircraft that is known or suspected to have an operational defect that affects normal flight operations to the extent that there is danger of an accident
Alert III	Denotes an accident has occurred on or in the vicinity of the airport

Information: Where EXACTLY (runway location, 31L, 13R), ETA of craft, souls on board, hours of fuel on board (information will be provided by FAA drop line)

ALL AIRCRAFT EMERGENCIES ARE TREATED AS FULL RESPONSE INCLUDING NOTIFICATION OF WATCH COMMANDER AND CATHEDRAL CITY POLICE DEPATMENT. A CALL FOR SERVICE NEEDS TO BE INITIATED FOR POLICE.

Other Important Fire Information

The FD unit will be considered on scene at the incident upon the arrival to the gate of a complex. The unit will also announce on-scene at the residence. This secondary on-scene time will be recorded in the Event Record by dispatch.

When Indian Canyon is closed at the wash, Cal Fire will handle our fire/medical aid calls for us north of the wash. We need to call Cal Fire and let them know when the wash closes. If we get a medical aid/ fire call north of the wash, we need to call Cal Fire (or contact them via the PS RCPSIS channel), give them the info, find out which of their units are responding (usually it is E36), and tell them to have their unit respond on "Palm Springs Fire Main" channel. Then log their responding unit into CAD (E36P, E24P), communicating with them over the air and logging into Alliance.

Structure fires in the Overture area: 2 PSFD Engines, PSFD BC, and request 2 engines and a BC from Cal Fire.

PD should go with FD on ALL medical aids that are 10-95 at ANY hour.

There may be requests by FD to have Dispatch contact DRMC ER and provide incident information. You can expect this type of request during the following: MCI (mass casualty incidents) and/or any type of potential trauma that will require patients needing immediate surgical/specialized intervention. The number to contact is 760-323-4723 and is in VESTA under "DHER Nurse Multi-Vict". A nurse from the ER answers this phone and will ensure that vital incident information will reach the ER staff so they can properly prepare for incoming patient(s).

Calls at the PS Tram: PSPD & PSFD handle lower station (valley station) calls. Park Rangers handle calls at the top including police & medical calls. If they will bring the victim down to the valley station, then we can have PSFD meet them there. Start Cal-Fire with FD on all fire calls until told to cancel them.

There are call boxes at each fire station. When these are used, they directly dial our 1441 number. There are also cameras at some of the fire stations (currently not working).

PLEASE familiarize yourself with the CAD down procedure for dispatching fire calls. You must utilize the fire books including the "FD Run Card File" book, and the "Street Guide" book.

Emergency Dispatch Centers do not fall under HIPPA laws about releasing medical information for officer safety reasons. The firefighters or responding officers safety must be considered and they should be advised. Still use caution as to how to dispatch this information - do not give full name with the known disease in same transmission.

PSFD COMPANY RESPONSES

TYPE	# OF COMPANIES	POTENTIAL RESOURCES
Activated Sprinkler Heads	1st alarm	
Aircraft Emergency	1st alarm, ARFF, AMR	PD,4400,4401
Arcing Lines	1	SCE
Brush/Wildland Fires	1st alarm	PD, FICC
Electrical Short	1	
Fire Alarm (commercial)	2	
Fire Alarm (residential)	1	
Hazmat/Chemical Spill	1st alarm	Cal Fire Hazmat/PD
Medical Aid	1, AMR	
Medical Aid at Airport	1, 2 ARFF units, AMR	
Medical Alarm	1, AMR	PD
Mountain Rescue	1,BC	PD
(w/ injuries)	w/AMR	
Natural Gas Leak (confirmed)	1st alarm	So Cal Gas/PD
(w/ injuries)	w/AMR	
Odor of Natural Gas	1	
Odor of Smoke	1	
Patient Assist	1	
Sheared Fire Hydrant	1	DWA
Smoke Check (interior)	1st alarm	
Smoke Check (exterior)	1 (code 2)	
Structure Fire	1st alarm	Bldg Dept
(w/ injuries)	w/AMR	
Swift Water Rescue	Truck, 2 Engines, BC, AMR	
Traffic Collision - Injuries	2, BC, AMR	PD
(unk # of injuries)		
Traffic Collision - Injury	1, AMR	PD
(only 1 injury confirmed from PD)		
Vegetation Fire	2	
Vehicle Fire	1	
(no structures threatened)		
Vehicle Fire	1st alarm	PD
(structures threatened)		

****

1st alarm	Full response
2nd alarm	4 additional engines, Cal Fire BC, 4400, 4401
3rd alarm	4 additional engines with Deputy Chief and/or Fire Chief, BC
4th alarm	4 additional engines to staging area
5th alarm	4 additional engines to staging area

note If BC requests 2 additional or cover units, those are not included in an additional alarm

FIRE CALL TYPES

AE - Aircraft emergency
AL - Arcing lines
B2 - B2 Inspections
BF - Brush Fire – Mountainside
BFST - Brush Fire Structures Threatened
DF - Dumpster Fire
DFST - Dumpster Fire Structures Threatened
FAC - Fire Alarm Commercial
FAR - Fire Alarm Residential
GL - Gas leak
GO - Odor Of Gas
HZS - Hazmat Spill
MA - Medical Aid
MAA - Medical Aid Airport
MAL - Medical Alarm
MU - Mutual aid
OTF - Other FD
PA - Patient assist
PSF - Public service
RE - Rescue
RF - Refuse Fire
RFST - Refuse Fire Structures Threatened
SCI - Smoke check indoors
SCO - Smoke Check Outdoors
SF - Structure fire
TF - Tree Fire
TFST - Tree Fire Structures Threatened
VF - Vehicle Fire
VFST - Vehicle Fire Structures Threatened
VEGF - Fire In Open Field

With PD

DBF - Dead body
1181F - Injury TC
20001F- Injury hit and run
ODF - Overdose
SUICIDEF Suicide

MEDICAL ALARM RESPONSES

A medical alarm (MAL) comes in from alarm companies as either manual activations or inactivity alarms. This type of incident is treated as a medical aid response. If the alarm company was able to contact the involved party or if Dispatch makes contact, then pertinent information should be relayed to responding fire unit (type of medical aid, access information, pets on property).

If there is no contact made with the involved party by Dispatch then the Police Department should be requested at the same priority response as the Fire Department (MALP).

See Lexipol Policy 317.

RESPONSE TO WATER LEAK INCIDENTS

Sheared Fire Hydrant – 1 Fire Unit to respond for evaluation and attempt to shut off, DWA to be notified.

Interior Water Leak (Commercial and Residential) – 1 Fire Unit to respond for evaluation, any further actions based on the assessment by the Captain.

Exterior Water Leak –

- If the reporting party advises of property damage occurring – 1 Fire Unit for evaluation, any further actions based on the assessment by the Captain.

- No property damage occurring – Refer to DWA. (This to include leaks in the street, green belts, etc.)

- "Single Caller/Passer-By" type incidents, generally found to be irrigation sprinklers that have cycled off prior to FD arriving on scene; will require the call taker to obtain more information and categorize appropriately. If available, utilize PD to determine if DWA response is necessary.

- Any reports of water leaks associated with Fire Protection Systems – 1 Fire Unit to respond for evaluation, any further actions based on the assessment by the Captain.

AIRCRAFT EMERGENCY

ALERT 1 (Potential Accident / Minor Difficulty): The aircraft approaching or on the airport is experiencing minor difficulty (i.e. feathered propeller, indicator light, etc.)

ARFF 151 – NORTH end of landing runway (departure end of runways 31L & 31R).
ARFF 152 – Midpoint of designated runway.
ARFF 153 – SOUTH end of landing runway (approach end of runways 31L & 31R).

ALERT 2 (Potential Accident / Major Difficulty): The aircraft approaching, or on the airport, is experiencing major difficulty (i.e. oil leak, faulty landing gear, no hydraulic pressure, engine on fire, etc.) **The landing runway is CLOSED upon touchdown of the emergency aircraft and shall remain closed until reopened by Airport Operations.**

ARFF 151 – NORTH end of landing runway (departure end of runways 31L & 31R).
ARFF 152 – Midpoint of designated runway.
ARFF 153 – SOUTH end of landing runway (approach end of runways 31L & 31R).

ALERT 3 (Actual Accident): An aircraft accident has occurred on or near the airport and emergency equipment should proceed immediately to the scene. **The airport is CLOSED until Airport Operations reopens a partial or complete area of the airport.**

Respond all available units to the scene of the incident.

OTHER (ALERT 4A/B, Medical Aid, Fuel Spill): An emergency other than an ALERT 1, ALERT 2, or ALERT 3 which requires emergency assistance. The situation is described as accurately as possible to the actual situation.

ALERT 4(A): A Bomb Incident involving an aircraft.
ALERT 4(B): A Bomb Incident involving a building / facility.

Respond to the incident location.

Initial notification:

- Type of Emergency / ALERT situation
- Aircraft Identification
- Aircraft Type
- Nature of the Emergency
- Estimated time of arrival (ETA)
- Runway to be used or location of accident / incident if on the ground
- Number of occupants (passengers and crew)
- Quantity of fuel on board
- Presence of hazardous cargo or explosives
- Agency requesting emergency response, if other than the aircraft owner / operator or PSP ATCT Air Traffic Controller / Supervisor.

MOTOROLA

Call Center Operations 1-800-323-9949

PALM SPRINGS, CITY OF
Service Call Procedure for Fixed Infrastructure

To Place a Service Call...

Step	What you need to do:	Information to Provide
1	Call Motorola Call Center Operations	1-800-323-9949
2	Provide Your Customer Name	PALM SPRINGS, CITY OF
3	Type of Request	"I would like to open a service call."
4	Provide System & Site ID #	See Side 2 of this card
5	Identify the Severity Level	See Severity Table below
6	Your Name and Telephone Number	
7	Description of the Problem/Failure	As detailed as possible.
8	Record the Service Case Number provided to you by Motorola Call Center Operations for service call tracking purposes.	
	If on site support is required to resolve the service request, the Motorola Call Center Operations will dispatch the appropriate local field service provider.	
	To inquire on the Status of a Service Call...	
1	Call Motorola Call Center Operations	1-800-323-9949
2	Provide Your "Customer" Name	PALM SPRINGS, CITY OF
3	Provide Type of Request	"I would like to check on the status of a service call."
4	The Service Case number assigned at the time the service call was opened.	The number you documented in Step #8

SEVERITY LEVELS

Standard Severity & Response Times

Level	Response	Definition
Severity 1	4 hour Response	System/site down or extremely degraded
Severity 2	4 hour Response*	Degraded system/site
Severity 3	1 day Response*	Non emergency, non user effecting

Reporting Radio Problems:

Radio problems with our dispatch console and/or equipment on Edom Hill or Spider Shack report to Motorola at (800) 323-9949

Radio problems with HT's or unit radios, report directly to ComSerCo:

M-F 8:30-4:30 (760) 360-7135 excluding holidays or After hours: Steve Hall (951) 830-0926

SmartZone/OmniLink Sites:

System ID#	Site Name & Address	
SZ03561D4	Palm Springs Airport	3400 E Tahquitz Cyn Wy, PS
SZ03561D3	Palm Springs Dispatch	200 S Civic Dr, PS
SZ035610102	Edom Hill	70500 Varner Rd, Thousand Palms
SZ03561_(SECURITY)	Palm Springs Security Site	200 S Civic Dr, PS

TRAINING EVALUATION OUTLINE

I. JOB READINESS

A. General Appearance

Competent: Grooming indicates a sense of professional pride
1. neat, clean, appropriate
2. good personal hygiene
3. generally well groomed

Needs Improvement: Grooming indicates a lack of professional pride
1. unclean or in disrepair
2. lack of personal hygiene
3. ungroomed

B. Mental Alertness

Competent: Generally alert and able to focus on the job responsibilities
1. well rested
2. alert
3. eager to learn
4. on time

Needs Improvement: lacks ability to focus on job responsibilities
1. tired
2. preoccupied
3. unable to concentrate
4. late/tardy/absent

C. Common Sense/Good Judgment

Competent: Behavior indicates an ability use common sense and applies good judgment to problems and finds a solution
1. able to made decisions
2. good perception
3. ability to foresee and identify problems
4. seeks out solutions

Needs Improvement: Behavior indicates an unwillingness to think through and solve problems

1. acts without thought
2. indecisive
3. unable to identify a problem
4. uninterested in seeking solutions

D. Punctuality/Dependability

Competent: Punctual and dependable on a daily basis

Needs Improvement: Repeatedly late for work, absent from work or unable to be depended upon while at work

II. INTERPERSONAL SKILLS

A. Communication Skills

Competent: Verbal expression consistent and appropriate to the given situation

1. courteous and professional
2. doesn't let personal opinions influence business matters
3. able to express thoughts clearly
4. able to read and/or relay information effectively

Needs Improvement: Verbal expression inconsistent and inappropriate to the given situation

1. allows personal opinions influence business matters
2. unable to express thoughts clearly
3. unable to read and/or relay information

B. Acceptance of Criticism

Competent: Able to accept criticism in a constructive manner

1. applies criticism to future efforts
2. accepts criticism without being argumentative or defensive
3. accepts responsibility of actions

Needs Improvement: Unable to accept criticism in a constructive manner

1. argumentative

2. rationalizes
3. refuses to make corrections
4. defensive
5. hostile

C. Behavior Towards Citizens

Competent: Generally establishes competent, courteous interpersonal contacts

1. friendly, empathetic
2. impartial, courteous
3. objective, professional
4. patient, polite

Needs improvement: Unable to establish competent, courteous interpersonal contacts

1. abrupt, belligerent
2. overbearing, uncommunicative
3. patronizing, impatient

D. Self Image/Confidence

Competent: Behavior indicates a positive self-image

1. demonstrates self-confidence
2. self-motivated
3. self-reliant
4. self-starter
5. decisive

Needs Improvement: Behavior indicates negative self-image

1. timid, lack of confidence
2. negative
3. overly aggressive
4. critical of others

E. Attitude Towards Co-workers, Trainers, Supervisors

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

1. considerate, team player, supportive
2. follows Chain of Command
3. good, active listener
4. gets along well with and is respectful of other personnel

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

1. unsociable
2. insubordinate, sarcastic
3. entertains or participates in malicious gossip
4. does not get along with or is disrespectful of personnel
5. forms cliques and excludes others

III. KNOWLEDGE

A. Department/Communication Polices

Competent: Working knowledge and ability to apply department policies and procedures

1. understands policy/procedures
2. applies policy/procedures
3. knows how to access policy/procedure manuals
4. understands policy/procedures
5. applies policy/procedures
6. knows how to access policy/procedure manuals

Needs improvement: Unfamiliar with department policies and procedures and how to apply them

1. does not understand policy/procedures
2. does not apply policy/procedures
3. does not know how to access policy/procedure manuals

B. CAD Manual, Training Manual, Resources Equipment

Competent: Understand and utilizes available resources/reference material/technology

1. demonstrates working knowledge of CAD help screens
2. understands how to utilize criss-cross directory, training manuals
3. knows what/where information is available
4. utilizes department e-mail, internet services, monitoring devices

Needs Improvement: Unable/unwilling to understand or utilize resources/reference materials/technology

1. unable to access CAD help screens
2. relies on others for answers rather than utilize resources
3. does not know what/where information is available

4. unable to demonstrate working knowledge of department e-mail, internet services, monitoring devices

C. Continuing Education

Competent: Willing and open to attending continuing education classes
1. requests to attend classes related to employment
2. willing to make arrangements for travel to attend
3. shares knowledge/participates in evaluation gained from classes

Needs Improvement: Unwilling/uncooperative to attend continuing education classes
1. hesitant to attend classes related to employment
2. unwilling to make travel arrangements
3. unwilling to share or claims no knowledge gained from classes attended

IV. PERFORMANCE

A. Written Skills

Competent: Ability to compile and organize written or typed communication in a timely fashion.
1. complete statement of facts provided
2. specific crime elements delineated
3. utilizes proper grammar
4. concise, understandable language
5. suspect and/or vehicle information complete and accurate

Needs Improvement: Inability to compile and organize written or typed communication
1. incomplete statement of facts
2. lacks knowledge of specific crime elements
3. utilizes improper grammar
4. utilizes confusing language
5. suspect and/or vehicle information incomplete and inaccurate

B. Verbal Skills

Competent: Effectively able to communicate with the public, co-workers, superiors
1. proper usage of police terminology
2. able to verbally communicate complete statement of facts
3. concise, understandable language

Needs Improvement: Unable to effectively communicate with the public, co-workers, superiors

1. Improper usage of police terminology
2. inability to communicate complete statement of facts
3. unable to use concise, understandable language

C. Listening Skills

Competent: Listens effectively and applies the information obtained appropriately

1. able to obtain facts from extraneous information
2. able to listen without judgment or pre-determination
3. can simultaneously listen to radio traffic, answer telephones and assist personnel face-to-face

Needs Improvement: Unable to effectively apply information obtained, lacks multi-tasking capability related to listening and doing

1. unable to determine facts from extraneous information
2. makes judgments or pre-determinations about a caller
3. unable to simultaneously listen to radio traffic, answer telephones and/or assist personnel face-to-face

D. Knowledge of Call Types & Codes

Competent: Able to accurately memorize and apply appropriate call types and various codes to calls for service

1. demonstrates correct usage of CAD codes/CAD commands
2. applies correct usage of penal and vehicle codes
3. applies correct usage of call types and shorthand codes

Needs Improvement: Inability to memorize and apply appropriate codes/call types to call for service

1. incorrect usage of CAD codes/CAD commands
2. lacks knowledge of codes/shorthand/call types
3. lacks recognition of penal and vehicle codes

E. Stress Control

Competent: Exhibits a controlled attitude and is able to maintain order

1. able to control temper
2. visibly calm and monotone
3. able to contain chaotic situation
4. able to function during emergency situation

Needs Improvement: Outwardly emotional and unable to maintain order

1. looses temper
2. visibly nervous and agitated
3. adds to chaotic situation
4. unable to function during emergency situations

E. Decision Making & Problem Solving

Competent: Able to make independent decisions and solves problems reasonably

1. able to solve a problem with reason and common sense
2. considers all available options and alternatives
3. solicits others opinions and views
4. flexible
5. able to prioritize and handle multiple calls/requests

Needs Improvement: Unable to make independent decisions or solve problems

1. unable to reason out a problem
2. failure to consider options or alternatives
3. failure to seek out differing opinions or views
4. inflexible
5. unable to prioritize or handle multiple calls/requests

G. Geography

Competent: Familiarity with boundaries, City points of interest, beats, common areas and usage of map books

1. demonstrates reasonable knowledge of jurisdictional boundaries, street numbering system, major streets, highways and freeways
2. able to inquire in map resources and find locations
3. demonstrates reasonable knowledge of City points of interest and is able to make referrals.
4. demonstrates reasonable working knowledge of beats and common areas

Needs Improvement: Unfamiliar with boundaries, City points of interest, beats, common areas and usage of map books

1. no working knowledge of jurisdictional boundaries, street numbering system, major streets, highway or freeways
2. unable to find locations using a map resource
3. lacks knowledge of beats and common areas or City points of interest

H. Initiative

Competent: General ability to do the extras needed to increase efficiency and job knowledge

1. needs minimal supervision

2. tends to do more on their own to increase efficiency
3. utilizes the computer and available resources
4. goes beyond the call of duty

Needs improvement: Inability to do the extras to increase efficiency and job knowledge
1. needs continual direction and supervision
2. tends to do only the minimal required
3. fails to utilize the computer and available resources
4. asks for answers instead of researching

I. Radio Transmission / Reception

Competent: General ability to recognize and respond to radio traffic accurately
1. transmissions are understandable and concise
2. rarely misses radio transmissions
3. comprehends most radio transmissions
4. good retention of information received
5. monotone radio voice
6. properly uses radio codes and terminology

Needs improvement: General inability to recognize and respond to audio traffic accurately
1. transmission confusing and/or lengthy
2. misses radio transmissions
3. unable to comprehend radio transmissions
4. poor retention of information received
5. poor voice inflections
6. unable to properly use radio codes and terminology

J. Versatility / Adaptability

Competent: Ability to be flexible and adaptable
1. ability to adapt to changing situations
2. applies acquired knowledge to new situations

Needs Improvement: Inability to be flexible and adaptable
1. tends to see things in only “black and white”
2. unable to apply acquired knowledge to new situations

K. Officer Safety

Competent: Understands the dispatchers role in officer safety
1. displays awareness of potential danger and is alert to changing situations

2. understands officer safety procedures and demonstrates the ability to apply them to both normal and unusual activity

Needs Improvement: Lacks understanding of the dispatchers role in officer safety
1. violates officer safety procedures
2. unable to recognize situations when officer safety could be compromised

L. Retention of Information

Competent: Successfully retains and utilizes given information
1. takes notes and utilizes cheat sheets
2. ask questions
3. self-initiates

Needs Improvement: Unable to retain information provided
1. attempts to remember information instead of taking notes or using other guides and cheat sheets
2. needs to be told information multiple times a day, repeatedly

PHOENETIC ALPHABET TEST

A	**N**
B	**O**
C	**P**
D	**Q**
E	**R**
F	**S**
G	**T**
H	**U**
I	**V**
J	**W**
K	**X**
L	**Y**
M	**Z**

10 & 11 CODE TEST

10- 1	10-29
10- 2	10-32
10- 4	10-33
10- 5	10-34
10- 6	10-35
10- 7	10-36
10- 8	10-37
10- 9	10-39
10-10	10-45
10-14	10-60
10-15	10-87
10-17	10-97
10-18	10-98
10-19	11-01
10-20	11-44
10-21	11-81
10-22	11-82
10-23	11-83
10-28	11-85

11-99

PALM SPRINGS POLICE & FIRE DEPARMENT
COMMUNICATIONS CENTER

CALL TAKER TEST

1. What information will you find under “M” key in CAD?

2. How do you handle a recovery of a stolen vehicle when our agency took the initial report?

3. Which sides of the streets are even numbered and which are odd numbered (north, south, east, and west)?

4. If the caller tells you that the same problem happened yesterday at the same address, how would you verify this?

5. Which commands are used to log on a new patrol team for duty?

6. Never sacrifice speed for accuracy. TRUE or FALSE?

7. Where do you find the name of an officer assigned to a particular call for service?

8. E443 needs time of dispatch and arrival on a medical aid that was handled earlier in the day. How would you find this information?

9. How do you request time off in dispatch?

10. What is the format for writing a suspect description?

11. List three priority types in CAD?

12. If the CAD system is down how would you initiate a call for service for a burglary at Subway over the weekend? What information is needed?

13. How do you assign an officer a DR?

14. If the apartment manager of a local apartment complex called requesting the home phone or cell phone number of the officer assigned to their particular neighborhood what would you do?

15. How do you find an officer's home address?

16. How are the seven digit emergency lines answered?

17. What is the code for a bank robbery in progress?

18. A caller reports that someone is having a heart attack and is unconscious at Demuth Park. What do you do? What are some of the questions you would ask?

19. If you fall down the steps walking to the briefing room and are injured, what must you do?

20. What is the procedure for an alarm activation at a residence? Does the time of day make any difference?

21. What is the procedure for a CODE 10?

22. How would you handle a 911 call reporting a vehicle accident on the interstate?

23. What do you do when a caller is reporting a repossessed vehicle?

24. Where would you locate the phone number for a cell phone security company?

25. What information is given on an ALI/ANI screen? What is the definition of ALI/ANI?

26. What options do you have when trying to locate restraining order information?

27. What steps are taken when a tow company calls to report they removed a vehicle from private property?

28. How would you contact someone within the police station?

29. Define the meaning of “CYMBL”.

30. How do you find out if an officer is on duty?

31. What is the procedure if a caller reports a bomb threat?

32. What would you ask a caller reporting a family fight?

33. Give the jurisdictional boundaries of Palm Springs.

34. Relay the procedure for a SWAT team call out.

35. What steps are taken after receiving a 911 disconnect call?

36. What is the radio designator of the Chief of Police? What is the designator for the Fire Department Chief?

37. What is the call sign for the Identification Technician?

38. What types of calls would an ID Tech be required to respond to?

39. What is the telephone number of the Streets Department?

40. Can a person report a non-injury hit and run report over the phone?

41. How do you make an emergency break-through to a busy phone number?

42. What is the web site of the Palm Springs Police Department? What type of information will you find on the website?

43. What is the name of the Chief of Police? What is the name of the Fire Chief?

44. According to department policy, under what circumstances can an officer pursue a vehicle? What are dispatch responsibilities regarding police pursuits?

45. What is your chain of command?

50. What directions do the following streets run (NSEW)? What beats?

Sunny Dunes _____

San Luis Rey Dr _____

Vista Chino Dr _____

La Plaza _____

Bedford Dr _____

Andreas Rd _____

Highland Dr _____

Tachevah Dr _____

Warm Sands Dr _____

Karlisa Cove _____

Alejo Rd _____

51. Connect the radio codes to their definitions:

Station	10-10
Correct Time	10- 9
Off duty	10-36
Available	10- 4
Repeat	10- 8
Break	10-20
Home/spouse	10-81
OK/no problem	10- 7
Bomb threat	10-17
Paperwork/items	10-42
Location request	11-99
Officer needs help	11-01

52: What is the name of your present CAD system? What is the procedure to report problems with CAD?

53: Fill out a sample time card and attach it to this test.

54: How often does the Dispatch Center participate in shift change?

_____ / 54

_____/Date &Time given

_____/Returned

Timed Test

PALM SPRINGS GEOGRAPHY

* What are the north boundaries of Palm Springs?

* What are the south boundaries of Palm Springs?

* What are the east boundaries of Palm Springs?

* What are the west boundaries of Palm Springs?

* Describe and list significant areas of interest around Demuth Park

* What is the name of the park on Tamarisk Rd?

* Name several popular tourist attractions our City offers.

* Name several popular tourist destinations outside our City.

* If a citizen is reporting a large fight occurring in the area of Gene Autry, West of the airport, north of Ramon. Where would you believe this is happening?

* Name several historic preservation buildings within the City of Palm Springs

* Where is the Sonny Bono Memorial Fountain located?

* Name the 4 streets that run East and West between Tamarisk and Ramon on Sunrise Way

* What is the name of the facility that hosts the Palm Springs Follies?

* Give directions to City Hall from Interstate 10 and 22nd street in Banning.

* What is the name of the facility that hosts the Palm Springs Sun's

    - Name several significant areas of interest surrounding this building

* Name 5 streets that run from Palm Springs into neighboring cities.

* What beat is Monterey and Country Club in?

* You have received a call from a citizen complaining about an abuse teacher at Kings School. How would your call proceed?

* Name at least 4 businesses in the **downtown** area that are also in other cities of the Coachella valley.

* Name the park that is north of San Rafael, west of Indian.
* Name at least 1 significant point of interest located in every beat.
* Name every city in the Coachella Valley.
* Name 3 schools located in the City, include address and cross streets
* What streets border the Spa Resort Casino?
* Name 2 golf courses within the City. Include the address and cross streets.
* Give several street names considered “10-95”
* What is the hundred block at Vista Chino at Sunrise?
* Name 3 businesses located at NW corner of Sunrise & Ramon
* What park is located across from PSFD 3? What is significant about its location?
* How many 7-11’s are in the City? Where are they located?
* What fire station is in Beat 6?
* What is the name of the trailer park at the west end of Mesquite?
* What is the location of “the Rock”?
* How many horse stables are in the City? Give their locations.
* What is the address of the City Yard?
* List the buildings that occupy the 400 block of Pavilion Wy.
* Where is the bike office located? What beat? What other names does it have?
* How many fire stations are in Palm Springs? Physical address and cross streets of each.

FIRE ENGINE TEST

Type of Call	Number of Engines	AMR	Other
Injury traffic collision			
Arcing lines			
Vehicle fire (structure threatened)			
Patient assist			
Hazmat/ Chemical spill			
Swift water rescue			
Fire alarm (residential)			
Natural gas leak			
Medical alarm			
Odor of natural gas			
Structure fire			
Odor of smoke			
Smoke check (interior)			
Electrical short (no flames)			
Medical aid			
Sheared fire hydrant			
Brush Fire (no threats)			
Aircraft Emergency			

NAME THE 1ST IN

Who is the 1st in fire unit for 3200 E Baristo Rd?

Who is the 1st in fire unit for Department of Motor Vehicles? What is there address and cross streets?

Who is the 1st in fire unit for 2323 Madrona Dr?

Who is the 1st in for the Cathedral Canyon Country Club? Where is this located?

Who is the 1st in for 1900 block of Mesa Dr? Who would you send for a brush fire with structures threatened?

Who is the 1st in for Alejo west of Avenida Caballeros?

Who is the 1st in for Western Village MHP? Where is this located?

Who is the 1st in for Hot Springs Wy / Savanna Wy? If the 1st in unit is busy who responds?

Who is the 1st in for Paseo De La Palma E / Paseo De La Palma N?

Who is the 1st in for Paseo De Marcia / E Ocotillo?

Who is the 1st in for Bank of America at 588 S Palm Canyon?

Who is the 1st in for Vista Del Monte School? What is their address and cross street?

Who is the 1st in for 321 E Arenas Rd? Is this a business, residence or complex?

Who is the 1st in for Desert Hospital? What is the physical address? Who would you send for a full response?

Who is the 1st in for Fairway Condos? Name 5 streets inside the complex. List the units to respond (in order) for a full response.

Who is the 1st in for Palm Springs Police Department? If the 1st in unit is busy who responds?

WHAT WOULD YOU DO?

You have received a call of smoke in the area of E Ramon and S Farrell. While you start your original call you start to receive multiple calls regarding a traffic collision at Compadre and E Ramon that has damaged a power pole and the wires are on the ground. Additional callers are reporting houses on fire in the area of S Farrell and Baristo; believe to have been started from the brush in the area of the downed power lines. How many calls for service will you be initiating? Are these calls related?

What fire unit is 1st in? What is your engine response (single engine, 3 engines, full response)? What information will need to be provided to your responding units?

What additional resources could be needed?

The RP's are now stating that power lines are down on top of a vehicle. What do you think the Fire/Police Department will need?

The WC goes on scene and is in need of traffic control for multiple streets involved. What are your options?

The BC has instructed all stations to respond to the scene. How do you dispatch additional units to the scene? Since all your fire units are responding to the scene you City is now uncovered; what would you do?

What would you do?

~~FIRE ENGINE TEST~~
~~UPDATE THIS TEST~~

~~Type of Call~~	~~Number of Engines~~	~~AMR~~	~~Other~~
~~Injury traffic collision~~	~~2~~	~~Yes~~	~~___~~
~~Arcing lines~~	~~1~~	~~No~~	~~SCE~~
~~Vehicle fire (structure threatened)~~	~~Full Response~~	~~No~~	~~___~~
~~Patient assist~~	~~1~~	~~No~~	~~___~~
~~Hazmat/Chemical spill~~	~~Full Response~~	~~Depends~~	~~Haz Mat, BC, Cty Health, PD~~
~~Swift water Rescue (under a building canopy)~~	~~1 Engine/2 Trucks~~	~~Yes~~	~~BC~~
~~Fire alarm (residential)~~	~~1~~	~~No~~	~~___~~
~~Natural gas leak~~	~~Full Response~~	~~No~~	~~Gas co~~
~~Medical alarm~~	~~1~~	~~Yes~~	~~___~~
~~Odor of natural gas~~	~~1~~	~~No~~	~~poss full rspnse~~
~~Structure fire~~	~~Full Response~~	~~Depends~~	~~Utilities~~
~~Odor of smoke~~	~~1~~	~~No~~	~~___~~
~~Smoke check (interior)~~	~~Full Response~~	~~No~~	~~___~~
~~Electrical short~~	~~1~~	~~No~~	~~___~~
~~Sheared fire hydrant~~	~~1~~	~~No~~	~~DWA, PD~~
~~Brush Fire (no threats)~~	~~2~~	~~No~~	~~___~~
~~Aircraft Emergency~~	~~Full Response~~	~~Yes~~	~~PSPD,CCPD,4400,4405,BC~~

10 & 11 CODE TEST

10- 1 receiving poorly

10- 2 loud & clear

10- 4 ok, no assistance

10- 5 relay information

10- 6 busy

10- 7 day over

10- 8 available

10- 9 repeat

10-10 break time (subject to call)

10-14 transport

10-15 prisoner transport

10-17 paperwork

10-19 come to station

10-20 location

10-21 telephone/call

10-22 cancel

10-23 stand by with info

10-28 vehicle registration

10-29 warrant request

10-32 warrant info

10-33 minimum traffic

10-34 normal traffic

10-35 confidential info

10-36 time of day

10-37 identify operator

10-39 message delivered

10-45 gas/city shop

10-60 report/case number

10-87 meet with...

10-97 arrived

11-01 bomb threat

11-44 coroner/dead body

11-81 injury crash

11-82 non-injury crash

11-83 crash, no details

11-85 tow truck

11-99 officer needs help

PALM SPRINGS GEOGRAPHY

* What are the north boundaries of Palm Springs? Indian north of I10, west side only to 18th av. Dillon Rd about 6/10ths of mile west of Indian to Diablo. Diablo south to I10 (south side). From Indian to tree line east of Gene Autry.

* What are the south boundaries of Palm Springs? Andreas Hills and Indian Canyons

* What are the east boundaries of Palm Springs? El Dorado MHP, EB Ramon to east end of Ramon bridge. San Luis Reyes North of Ramon (west side) to Mission Dr (south side) to San Joaquin Dr (west side) to Salvia Rd South of I10. EB Vista Chino to East side of Wash

* What are the west boundaries of Palm Springs? San Jacinto Mountains, Tipton Rd from 111 to I-10

* Describe and list significant areas of interest around Demuth Park. Waste Water TP, batting cages, tennis courts, high risk gay activity

* What is the name of the park on Tamarisk Rd? What is a significant area of interest near this park? Ruth Hardy. Desert Hospital, Katherine Finchey School, high risk gay activity

* Name several popular tourist attractions our City offers. PS Tram, Water park, golf courses, hiking mountains, international airport, street fair, The Follies, Windmills

* Name several popular tourist destinations outside our City. El Paseo, Living Desert, Casinos, Country clubs, CV Nature Preserve, Shields Date Gardens, Salton Sea

* If a citizen is reporting a large fight occurring in the area of Gene Autry, West of the airport, north of Ramon. Where would you believe this is happening? In Cathedral City, Dream Homes area

* Name several historic preservation buildings within the City of Palm Springs.
  El Mirador Tower, Washington Mutual Building, Welwood Murray Library & cemetery, Desert Museum, McCallum Adobe, Plaza Theatre, Bank of America building, City Hall

* Where is the Sonny Bono Memorial Fountain located? 155 SPC, Mercado Plaza

* Name the 4 streets that run East and West between Tamarisk and Ramon on Sunrise Way. Baristo, Tahquitz Canyon, Amado, Alejo

* What is the name of the facility that hosts the Palm Springs Follies? Plaza Theatre

* Give directions to City Hall from Interstate 10 and 22nd street in Banning. I-10 eastbound, SR 111 towards PS, left onto Vista Chino, right on Sunrise, Left on Tahquitz, 3200 E Tahquitz.

* What is the name of the facility that hosts the Palm Springs Sun's? Sun Stadium

* Name several significant areas of interest surrounding this building. PS Library, Sunrise Park, Swim Center, Pavilion, Skate Park

* Name 5 streets that run from Palm Springs into neighboring cities. Interstate 10, Vista Chino, Ramon Rd, Dinah Shore, E Palm Canyon

* What beat is Monterey and Country Club in? It's in Palm Desert

* You have received a call from a citizen complaining about an abuse teacher at Kings School. How would your call proceed? Refer to CCPD; 67675 Bolero Rd, CC

* Name at least 4 businesses in the **downtown** area that are also in other cities of the Coachella valley. Hyatt Hotel, Hilton Hotel, LG's Steak House, Chop House, Kaiser Grill, Las Casuelas Restaurant, Spa Casino (Agua)

* Name the park that is north of San Rafael, west of Indian. James Jesse

* Name at least 1 significant point of interest located in every beat. 1: 10-95, 2: Desert Hospital 3: Downtown area 4: Airport 5: 2 mobile home parks, 1 school 6: Rimrock Shopping Center

* Name every city in the Coachella Valley. PS< CC, DHS, RM, PD, LQ, IW, Indio, Coachella

* Name 3 schools located in the City, include address and cross streets.
  PSHS, 2401 E Baristo, S Farrell & Pavilion
  Raymond Cree, 1011 E Vista Chino, Ave Cab & Hermosa
  Katherine Finchey, 777 E Tachevah, Via Miraleste & Asher
  Cielo Vista , 650 Paseo Dorotea, Camino San Simeon & Camino San Miguel
  Vista Del Monte, 2744 N Via Miraleste, Racquet Club & Francis
  Cahuilla, 833 E Mesquite, Camino Real & CPF
  St Theresa, 2800 E Ramon, Farrell & Compadre
  Desert Chapel, 630 S Sunrise, Camino Parocela & SD
  Montessori, 1800 E Vista Chino, Via Negocio & Carriage
  1st School of the Desert, 2300 E Racquet Club, Cerritos & Farrell
  Desert Son Shine, 1800 Via Negocio, Sunrise & Vista Chino

* What streets border the Spa Resort Casino? Calle El Segundo, Andreas, Arenas, Amado

* Name 2 golf courses within the City. Include the address and cross streets.
  Tahquitz Creek GC; 1885 Golf Club, cross of 34th
  Belair Greens; 1001 S El Cielo, cross of Mesquite Ave
  PS Golf & Tennis; 5300 Waverly, cross of Golf Club
  O'Donnell GC; 301 N Belardo, cross of Amado
  Mesquite GC; 2700 E Mesquite, cross of Farrell

* Give several street names considered "10-95": Las Vegas, Avenida Cerca, Bon Air, Palm Vista, Sunview, Eastgate, Jimenez, Gateway

* What is the hundred block at Vista Chino at Sunrise? 1700

* Name 3 businesses located at NW corner of Sunrise & Ramon. Ralph's Subway, Starbucks, Carl's Jr. Panda Express

* What park is located across from PSFD 3? What is significant about it's location? Victoria Park; a school is attached

* How many 7-11's are in the City? Where are they located? 2. 1798 N Sunrise & 2493 N Palm canyon

* What fire station is in Beat 6? PSFD 5; 5800 Bolero Rd

* What is the name of the trailer park at the west end of Mesquite? Parkview MHP, 393 W Mesquite

* Provide the address and cross streets of each McDonalds in our City. How many are there? Smoketree Commons; 1717 E Vista Chino; Walmart

* What is the location of "the Rock"? 63000 Highway 111, cross of Overture

* How many horse stables are in the City? Give their locations.3. Smoketree 2500 Toledo; PSPD owned, Civic & Alejo; Los Compadres, 1849 S El Cielo

* What is the address of the City Yard? 425 N Civic, cross of Alejo

* List the buildings that occupy the 400 block of Pavilion Wy. Pavilion, Leisure Center, Swim Center, Skate park

* Where is the bike office located? What beat? What other names does it have? 105 S Indian, cross of Tahquitz Canyon. Bike beat. DTE, Downtown office

* How many fire stations are in Palm Springs? Physical address and cross streets of each.
  PSFD 1: 277 N Indian, Andreas & Amado

PSFD 2: 300 N El Cielo, Tahquitz & Aviation
PSFD 3: 590 E Racquet Club, Starr & Via Miraleste
PSFD 4: 1300 La Verne, Marion & Toledo
PSFD 5: 5800 Bolero, Golf Club & Palm Oasis

PALM SPRINGS POLICE & FIRE DEPARMENT
COMMUNICATIONS CENTER

CALL TAKER TEST

1. What information will you find under "M" key in CAD?
   Forms Menu: address history, case reports, event history, person locator

2. How do you handle a recovery of a stolen vehicle when our agency took the initial report?
   Find the initial call and add a note that the vehicle was recovered, including who did the recovery, the status of the vehicle and what happened when the victim was contacted

3. Which sides of the streets are even numbered and which are odd numbered (north, south, east, and west)? Even Numbers: EAST & NORTH Odd Numbers: WEST & SOUTH

4. If the caller tells you that the same problem happened yesterday at the same address, how would you verify this? Address history

5. Which commands are used to log on a new patrol team for duty? Alt F3 or UD command

6. Never sacrifice speed for accuracy. TRUE or FALSE? False

7. Where do you find the name of an officer assigned to a particular call for service? Unit shift log or Case Reports

8. E443 needs time of dispatch and arrival on a medical aid that was handled earlier in the day. How would you find this information? Unit history command (UH E443) or Fire Log (FRLog) or Incident Number

9. How do you request time off in dispatch? Fill out an Employee Leave Request, place in the dispatch time card box

10. What is the format for writing a suspect description? Top to bottom, left to right

11. List three priority types in CAD? Past, Counter, High/Just Occurred, In progress

12. If the CAD system is down how would you initiate a call for service for a burglary at Subway over the weekend? What information is needed? Hand write a card for service, obtain all proper information (address, RP info, etc)

13. How do you assign an officer a DR? Click the X, case assigned

14. If the apartment manager of a local apartment complex called requesting the home phone or cell phone number of the officer assigned to their particular neighborhood what would you do? Provide the RP with voice mail of the officer and the proper extension. Explain we do not give out home or cell phone numbers.

15. How do you find an officer's home address? Employee roster

16. How are the seven digit emergency lines answered? "Police and Fire"

17. What is the code for a bank robbery in progress? 211I

18. A caller reports that someone is having a heart attack and is unconscious at Demuth Park. What do you do? What are some of the questions you would ask? Initiate call for service for FD. Where inside the park is the person? Describe the location of where the person is. Is the person breathing? Is anybody doing CPR or trained in CPR?

19. If you fall down the steps walking to the briefing room and are injured, what must you do? GET HELP! Let your trainer or supervisor know what happened. Decide if medical aid is required. Fill out an injury form provided by your supervisor.

20. What is the procedure for an alarm activation at a residence? Does the time of day make any difference? Initiate call for service with correct complete information. No

21. What is the procedure for a CODE 10? Code 10 is an alarm activation at the front counter. Announce over the intercom (51) and contact the WC immediately.

22. How would you handle a 911 call reporting a vehicle accident on the interstate? Transfer the caller to the CHP

23. What do you do when a caller is reporting a repossessed vehicle? Initiate call for service with correct complete information (color, year, make, model, plate)

24. Where would you locate the phone number for a cell phone security company? Listed in Vesta, cell phone tab

25. What information is given on an ALI/ANI screen? What is the definition of ALI/ANI? Address and telephone owner or name of business

26. What options do you have when trying to locate restraining order information? Dispatch files or computer

27. What steps are taken when a tow company calls to report they removed a vehicle from private property? ? Initiate call for service with correct complete information (color, year, make, model, plate)

28. How would you contact someone within the police station? Telephone extension. Overhead page. Cell phone.

29. Define the meaning of "CYMBL".
C: Color Y: Year M: Make B: Body style L: License

30. How do you find out if an officer is on duty? Beat Sheet or patrol schedule

31. What is the procedure if a caller reports a bomb threat? Initiate call for service with correct, complete information. Keep caller on the line if possible, notify WC

32. What would you ask a caller reporting a family fight? Inside? Outside? Weapons? How many people? Under the influence?

33. Give the jurisdictional boundaries of Palm Springs. N: Indian to 18th. S: Indian Canyons E: El Dorado MHP; Ramon Rd Bridge W: Mountains

34. Relay the procedure for a SWAT team call out. Approval of WC. Find SWAT book and follow instructions on front cover.

35. What steps are taken after receiving a 911 disconnect call? Call back

36. What is the radio designator of the Chief of Police? What is the designator for the Fire Department Chief? 100 & 4400

37. What is the call sign for the Identification Technician? 499

38. What types of calls would an ID Tech be required to respond to? 187 pc, 245 pc, 459 pc, any call approved by WC or 499's Sgt.

39. What is the telephone number of the Streets Department? 8169

40. Can a person report a non-injury hit and run report over the phone? No, PSPD does not take telephone reports.

41. How do you make an emergency break-through to a busy phone number? Dial "O" (operator, identify who you are and ask to make an emergency break through.

42. What is the web site of the Palm Springs Police Department? What type of information will you find on the website? PSPD.com; how to report a crime, department information, PSPD radio information, alarm information.

43. What is the name of the Chief of Police? What is the name of the Fire Chief? Bryan Reyes. Kevin Nalder.

44. According to department policy, under what circumstances can an officer pursue a vehicle? What are dispatch responsibilities regarding police pursuits? An event involving one or more law enforcement officers attempting to detain or apprehend a suspect operating a motor vehicle who is trying to avoid detention or apprehension as evidenced by evasive tactics... Dispatch: 8.a: Coordinate pursuit communications, notify field supervisor, notify the WC, request air support, notify neighboring jurisdictions, broadcast relevant information.

45. What is your chain of command? Trainer, Supervisor, Division Manager

50. What directions do the following streets run (NSEW)? What beats?

Sunny Dunes	____E-W_____
San Luis Rey Dr	____N-S_____
Vista Chino Dr	____E-W_____
La Plaza	____E-W_____
Bedford Dr	____N-S_____
Andreas Rd	____E-W_____
Highland Dr	____N-S_____
Tachevah Dr	____E-W_____
Warm Sands Dr	____N-S_____
Karlisa Cove	____N-S_____
Alejo Rd	____E-W_____

51. <u>Connect</u> the radio codes to their definitions:

Station ?	10-10
Correct Time ?	10- 9
Off duty ?	10-36
Available ?	10- 4
Repeat ?	10- 8
Break ?	10-20
Home/spouse ?	10-81
OK/no problem ?	10- 7
Bomb threat ?	10-17

Paperwork/items ?	10-42
Location request ?	11-99
Officer needs help ?	11-01

52: What is the name of your present CAD system? What is the procedure to report problems with CAD? Alliance. After hours: Call James Smith for approval to contact Margaritka; email to Supervisor and Dora. Business hours: Contact Margaritka

53: Fill out a sample time card and attach it to this test.

54: How often does the Dispatch Center participate in shift change? Every 3 months. January, May, September

EAST/WEST AND HUNDRED BLOCKS

Garnet Av	6600 N
Rosa Parks Road	3800 N
San Rafael Drive	3000 N
Racquet Club Rd	2400 N
Vista Chino	1600 N
Tachevah Drive	1000 N
Alejo Road	500 N
Amado Road	300 N

TAHQUITZ CANYON DR/PALM CANYON DR 100 N/S (blocks get larger from this intersection)

Baristo Rd	300 S
Ramon Road	500 S
Mesquite Avenue	1000 S
East Palm Canyon	1600 S
La Verne Way	2000 S
Murray Canyon	2800 S
Bogert Trail	3200 S

NORTH/SOUTH AND HUNDRED BLOCKS

Monte Vista Dr	500 W
Belardo Road	200 W
PALM CANYON DR/TAHQUITZ CANYON WY	100 W/E (blocks get larger from this intersection) (* see note below)
Indian Canyon Dr	100 E
Calle Encilia	300 E
Avenida Caballeros	1000 E
Sunrise Way	1600 E
Farrell Drive	2400 E
El Cielo Road	3200 E
Gene Autry Trail	5000 E
Golf Club Drive	5300 E
Crossley Rd	5700 E
Ramon Bridge	6000 E

(* At the intersection of N Palm Canyon and Vista Chino, N Indian Canyon Dr becomes the dividing street for East and West designation)

PALM SPRINGS POLICE DEPARMENT
TRAINEE INPUT SHEET

This is the time to express your thoughts on your progress and/or anything that can be done to assist your training. Complete this form and return to CTO.

1. In what areas do you feel you have improved during the past evaluation period?

2. In what areas do you feel weak or in need of improvement?

3. What are your goals for the next week?

4. What goals did you meet this week?

Trainee_____ Date_____

Training Officer_____

PALM SPRINGS POLICE DEPARTMENT
TRAINEE COMMENTS

Address any items of concern, comment, compliment or rebuttal you may have regarding your training and/or evaluation.

_____

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PALM SPRINGS POLICE DEPARTMENT
DAILY EVALUATION

Trainee _____ Hire Date _____

Trainer _____ Today's Date _____

Position _____ Hours at Position _____

Address items covered throughout the day. List any duties assigned and the results. List your observations of behavior. Include any counseling completed; if a negative behavior is observed note what actions were taken.

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PALM SPRINGS POLICE DEPARTMENT
WEEKLY EVALUATION

Trainee _____ Hire Date _____

Trainer _____ Week of _____

Position _____ Hours at Position _____

Address items covered in daily evaluations. Summarize the past week of training being specific about strong and weak areas. Include examples or refer to specific incident numbers. If a negative behavior is observed note what actions were taken to improve the behavior.

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PALM SPRINGS POLICE DEPARTMENT
TRAINEE RIDE-A-LONG SUMMARY
(POLICE DEPARTMENT)

Trainee_____ Date_____

FTO_____ Beat_____

****

FTO instructions: please assist the trainee in the following manner:

1. **Show the trainee the areas of interest and importance. Explain why the areas are of concern to you. I.E; 10-95, parks, schools etc**
2. **Observe the trainees' understanding of radio conversations occurring throughout the day**
3. **Make any notes below on your observations of the trainee and their understanding of officer safety issues**

Trainee instructions: please use a separate sheet and return to your trainer:

1. **make notes of where you go throughout the day. Pay particular attention to any areas of concern or interest**
2. **keep notes on any possible officer safety issues**
3. **Beat boundaries**

Trainer instructions: please formulate a list of any points of interest that the trainee must visit and make observations about (dependent on beat assignment) I.E; Beat 2, all schools and the address AND cross streets for each, any major landmarks, etc.

FTO Notes:

PALM SPRINGS POLICE DEPARTMENT
TRAINEE RIDE-A-LONG SUMMARY
(FIRE DEPARTMENT)

Trainee_____ Date_____

Fire Personnel_____ Station_____

Fire Captain instructions: please assist the trainee in the following manner:

1. **Show the trainee the areas of interest and importance. Explain why the areas are of concern to you. I.E; potential wildland areas, trailer parks, schools etc**
2. **Observe the trainees' understanding of radio conversations occurring throughout the day**
3. **Make any notes below on your observations of the trainee and their understanding of fire safety issues**

Trainee instructions: please use a separate sheet and return to your trainer:

1. **make notes of where you go throughout the day. Pay particular attention to any areas of concern or interest**
2. **keep notes on any possible fire safety issues**
3. **when responding to a call, keep track of each dispatch you respond to. Name of location, address and cross streets**

Trainer instructions: please formulate a list of any points of interest that the trainee must visit and make observations about (dependent on station assignment) I.E; Station 1, downtown business, boundaries, any major landmarks, etc.

FD Notes:

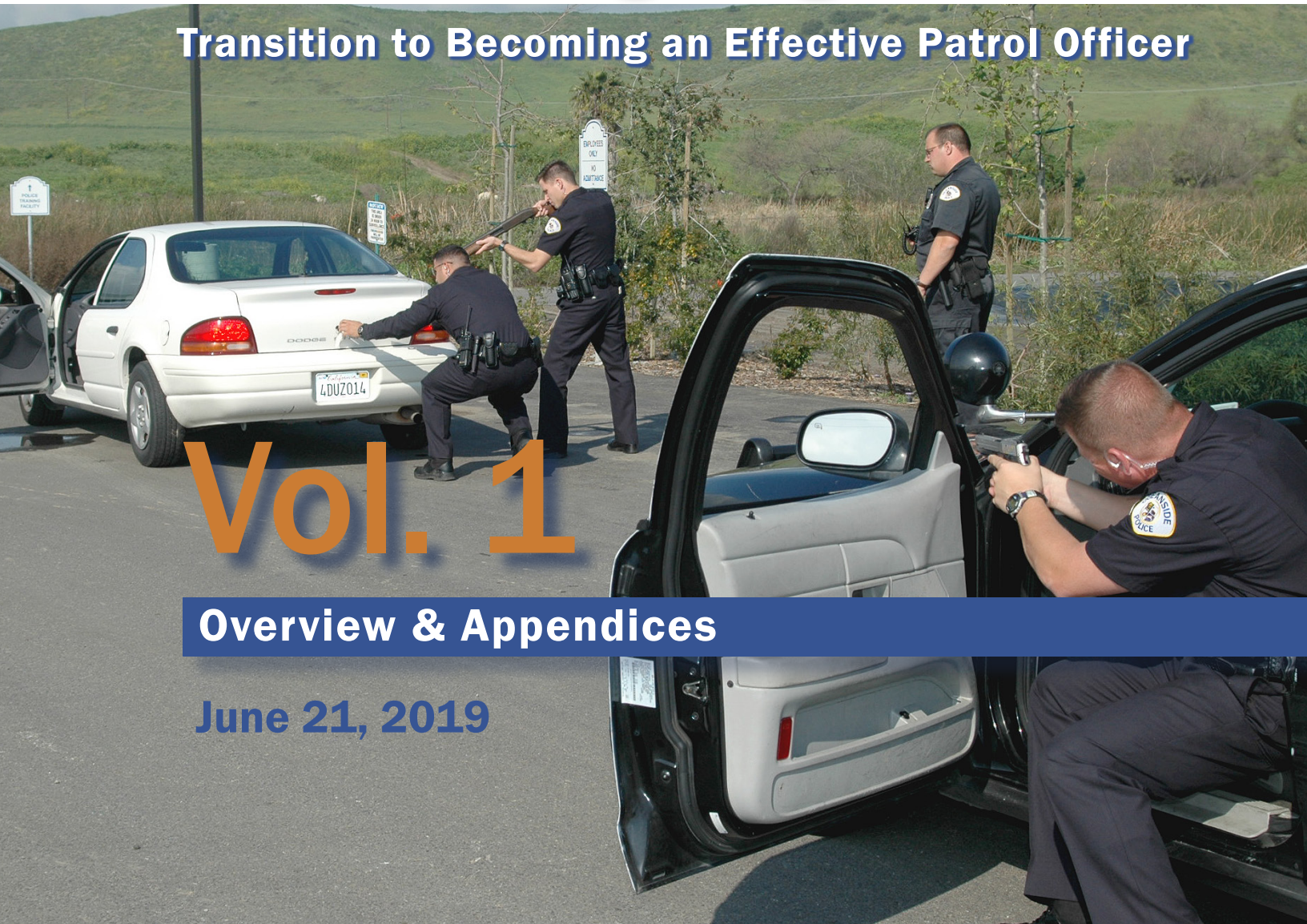
California POST-Certified Training

Palm Springs Police Department

FTP

Field Training Program Guide

Transition to Becoming an Effective Patrol Officer



Vol. 1

Overview & Appendices

June 21, 2019

POST Field Training Program Guide 2014
Volume 1: Overview and Appendices

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POST Mission Statement

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities.

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Commission on POST

By POST Executive Director ***Manuel Alvarez Jr.***

The purpose of this *Field Training Program Guide* is to provide administrators of POST-participating agencies with information and assistance in applying POST field training program regulations within their field training program development and maintenance. A standardized program and forms have been developed to guide law enforcement departments and their Field Training Officers (FTOs) through the initial orientation and field training of newly assigned patrol officers. The program is designed to assist the new officers in making the transition from what they learned in the academy to performing general law enforcement uniformed patrol duties competently in the field.

The POST standardized program (with its structured learning content and applicable regulations) and the other program samples in this guide are an accumulation of the best aspects of existing field training programs throughout our state and the nation. They were designed and provided with the following criteria in mind:

- *Defensible/Fair* – The program 1) ensures proper selection and training of FTOs, 2) allows trainee feedback mechanisms, 3) provide a comprehensive list of performance objectives, and 4) utilizes a standardized evaluation process.
- *Effective/Manageable* – The program is performance-based and includes adequate documentation, minimum time completion requirements, and competency specifications.
- *Adaptable/Flexible* – The program is adaptable to any size or type of agency. Flexibility is afforded as agencies are able to incorporate agency-specific policies and procedures and other local references/ resources into the program.

The POST field training program regulations and POST-approved field training programs are intended to achieve the following goals:

- *To produce a competent peace officer* capable of working a uniformed, solo patrol assignment in a safe, skillful, productive, and professional manner.
- *To provide standardized training* to all newly assigned patrol officers in the practical application of learned information.
- *To provide clear standards* for rating and evaluation which give all trainees every reasonable opportunity to succeed.
- *To enhance the professionalism, job skills, and ethical standards* of California's law enforcement community.

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities. This *POST Field Training* Program *Guide* has been developed to support this mission, drawing upon the expertise of and input from the law enforcement community statewide and nationally.

The Commission appreciates the contributions made by the Field Training Advisory Council, Reno Police Department (Nevada), the Police Executive Research Forum (PERF), and the Office of Community-Oriented Policing Services (COPS), US Department of Justice, in providing input to prepare this guide. Questions or comments regarding this document should be directed to the Basic Training Bureau at (916) 227-4252.

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Code of Ethics

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

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession — law enforcement.

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The Field Training Program

The Palm Springs Police Department welcomes new sworn personal and strives to teach new officers in a professional and supportive atmosphere.

Our Department proudly serves a diverse and growing community by embracing and practicing the concepts of Community Oriented Policing and Problem Solving, a philosophy that combines traditional aspects of law enforcement with prevention measures, problem-solving, community engagement, and community partnerships.

The purpose of the Field Training and Evaluation Program (FTO) is to train new officers so that each is prepared to function as a solo beat officer at the end of their training cycle.

Program Objectives of the AGENCY Field Training Program:

To train and evaluate all recruit officers in preparation for solo patrol duty.
To train newly appointed field training officers and sergeants in preparation for their new duties.

FIELD TRAINING OFFICER - SELECTION AND TRAINING:

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

FTOs will be selected based on the following criteria:

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

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

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

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

The Field Training Program

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

PROGRAM OVERVIEW:

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

Phase One: 4 Weeks assigned to FTO # 1
Phase Two: 5 Weeks assigned to FTO # 2
Phase Three: 5 Weeks assigned to FTO #3
Phase Four: 2 Week assigned to FTO #1

Academy graduates must perform in each of the four phases for a minimum of 16 weeks. Accelerated Lateral Officers must be evaluated by at least two (2) FTOs if they are to be considered for expedited release from the program.

EVALUATION PROCESS:

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

At the completion of the FTO Program, the Trainee will complete a Field Training Officer Critique for each Field Training Officer, and a Field Training Program Critique (FTP) of the training program.
The Field Training Officer's attestation of each trainee's competence and successful completion of the Field Training Program must be completed at the end of the program, and a statement that releases the trainee from the program, along with the signed concurrence of the department.

Agency Mission Statement

"The men and women of the Palm Springs Police Department, empowered by and in partnership with the community, are dedicated to providing professional, ethical, and courteous service to all."

Agency/Department Values

The Palm Springs Police Department is a dynamic, progressive, and professional organization dedicated to maintaining community partnerships which promote a high quality of life for the City's diverse population. The Department is committed to treating all people with dignity, fairness and respect, protecting their rights and providing equal protection under the law.

Palm Springs Police Department Values:

-Integrity
-Courage
-Service
-Innovation
-Respect
-Diversity
-Excellence

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PART 1

Program Orientation

FIELD TRAINING IS INTENDED to facilitate a peace officer's transition from the academic setting (or custody assignment) to the performance of general law enforcement uniformed patrol duties of the employing department. Although an officer graduating from the POST Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers must receive additional training in the field, on actual calls for service, where they can learn from officers who already have practical patrol experience.

1.1 Field Training Overview

Field training introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the individual law enforcement department and provides the initial formal and informal training specific to the department and the day-to-day duties of its officers.

In order to make the new officers' field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training program guide materials with the newly assigned officer (henceforth referred to as the trainee) and to demonstrate proper patrol procedures. Trainees will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and a Field Training Program Supervisor/ Administrator/Coordinator (FTP SAC).
The trainee's performance will be evaluated by the FTO and monitored by the FTP SAC through daily and/or weekly reviews. This one-on-one style of training, in actual law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual trainee in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of policing that will remain with the officer throughout a career. Because of this, it is probably the most effective influence on the future direction of a department. The law enforcement department head and his/her field training staff must be certain that their field training program not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the responsibility of building the future of the department through the people they train. The field training program must have a training philosophy that ensures that each trainee is given the maximum opportunity to show that he/she can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and in which trainees are able to perform to the best of their ability. The approach must be fair, firm, friendly, and professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should trainees be demeaned or ridiculed. Trainees should never be treated in a way that deprives them of their dignity. Every effort must be made to ensure that the stress felt by the trainee is caused by the job and not from the words or actions of the field training officers.

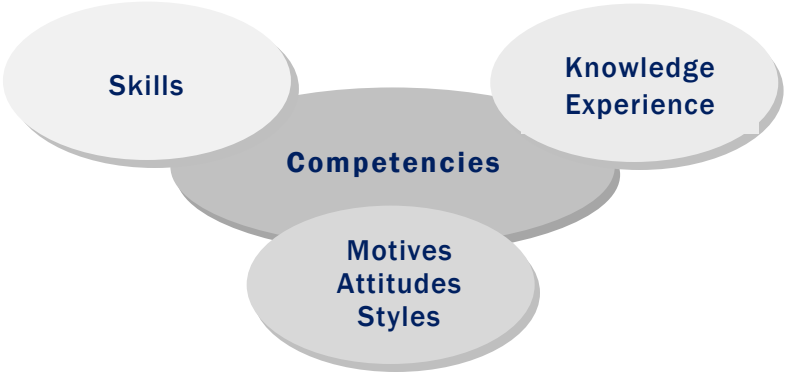
Department leaders and field training program staff have a responsibility to the community they serve. This responsibility requires that the department train and retain only the most competent officers. Not everyone has the capability to perform the complex, demanding tasks of the patrol officer position. If, after sufficient training, the trainee does not meet the acceptable standards he/she must be removed from patrol duties. To do otherwise would be an injustice to the department, the community it serves, and to the trainee.

To accomplish the field training task requires the utmost dedication and patience throughout the department. All levels must support the training mission and accommodate training needs. The future of the department rests in the implementation of a well organized and administered field training program. Support of the program and the program staff will result in successful trainees who can perform the duties of a patrol officer in a safe, effective, and competent manner.

POST's Role/Expectations of Field Training Programs

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

Figure 1.1
Objectives of Competency-Based Training System



Departments will determine their own levels of acceptable performance and the competent standard of a solo patrol officer. As shown above, competencies have several components. Many of these are addressed in the hiring process; however, it's usually only in the field training program, when these components actually have to work and come together, that potential success and true competence is revealed. The field training program staff has the responsibility to evaluate that competence and the success of each trainee. The future of the department depends on the effectiveness of this process.

1.2 Field Training Program Elements

The POST *Field Training Program Guide* has been designed based upon research and input from numerous law enforcement departments throughout California and the nation. The following program elements are designed to provide assistance to POST-participating departments seeking approval of their field training programs. POST's regulatory standards and requirements for program approval are incorporated into these elements.

Scope of the Program

The POST *Field Training Program* is designed to be completed by peace officers who have successfully completed the POST Regular Basic Course (Academy) and have been assigned to perform general law enforcement uniformed patrol duties. POST regulations exempt lateral officers who possess a POST Basic Certificate **and** has either completed a POST-approved Field Training Program or has a minimum of one year previous uniformed patrol experience performing general law-enforcement duties. However, a structured training program is highly recommended to introduce new officers to the department's philosophies, procedures, and community services.

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

These requirements and/or exemptions can be reported by the department head when applying for POST approval of their field training program on POST Form 2-229.

Length of the Program

POST-Approved Field Training Programs must minimally be 10 weeks long. The *POST Field Training Program Guide* is presented in such a way as to provide maximum flexibility in the time required to present its objectives. Research and experience in presenting similar programs have shown that a minimum of 10 weeks is required to provide a trainee time to become minimally proficient in general law enforcement uniformed patrol duties to the extent that he/she can operate independently of a field training officer. Most California programs are 12 to 16 weeks long. This period allows sufficient time for the FTO and Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) to provide further department-specific training, guidance, and evaluation to the trainee. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each trainee. **Trainees need time to learn**. Department administrators with input from their field training staff should establish a set time period for their field training program, based on department needs and philosophy, before they consider a recommendation to release a trainee from the program.

Orientation

The field training program shall begin with an orientation period of at least one week. The department should determine the actual length of this orientation based upon the trainee's previous assignment and type of academy training (department vs. regional academy). This orientation allows for a smooth transition from the academy, prior department, or custody assignment to the field training program. The trainee's first few days in the field training program may prove to be the most critical in terms of "setting the stage" for trainee learning and development.

Where possible, it is recommended that departments establish an initial classroom setting under the direction of the FTP SAC. The purpose of this assignment is to address performance objectives or agency-specific needs more appropriate for a classroom setting. This orientation must include firearms and impact weapons qualification as well as trainee demonstrated proficiency in arrest and control techniques. The introduction to the field training program should also include a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the trainee in order to attain those goals.

Orientation should provide a familiarization with the city or county and the department's personnel and equipment. This orientation period is **not** evaluated. The goal of this orientation is to give trainees a solid foundation from which they can actively enter into the program.

Standardized/Phase Training

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

Following the *POST Field Training Program Guide* or using a training program based on the same structured learning content (topical areas of instruction and performance objectives) will *minimize problems* that arise from inconsistent training **and** will *ensure maximum uniformity* in the training process. A fundamental element of the field training program is phase training. Phase training is designed to provide the following:

1. a systematic approach to field training.
2. consistent and standardized training.
3. the means of assuring the trainee's capability to perform competently as a solo patrol officer.
4. the opportunity to train with various FTOs and to be exposed to their methods and techniques while operating within standardized guidelines.

During each phase, the trainee will complete a portion of the program including specific performance objectives designed to ensure that the trainee has learned specific skills. Many field training programs, including the *POST Field Training Program*, are divided into four phases.

- **Phase 1**

  The introductory phase consists of the orientation period (of at least one week) followed by several weeks of instruction and training. During this time, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. FTOs assigned to Phase 1 responsibility are identified as the "Primary FTO" (***Primary FTOs are sometimes assigned because they may be the best prepared to deal with what is believed to be the trainee's biggest challenge based on the information available***). The important elements of this phase are the molding of the trainee's attitude toward the experienced officers and making it clear that the program is not "just something else they have to get through." The FTO's function as a role model is particularly important here. The trainee's ultimate success may hinge on his/her attitude toward the training program and on the image projected by the FTO.

- **Phase 2**

  The second phase is somewhat more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. They should begin to master the skills at hand. The FTO must acknowledge the trainee's growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or over loading, to ensure a proper learning environment.

- **Phase 3**

  The third phase is the last phase of formal training. Trainees will be expected to handle all patrol details, except those they have not yet been exposed to, without assistance. They should be initiating all patrol activities on their own. During Phase 3, training continues to a lesser extent in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.

- **Phase 4**

  The fourth phase is a test phase. It is predominantly an evaluation only phase. It generally consists of one week of observed patrol activity. The training guide (and all performance objectives) should have been completed prior to the trainee's entry into this phase. An important aspect of this phase is the trainee's return to his or her Primary FTO for evaluation. This is done so that the FTO who originally observed the trainee will be able to evaluate the final product and compare performance levels. To ensure the trainee acts as the lead officer during this phase, the primary FTO should observe the actions of the trainee from a "ride-along" position while wearing plain clothes. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

  → ***Officer Safety –*** If the actions of the trainee constitute a hazard or potentially dangerous situation to officers or citizens, the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.

  → ***Illegal and Unethical Activity –*** The FTO must ensure that the trainee's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.

  → ***Embarrassment to a Citizen, the Department, or the FTO –*** The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or himself/herself at any time.

If it is determined the trainee has demonstrated a pattern of difficulty or an inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training, be given a remedial training assignment or "contract", or be terminated from the program. A phase training overview is provided in Table 1.1.

Standardization and consistency of phase training are essential to the success of any field training program. Standardized training provides for uniform application of policy, procedure, and law throughout the department. Consistency in training ensures fair and impartial treatment of all trainees.

Table 1.1
Phase Training Overview

Phase 1	Phase 2	Phase 3	Phase 4
FTO A (*Primary FTO*) • Orientation (no evaluation) • Daily Evaluations • Weekly Progress Reports • End of Phase Report	**FTO B** • Daily Evaluations • Weekly Progress Reports • End of Phase Report	**FTO C** • Daily Evaluations • Weekly Progress Reports • End of Phase Report	**FTO A** (*Primary FTO*) • Daily Evaluations • Weekly Progress Reports • End of Phase Report • Completion Record / Competency Attestation

Rotating Trainers/Trainees

Whenever possible, the department's field training program should be separated into a set of phases or evaluation periods encompassing a certain number of weeks and certain topics/areas of instruction. When a phase has been completed, the FTP SAC should assign the trainee to another FTO and, if possible, to another shift. The assignment of a different FTO will expose the trainee to a variation of training styles and personal approach to the job. Trainees who are having difficulty in the program will sometimes improve their performance significantly after such a change. The FTP SAC should attempt to match training difficulties of the trainee with specific expertise of an FTO (e.g., a trainee having report writing difficulties should be assigned to an FTO who is an exemplary report writer, or a trainee who needs

exposure to enforcement activity, should be assigned to the area or shift with the highest number of calls for service). If the department can provide FTOs on each shift, trainees should be rotated to a different shift for at least one evaluation period to provide exposure to the variation of responses that are appropriate at different times of the day.

Evaluation Frequency

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

Evaluation should be immediate, constant, and fair. POST field training regulations require that evaluation come in several ways from several levels of involvement in the field training program. FTOs are expected to complete Daily Observation Reports (DORs), Daily Training Notes with Weekly Progress Reports, and End of Phase Reports on each trainee while FTP SACs are expected to review and sign each DOR or Weekly Training Progress Report and/or complete their own Supervisor's Weekly Report (SWR). Collectively, over the duration of the program, these written evaluations relate a chronological story of performance. These evaluations describe the trainee's successes, failures, improvements, digressions, and attempts to manage each of these occurrences. Honest and objective evaluations of trainees must be a prime consideration of all members of the field training staff. Part II of this guide contains more information on evaluation.

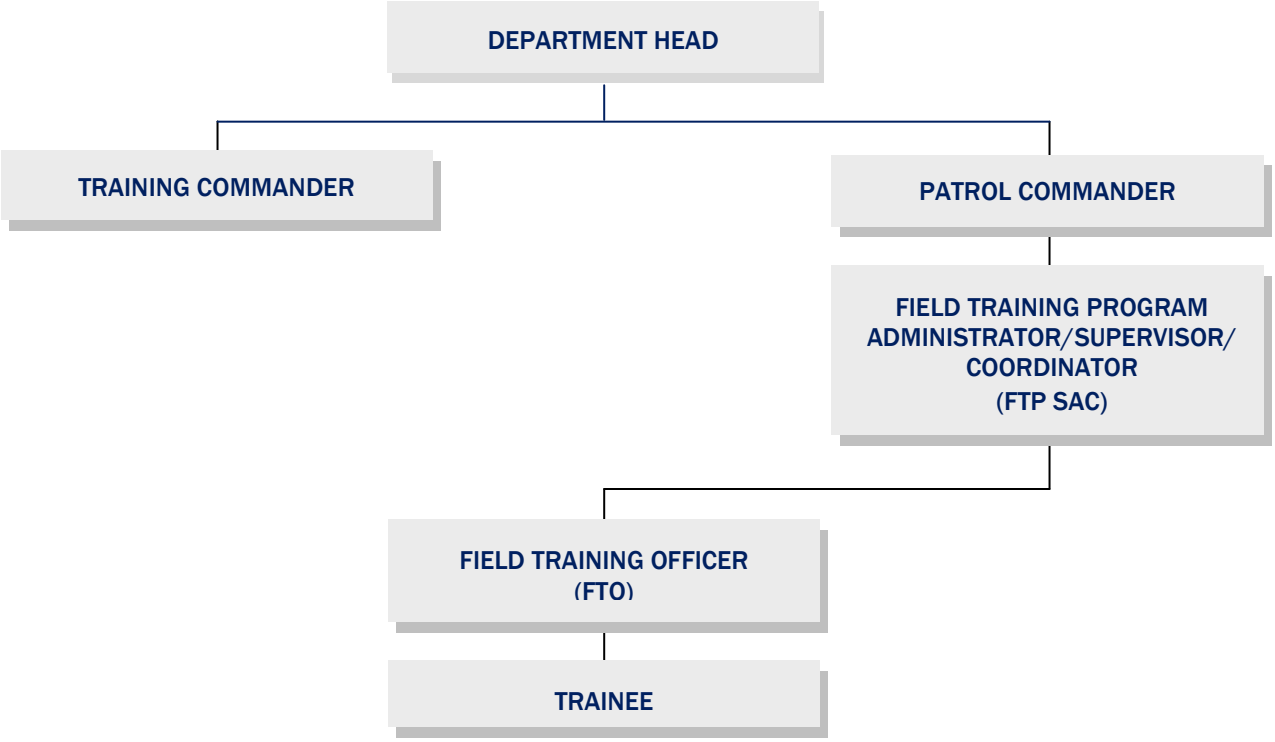
Organizational Structure/Chain of Command

Most field training programs are administered/supervised by the patrol division. This usually includes the selection, training, and daily supervision of the FTOs, as well as the day-to-day operation of the program. Each department must assign at least one FTP SAC to coordinate tasks such as trainee/FTO assignments, remediation, review of the DORs and other weekly and end of phase reports. Patrol provides the framework and virtually all of the opportunity for trainees to apply the skills they learned in the academy. Patrol also has a chain of command that can be adapted to administering a field training program. The patrol division can effectively handle administration of the field training program as long as there is communication with other interested divisions (i.e., personnel, training, etc.) and the FTP SAC has time to manage the program. **Figure 1.3** represents a patrol-supervised chain of command for the field training program.

In some departments, another division or service bureau may oversee the field training program. Regardless of the bureau or division assigned to manage the program, a chain of command must exist for the field training program. This chain of command is to be adhered to as long as the business being conducted relates to the field training program and its goals. There may be times when the program administrator or a field training sergeant is not available. In this case, a departure from this procedure is allowable if a matter of urgency exists and action must be taken immediately. In most cases, however, time is not a factor and the chain of command should be followed.

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

Figure 1.2
Patrol-Supervised FTP Chain of Command



Program Staff/Personnel Training

Glenn Kaminsky, one of the founding fathers of the field training concept, states in *The Field Training Concept in Criminal Justice Agencies*, 2002, that "everyone must understand all the aspects of the field training program. Everyone must be on the same page. Only one path leads to success in the implementation of field training, and that path is training…for all."

POST, with input from field training participants and experts throughout the state, has established minimum training requirements for field training program staff that have the most influence over and the most direct responsibility for trainees — the FTP SAC and the FTOs.

The FTP SAC training requirement states that every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST-certified Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position. Departments in the POST program are only required to appoint one SAC; however, it is recommended that any and all officers with direct day-to-day responsibility over FTOs and trainees attend the SAC Course.

FTOs must successfully complete a POST-certified Field Training Officer Course prior to training new officers **and** complete 24 hours of update training every three years. This update training can be satisfied by completing a POST- certified Field Training Officer Update Course or by completing 24 hours of department-specific training in the same field training topics contained in the Field Training Officer Update Course.

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

Special Assignments

As a rule, trainees should be under the direct and immediate supervision (physical presence) of a qualified field training officer throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. If a department has the resources, assignments can be made for brief periods to allow the trainee to work with another senior officer (non-FTO) or civilian (non-law enforcement duties) on special investigations or in specialized training areas (i.e., field evidence technician, criminal investigation, narcotics, etc.). A few hours spent in the communications center or at the patrol information counter can also be productive. Special occurrences, such as a mutual aid request for a demonstration or anticipated civil disobedience, or a request for added manpower at a department-involved event, should be met by assigning the trainee(s) as a group and with as much supervision as practical. These assignments must have the prior approval of the FTP SAC whenever possible.

► **At no time should another officer (or civilian) who has not attended a POST-certified Field Training Officer Course evaluate a trainee.** However, documentation of the special assignment as well as significant training or action that occurred is recommended. This documentation should be provided on the DOR narrative continuation page or on a Daily Training Notes page. The officer, detective, dispatcher, or civilian to whom the trainee was assigned should write a brief narrative of the assignment and any significant training and/or performance that was accomplished. This action can also be followed if the FTO misses a shift due to illness, court, etc., and another employee provided training and/or supervision. Again, these assignments must have the prior approval of the FTP SAC whenever possible.

Remedial Extension(s)

As mentioned before, a program length should be pre-determined (POST minimum is 10 weeks). It should be understood, however, that situations might occur which make it difficult to always adhere to a set time limit. These situations may have their source in the trainee's performance; other times they are administrative in nature. For whatever reason(s) they occur, trainees must be given a fair opportunity to prove themselves.

Trainees may have their field training extended to allow them sufficient time to master complex tasks. This is not a guarantee that every trainee has the right to an extension. The decision to extend shall be that of the FTP SAC and is usually made before the trainee enters Phase 4 (the final phase). This decision should be based on a review of performance and other information available as well as the recommendations of the FTOs and program staff. The extension provides an opportunity to have any diagnosed and documented problems remediated.

An extension in the field training program may be handled several ways. The trainee may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts. A decision may even be made to utilize an outside resource. The field training extension should be tailored to fit the needs of the trainee. This is a difficult time for the trainee and a time when he or she might "give up." It is the FTO's responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be corrected. Field training program extensions should occur infrequently and should not be granted by the program staff unless the probability of success is anticipated. Part II of this guide contains more information on the remediation process and remedial strategies.

Termination

The field training program is designed to develop competent solo patrol officers. Unfortunately, this level of competence is not always reached. Some trainees can perform many, but not all, of the tasks required of solo patrol officers, while still others are simply unable to deal with the stress of the job. Whatever the reason(s), some trainees will not be able to meet the performance standards of a competent solo patrol officer.

Each department should have a policy or procedure established to deal with these situations. Most department procedures include the following: If, during the field training program, it is concluded by consensus that a trainee should be recommended for termination, it then becomes necessary that all memoranda having bearing on an eventual decision be gathered. This documentation summarizing the trainee's performance should include all evaluation instruments, remedial training assignment worksheets, and other written memos with conclusions and recommendations concerning retention or dismissal. It should reflect the writer's (FTO and FTP SAC) point of view and not be influenced by others' opinions, as well as reflect the positive and negative aspects of the trainee's work.

The recommendation to the department head (or his/her designee) to terminate a trainee should be made only after all submitted reports are reviewed by the FTOs involved, the FTP SAC, and the training and patrol command staff. The trainee should be advised of the pending recommendation only after all the memoranda have been submitted through the chain of command to the department head. It should ***not*** be the FTO's role to notify the trainee of his/her impending termination but that of the FTP SAC. The trainee should be given the right to speak to anyone he/she wishes in the chain of command. Many trainees will elect to resign prior to being terminated from the program. Even if the trainee resigns, all memoranda and other reports or evaluations should be completed and maintained in his/her file to document the field training performance.

FTO and Program Critique

An important element of running a consistent and successful field training program is the continuous evaluation of FTO performance and the relevance of the program itself. The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs.

Departments should consider developing written critique forms to assist in this process. Sample forms can be found in Appendices IX and X. Critique forms should be structured so that the trainee is encouraged to offer candid opinions concerning the training program and the FTO's performance as an instructor. Critiques completed by the trainees offer insights into the training ability of particular FTOs and an overall assessment of the effectiveness of the field training program from the perspective of the trainee. To the extent possible, the FTP SAC should maintain trainee confidentiality and any information provided from the critiques to program staff should be in the form of general training and improvement material. The FTP SAC must ensure that FTOs understand the purposes of the program critique/evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation to each FTO on his/her performance as a Field Training Officer.

Competency Attestation/Completion Record

Departments must document a trainee's successful completion of the training program per POST regulations. Usually at the end of the final evaluation phase, the final phase FTO will attest to the trainee's competence and successful completion of the field training program. A statement that releases the trainee from the program, with the signed concurrence of the department head, or his/her designee, shall be retained in department records. A sample Completion Record/Competency Attestation form can be found in Appendix 9.

Documentation

Throughout the program various forms and reports are necessary to ensure proper documentation of trainee performance. Samples of all of the forms mentioned thus far can be found in the Appendices of this guide. Departments are encouraged to use the forms within this guide or create more effective forms for their programs. As new innovations occur which are incorporated into the program, these forms will be revised. The basic formats of most of these forms have, however, been in existence for many years. The

structure of each form is designed to facilitate the training function and/or assist in evaluation. Retention of these forms and any other field training records should be based upon department record policies.

Field Training Staff Meetings

At or near the end of each phase, a meeting should be scheduled for all FTOs who have, or are about to receive, a trainee. The involved FTP SAC should also attend. The purpose of these meetings is to review the progress of each trainee and pass on information relative to special training problems and remediation efforts. The FTP SAC is afforded the opportunity to review drafts of the End of Phase Reports (EPR) or Phase Evaluation Reports and see that they are consistent with what the FTOs are reporting at the meeting. A requirement that the evaluation(s) be submitted on or before the final day of the phase, or at the meeting, will improve the turnaround time for presenting the evaluation to the trainee in a timely manner.

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

Field Training Program Revisions

FTP SACs must establish a procedure for reviewing their field training program structure, goals, policies, related written materials, etc. Traditionally, a committee is established to review the program elements annually. Any changes should be made in compliance with POST regulations.

1.3 Role/Expectations of Trainees

Role of the Trainee

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

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

Expectations of Trainees

Trainees are to be respectful to their FTOs and other program staff. The FTO's direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTP SAC. If the trainee still has a concern or problem, the trainee may ask the FTP SAC to set up a meeting with the commanding officer of the field training program. The FTP SAC shall notify the commanding officer, and a meeting shall be scheduled.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the department manuals.

Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. **Trainees are expected to make mistakes**.

They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off duty, trainees should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Trainees will receive evaluations (Daily Observation Reports, Weekly Training Progress Reports, Supervisor Weekly Reports, and End of Phase Reports). Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field training program itself.

Trainees' relationships with field training program staff, other trainees, and co-workers shall be respectful and strictly professional, both on and off duty, while they are in the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned **and** the department head or field training program commanding officer is aware of the relationship. Department policy regarding these issues should be fully explained and followed.

1.4 Role/Expectations of Field Training Officers

Role of the Field Training Officer

Field Training Officers (FTOs) have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, while trainees closely watch, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide trainees through a comprehensive curriculum that requires the blending of knowledge and skills, and the good judgment of when, where, and how to apply them.

The essentials of the FTO's role are that he/she applies the techniques of coaching by providing a role model to follow and giving encouragement and direction to the trainee to apply what has been taught. The FTO must follow that up by giving feedback on the trainee's performance. It is important that this assessment have a positive impact on the performance of the trainee. The FTO's appraisal of the trainee's abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques and methodologies to meet the needs of the trainee in rectifying any performance deficiencies.

The system that effectively identifies and selects qualified personnel to be FTOs will more often produce technically competent and active officers because patrol supervisors and commanders generally focus on these attributes and recommend officers who have them. It follows that the system will select FTOs who not only set very high standards for themselves but for the trainees as well. In discussing the role of the FTO, although high standards are desirable, the trainee must measure up to the standards that the department sets for the field training program, not higher standards set by the FTO.

FTOs must be flexible and able to change as the challenges change; otherwise, the trainee, the program, and the department will suffer. A bad FTO can disrupt the entire training process and potentially destroy the department. A great deal of trust and responsibility go with this assignment and good FTOs can make major positive impacts within their department.

Expectations of Field Training Officers

TEACHER/TRAINER

Any officer who becomes a Field Training Officer must have a passion for teaching. The most obvious function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTOs are often selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTOs should be willing to accept the responsibility for the progress of the trainee, or lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee's performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the trainee's state of mind. The trainee's problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and his/her success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee. The sooner trainees know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into this field training program so that the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with effective training, he/she will successfully complete the field training program.

FTO training methods should be conducive to producing a successful trainee. Ineffective training methods can seriously alter a trainee's self image. The use of loud, profane speech or humiliation tactics is not acceptable conduct. These methods do not contribute to the learning environment.

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

FTOs must conduct themselves in a professional manner at all times. They must teach and reinforce department policy and procedures. FTOs who focus on values and teach real life lessons will have a profound impact on the trainee's success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance. FTOs with a true desire to teach are often more concerned about their contribution to the success of each trainee **and** the program than any compensation or recognition they might receive.

ROLE MODEL

FTOs must be positive role models! They must lead by example exhibiting integrity, honesty, and ethical behavior. Maintaining a professional demeanor and appearance; adhering to department rules and regulations; supporting the department's vision, mission, and values; adhering to program guidelines in terms of policies and confidentiality; and having a positive attitude toward the department, the training program, the job, and the trainee accomplish the best aspects of role modeling. FTOs dedicated to the goals and success of the field training program will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.

During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important to communication because trainees are not likely to share their ideas, questions, or feelings unless they feel their FTO is open or empathetic to them.

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees are not likely to develop when they feel or are told that success is not possible. Trainees need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success. There is nothing more disconcerting than facing a "stacked deck." Everyone needs to know that they have a chance to succeed. FTOs should expect trainees to succeed.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed in that: 1) the trainee should not be stereotyped or be discriminated against, and 2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

What FTOs expect from their trainees and how they (the trainees) are treated largely determines the trainees' success in the program. Trainees, more often than not, perform at a level they believe is expected of them. The expectation of an event can actually make it happen in field training. FTOs cannot avoid the cycle of events that stem from low expectations by merely hiding their feelings toward the trainee. It is virtually impossible to do this in that messages are constantly being conveyed through actions, mannerisms, expressions, tone of voice, and omissions. FTOs will often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or disinterest. What is critical in the communication of expectations is often not what the FTO says but how the FTO behaves.

The goals of the program, the department, the trainee, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

EVALUATOR

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the field training program. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence. If FTOs cannot evaluate, they cannot train. Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, Weekly Training Progress Reports, End of Phase Reports, and through the use of worksheets, remedial training, evaluation sessions, and verbal feedback. The principle element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (SEGs) when completing the Daily Observation Reports (DORs) and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.

FTOs should not discuss their trainee's progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee's performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.

LEADER

FTOs should exemplify the department's vision, mission, and values in the program and the community. FTOs should share responsibility with their trainee, delegating through problem-solving, and training him/her to engage in pre-planning. The FTO must develop and utilize multiple resources.

FTOs are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding him/her accountable for his/her own success in the training program. Trainees will want to succeed because of the FTO's leadership.

1.5 Role/Expectations of the FT Supervisor/Administrator/Coordinator (FTP SAC)

Role of the FTP SAC

The role of the FTP SAC is to ensure that the standards and objectives of the department's field training program are adhered to. To meet these requirements, the FTP SAC must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer's training progress. In administering the program, the FTP SAC is responsible for ensuring that the department's program is in compliance with the minimum standards established by POST. FTP SACs must be trained in the various components of the program and should have influence within the department. The FTP SAC is expected to protect and promote the department's field training program through the following:

Expectations of the FTP SAC

OBSERVATION

While it is not necessary to routinely respond to calls that are assigned to a training team, a FTP SAC should, in the course of his/her duties, observe the trainee perform. Since the FTP SAC is responsible for providing feedback to both team members, the interaction between the trainee and his/her FTO should also be observed.

FEEDBACK

Direct feedback from a FTP SAC to the trainee can have a significant impact (sometimes officers can recall these incidents throughout their entire careers); therefore, it should be done judiciously. To praise a trainee, or both the trainee and the FTO, openly for an incident of good performance, will serve to positively reinforce the program. Negative comments on the trainee's performance should be made to the FTO privately, while giving support to his/her role in bringing the trainee's performance up to an acceptable level.

COUNSEL

Just as a FTP SAC would assess and guide officers in their other law enforcement duties, he/she must often counsel the FTO through the training process. A personal style that the FTO has may have an adverse impact on trainees, or other issues such as a personal relationship, favors, or a serious conflict with a trainee must be detected and remedied.

TRAINEE ASSIGNMENTS

The FTP SAC should have an overview of the training progress of each trainee in the program and the assignment status of each FTO. To effectively manage trainee assignments requires planning and a working knowledge of vacation schedules, special assignments, or training courses that the FTOs could be assigned to during a training cycle/phase. The FTP SAC should also be in a position to cross administrative lines (shifts, platoons, etc.) for the purpose of making FTO/ trainee assignments that meet the needs of

the trainee. To maintain the integrity of the program, the assignment of trainees to FTOs should remain with the FTP SAC.

Extending/Terminating Trainees in the Program

Based on the recommendation of the FTO and a review of trainee performance and evaluation reports, the FTP SAC should have the authority to extend field training for a trainee who is responding to remedial efforts. Conversely, the FTP SAC, in accordance with the department's policy, should make a recommendation for termination of employment for a trainee who is not responding to remedial training efforts.

Program and FTO Evaluation

The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs. Meeting with the trainees and/or reviewing evaluation instruments can accomplish this. The FTP SAC must ensure that FTOs understand the FTO evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation to each FTO on his/her performance as a Field Training Officer.

FTO Selection/Deselection

Selection, training, and supervision of FTOs are key elements to successful field training programs. FTP SACs are expected to develop, maintain, and oversee the selection process for FTOs in the program. Administrative guidelines should be established and set forth by the department in a general order or policy directive. Minimum qualifications and a department specific selection process should be included in the directive. Details of how candidates are evaluated, selected, approved, and certified may also be included. The process of deselection or decertification for FTOs who are reassigned, who no longer wish to participate in the program, or who have demonstrated unacceptable performance, as a trainer, should also be explained.

Academy Liaison

In order to closely ally field training with the Regular Basic Course (Academy), the FTP SAC should carefully analyze how both are organized, administered, and evaluated. A more detailed orientation may be required for departments that rely on regional training centers for new hires. Insight on special training needs of individual trainees can be gained by contacting academy staff.

Departments are encouraged to develop a system whereby FTOs and FTP SACs can monitor academy training techniques. This would be intended to ensure continuity and relevance between the academy and the department's field training program.

POST also suggests that the FTP SAC establish liaisons with people involved in other aspects of the program and profession such as the District Attorney's Office, Parole, Probation, Public Works, Mental Health, etc. It serves as an invaluable resource to have an established liaison within each of these areas and more.

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PART 2

Evaluation, Documentation, and Remediation

DURING THE FIELD TRAINING PROCESS, trainees must be guided, directed, and apprised of their progress through verbal and written feedback and evaluations. This guide provides samples of evaluation forms, including *Daily Observation Report* (DOR), *Supervisor's Weekly Report* (SWR), and *End of Phase Report* (EPR); and alternatively, *Daily Training Notes*, *Weekly Training Progress Report* (TPR), and *Phase Evaluation Report* (See Appendices).

A department's choice of forms is not nearly as crucial as the actual feedback process and content of the evaluations. Evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The performance objectives in the field training manual, the judgment used by the trainee, and the skills, knowledge, and competency demonstrated in performing the job-related duties of a uniformed patrol officer will serve as the basis for these evaluations.

2.1 Evaluation

Each trainee shall be evaluated in a number of categories which, when taken together, reflect the totality of the job for which the trainee was hired (this guide is designed to reflect general law enforcement uniformed patrol duties but could be modified to many other law enforcement jobs such as dispatching, custody, etc.). When possible, these categories should be rooted in a **Job Task Analysis** that has been completed specifically for the department. Job task analysis is the process of obtaining information about a job, and its requirements, in order to determine the knowledge, skills, behaviors, and attitudes that are required for satisfactory performance of the job in question. If the department has not completed a job task analysis specific to its uniformed patrol officer position, the department should utilize the job task analysis information collected by POST or utilize categories developed by a similar type of department. Research by POST and other law enforcement agencies has indicated that the key job task elements (competencies) for the patrol officer position are similar throughout the nation.

The evaluation procedure should be based on the behavioral anchor approach, which uses Behavior Anchored Ratings (BARs). Once the relevant job-related categories have been determined, the ***what*** to be evaluated has been identified. ***How*** to rate these categories now becomes the issue. ***How*** is based upon the employee's performance as measured against the department's standards. Most departments use Standardized Evaluation Guidelines (SEGs). The SEGs have been established to ensure each FTO's rating of a trainee will be equal and standard throughout the program. They are designed to provide a definition, in behavioral terms, of various levels of performance. The SEGs (or whatever accepted standard is established by the department) must be applied equally to all trainees, regardless of their experience, time in the program, or other incidental factors. Departments using a DOR should provide SEGs for every category listed on the face sheet of the DOR. Departments using Daily Training Notes and Weekly Progress Reports should provide a clear evaluation "scale."

Because law enforcement has a wide variety of techniques and procedures, it becomes extremely important that standardization of performance appraisal occurs. *Proper* evaluation without standardization is not possible. In order to promote standardization of the evaluation process within each department, there is a need to articulate and document reference points. These reference points need to explain the rationale supporting the scores used by each department, such as "1" (Unacceptable), "4" (Acceptable), "7" (Superior), "NI" (Needs Improvement), "C" (Competent), etc.

SEGs, evaluation "scales," and the explanations for Unacceptable, Acceptable, Superior, Needs Improvement, and Competent may be modified to reflect the operational standards for any given department. The SEGs, evaluation "scales," and such found in this guide may need to be modified to accurately reflect the levels of knowledge, skills, behaviors, and attitudes in a particular department. Likewise, the categories listed on the Daily Observation Reports or Weekly Training Progress Reports may also be modified to reflect the "job". For example, if a department requires that each officer be trained as an EMT, that category and the relevant guidelines should be included. The categories selected for rating should: 1) cover the totality of what an employee is required to do, and 2) be anchored in behaviorally descriptive terms.

Rating Behavior/Performance

A written department standard or "scale" should accompany each category evaluated on the DOR or Weekly Training Progress Reports. Most departments use the **Numeric scale** which utilizes a 7-point rating system; while others use a modified point scale (a 3, 4, or 5-point). An alternative alphabetic scale uses descriptive ratings (for example, **NICS scale:** Needs Improvement–N/I, Competent–C, and Superior–S).

► **Whichever rating scale a department chooses, all trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as "acceptable" or "competent."**

The FTO's role is to examine the trainee's performance and choose the appropriate description as provided in the relevant SEG or evaluation scale. The FTO selects the description that "fits" the behavior that they are evaluating; i.e., 1, 4, 7, "NI," or "C" anchor. Performance, however, does not always "fit" into the nice, neat rating box. A trainee's performance may be somewhat better or worse than the rating descriptor. In these cases, where behavior is not "anchored" by the appropriate description, the FTO must select the score.

For example, in the 7-point rating scale there are behavioral descriptions found only at numbers "1", "4", and "7." In the case of report writing, the "1" rating states the trainee takes three or more times the amount of time an experienced officer takes to complete a report. If the trainee takes perhaps only 2 times the amount of time, the FTO may choose to give him/her a "2" rating and/or if the trainee shows steady improvement to being able to complete a report in only about 15–20 minutes beyond the amount of time an experienced officer would take to complete the report, a "3" might be the appropriate rating. Even if FTOs have different opinions as to when to rate a behavior or performance a "2" or a "3", the bottom line is that both ratings indicate a less than acceptable (competent) performance. The same logic would follow for "5" or "6" ratings as well.

Although this may appear subjective, most FTOs who have completed a POST-certified Field Training Officer Course will select one score over another because they are: 1) familiar with the job, 2) have been trained to know what is expected within their program, and 3) have the best perception of the trainee's performance that day as well as his/her progress (or lack thereof) within the program.

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

Common Performance Evaluation Errors

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

- **Error of Error of Leniency**

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

- **Error of Personal Bias**

  Personal bias (also called the "Halo" or "Horns" effect) occurs when the FTO allows personal feelings about the employee to affect the ratings. Particular "likes" or "dislikes" limit appraisal objectivity. What is rated in the field training program is whether or not an individual can safely, effectively, and competently do the job as described — that's all!

- **Error of Central Tendency**

  Central tendency is seen when the FTO routinely "bunches" scores toward the center of the rating scale. This error is often present in field training programs when departments using the numeric scale require written comments for scores of 1, 2, 6, and 7. Some FTOs, not wishing to take the time to document, will assign scores of 3, 4, or 5 routinely to avoid the "mandatory" reporting rule. Central tendency errors also occur when the FTO does not give close attention to performance and, to be on the "safe side," or to avoid any controversy, rates in the middle of the scale. Many departments using the numeric scale require only that scores of "1" and "7" be documented which allows for more latitude in the scoring.

- **Error of Related Traits**

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

- **Error of Event Bias**

  Event bias comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the "Halo" or "Horns" effect.

- **"No Rookie Ever Gets a '7'"**

  The belief that no rookie ever exceeds standards (earns a "7" score, Superior, etc.) is too often expressed. The SEGs and rating descriptions should be based on real life experiences and should not reflect artificial standards. While it may be difficult for many trainees to perform at a "Superior" level in a number of categories, that score could be attainable for some. There is no place for unrealistic expectations/goals in a job-related performance evaluation system.

- **Error of "Room to Grow"**

  This error occurs when the FTO, wanting to "motivate" the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that he/she deserves, there may be a loss, rather than a gain, in terms of motivation.

- **Error of Averaging Scores**

  FTOs who assign a score based on an average of the trainee's performance for the day have selected a score that is not accurate. For example, a trainee, stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that "on the average" the trainee obeys traffic

signals and an acceptable rating is given. It is not acceptable to go through a red light but the score suggests to the trainee that it is "OK." Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

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

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

The only measure that FTOs should use when evaluating the behavior and performance of a trainee is the department's Standardized Evaluation Guidelines or Evaluation "Scale."

Evaluation Comments and Narratives

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

Goals: **1 –** CLEAR

2 – CONCISE

3 – COMPLETE

4 – CORRECT

Ten Factors: How to Achieve the Four Goals

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

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

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

2. ***Use verbatim quotes.*** It is sometimes clearer to report what was said rather than attempt to describe the effect of the words.

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

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

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

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

5. ***Watch your grammar, spelling, and legibility — avoid slang, jargon, and swearing.*** Not everyone who will be reading your evaluation(s) understands radio codes, penal code sections, and other language common to law enforcement. Explain any code sections used. Be professional and model your expectations.

6. ***Speak to performance — not personality.*** Criticize the act, not the person. Criticizing the person brings about defensiveness. While more difficult to do in written vs. verbal form, the "impersonal" style of documentation relieves some of the stress.

   EXAMPLE: Rather than write "You did a poor job of handling the disturbance call…" try "Trainee Jones did a poor job of handling…," etc.

7. ***Use lists, if appropriate.*** The use of a "list" approach will sometimes save time and space.

   EXAMPLE: The trainee, when asked, failed to accurately identify the following radio code definitions: 10-7, 10-8, 10-16, 10-27, 10-28, 10-29, 10-35, and 10-62.

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

9. ***Use quantification whenever possible.*** Quantification or the documentation of a standard that is familiar to every reader adds clarity to the documentation.

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

10. ***Do not predict.*** Avoid statements such as "I am sure that Ann, with a little more effort, will be able to master the radio," or "Charlie's skills will no doubt improve as the weeks go by." Rather than make statements of this nature, the FTO should write what the behavior should produce; i.e., "When Bill can complete reports of this nature within 30 minutes or less, he will be performing at an acceptable level." Predictions set up false expectations.

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

Discussing Evaluations

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

The performance evaluation must:

1. Be understood by the trainee. This does not mean the trainee has to be in agreement with the entire evaluation, just that he/she understands it.

2. Be the basis for plans to help the trainee improve performance as needed.

3. Give the trainee recognition for strong points and acceptable performance as well as call attention to weak areas and/or deficient performance.

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

FTOs should listen to what the trainees have to say and not show disapproval when they do respond to the evaluation. FTOs should re-emphasize that performance is being discussed and not a defense of the evaluation.

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

2.2 Performance Evaluation Documents

Daily Observation Report (DOR) and Narrative Evaluation

The Daily Observation Report (DOR) is to be completed by the FTO at the end of each shift that the trainee is assigned to work during the field training program. Days where the trainee receives no evaluation by a qualified FTO (i.e., orientation, days off sick or injured, non-enforcement or special assignments, etc.) can also be documented on the DOR. Only the headings and narrative portions should be completed for those shifts. The DOR is used to record the trainee's performance, specific training or instruction presented, and any other information of importance related to the trainee's activities in the training program that day.

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

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

The DOR is designed to rate observed behavior with reference to either a numerical or alphabetic scale (1, 4, and 7 or N/I, ,C, and S). The form lists specific categories of behavior (e.g., Officer Safety, Driving Skill, Appearance, etc.) Each behavior must receive a rating or be marked "**Not Observed**" (**N/O**) during the shift covered by that DOR. Marking the appropriate rating records that behavior based on the Standardized Evaluation Guideline (SEG) for each category. Ratings such as Unacceptable, Below Standard, Far Exceeds Standards, and/or Superior should be explained in the narrative portion of the evaluation.

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

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

The "**RT**" found on some DORs refers to **Remedial Training** or the time spent by the FTO in the correction or review of previously taught information or procedures. When 15 minutes (some departments use a 10-minute standard) or more is spent in any one category, the FTO shall record the number of minutes in the appropriate box. If the FTO spends less than 15 minutes in the task area, a "check" or "X" is sufficient. See Section 2.3 for more information on remedial training.

In addition to the DOR, the **Narrative Evaluation** form is designed for expanded comments. Both negative and positive performance should be noted by the FTO. Steps taken to assist trainees in improving their performance should also be noted here.

All DORs are to be signed and dated by both the trainee and the FTO. In some departments the FTP SAC may also sign these forms. The FTP SAC must monitor the trainee's progress through the review and signing of these DORs and/or through the completion of a Supervisor's Weekly Report (SWR). *See Appendix 2 for DOR and Narrative Evaluation (Numeric or NICS Rating Scales). Also refer to Appendix 1 for Standard Evaluation Guidelines (SEGs).*

Supervisor's Weekly Report (SWR)

In an effort to ensure accountability, supervision, and participation from a higher level within the department, some departments may require the FTP SAC to complete an evaluation of the trainee's performance and progress each week. The evaluation will be completed and administered to the trainee by the FTP SAC. This report is useful not only to report a trainee's performance but also to serve as a check and balance of the FTO's evaluation of the trainee.

The Supervisor's Weekly Report (SWR) contains a sentence in which the supervisor advises the trainee that his/her performance for that week was either "acceptable" or "unacceptable." The FTP SAC will also advise the trainee as to the level of his/her overall performance at that point in the program. This report provides additional feedback to the trainee and an opportunity for the trainee to discuss other training issues with a supervisor, if needed. The SWR should be signed and dated by both the trainee and the FTP SAC. *See Appendix 3 for sample SWR.*

End of Phase Report (EPR)

Departments using DORs and phase training will have FTOs complete an End of Phase Report (EPR). EPRs detail the trainee's significant strengths and weaknesses, as well as list specific training provided during the phase. The EPRs also list recommendations for training needed by the trainee during the next phase of instruction.

In this report, FTOs will indicate their judgment as to the actual level of performance demonstrated by the trainee. The EPR should be discussed in a field training staff meeting with the FTP SAC, the trainee's current FTO, and the trainee's next FTO. Special training problems should be clarified and addressed with the development of a specific training regimen for the next phase of instruction. The EPR should be signed and dated by the trainee, the FTO, and the FTP SAC. *See Appendix 4 for a sample EPR.*

Daily Training Notes

Some departments may choose the Daily Training Notes/Weekly Training Progress Reports documentation method. Like DORs, Daily Training Notes are invaluable in providing immediate feedback to a trainee on his/her performance. FTO notes should be made as soon as possible after incidents occur. The notes should be verbally reviewed with the trainee and he/she should also be allowed to review the notes. The written comments should be used as the primary basis for the Weekly Training Progress Reports that the

FTO is required to prepare during the training program. Each important incident and response must be addressed and noted in order to give the trainee direction to continue good performance or improve poor performance. FTOs should note whatever steps are taken to assist the trainee in improving his/her performance. *See Appendix 5 for sample Daily Training Notes.*

Weekly Training Progress Report (TPR)

Departments using Daily Training Notes will have FTOs complete Weekly Training Progress Reports. These progress reports are completed at the end of each week of the training program. They are designed to match the objectives covered during that week and augment the daily training notes. Specific comments concerning performance below an acceptable level should be articulated in the Daily Training Notes for justification.

Rating Levels /Training Progress Evaluation Scale

Performance in each evaluation category is rated between 1 and 4 indicating the trainee's performance during the week. The specific meaning of each number can be found in the breakdown listed below:

4 – ***Better than Acceptable:*** Performance exceeds the agency's standard.

3 – ***Acceptable:*** Performance meets the agency's standard.

2 – ***Needs Improvement:*** Performance is progressing toward acceptable but does not yet meet the agency's standard.

1 – ***Unacceptable:*** Performance is not at an acceptable level.

NRT – ***Not Responding to Training:*** Trainee has been rated at level 1 or 2, and after remediation shows no improvement.

Performance Descriptions

- ***Better than Acceptable*** – Trainee performs significantly above what is expected and above the standard of the agency.
- ***Acceptable*** – Trainee's performance meets the required standard. The training progress is satisfactory and the trainee should at least maintain that level of performance. Every effort should be made to encourage the trainee to strive for improved performance that would be recognized in future Training Progress Reports and to guide the trainee to his/her fullest potential.
- ***Needs Improvement*** – Trainee's performance is deficient. This rating is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the FTO must devote additional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or a remedial training plan.
- ***Unacceptable*** – Trainee's performance is significantly below the expectation of standard work performance. The trainee, with the assistance of his/her FTO, must make every effort to improve competence in the category(ies) where performance is deficient.
- ***Not Responding to Training*** – Trainee has been rated at Levels 1 or 2, and after remediation shows no improvement in performance. The trainee should be notified that he/she is not responding to training. The NRT comment should alert the trainee and training staff that there is a continuing problem. It notifies the trainee that the need for improvement is so great that the trainee's continued stay in the program is in jeopardy.

The specific standard for each of the rating levels in a Weekly Training Progress Report will be determined by a department's own standards. *See Appendix 6 for sample TPR.*

Phase Evaluation Report

Departments using Daily Training Notes and Weekly Training Progress Reports will have FTOs complete a Phase Evaluation Report. These are for-matted similarly to the Weekly Training Progress Reports but must include all of the objectives that were covered from the previous weeks.

It must also address the judgment displayed in performing the objectives, the skills demonstrated in conducting preliminary investigations, preparing reports, performing self-initiated activity, and the acceptability of personal characteristics such as personal relations and dependability. Objectives that were carried over from a previous evaluation period because they were not acceptably performed, or are not currently being performed at an acceptable level, should also be included.

The Phase Evaluation Report should not contain any reference to an incident that was not part of the Daily Training Notes or has not been reviewed with the trainee. *See Appendix 7 for sample Phase Evaluation Report.*

Completion Record/Competency Attestation

Upon the trainee's successful completion of the field training program, it will be the responsibility of the Final Phase FTO to complete a competency attestation of the trainee's ability to perform the duties of a solo patrol officer.

After assuring that all the materials from the field training program guide have been covered and signed off, and after personally observing the trainee's acceptable performance in all of the functional areas or categories, the FTO will initiate a Completion Record/Competency Attestation form to be routed through the chain of command. The form should be signed and dated by the trainee, the Final Phase FTO, the FTP SAC, and the department head (or his/her designee). This form should become a permanent part of the trainee's training record. *See Appendix 9 for sample Field Training Program Completion Record/ Competency Attestation form.*

2.3 Remedial Training

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

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

While the FTO's role is to help the trainee overcome performance deficiencies and give him/her every opportunity to learn and perform, some performance deficiencies have as their root cause something that the FTO cannot correct. Examples might be immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear. These are attitudinal based and are occasionally so deeply ingrained in the trainee's behavioral package that they cannot be overcome. It would be wrong to automatically assume that a failure to perform well is linked to one of these reasons.

It is more likely that inexperience and an absence of sufficient practice has led to the problem. Remedial training should begin as soon as the ongoing deficiency is noted.

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

1. Be as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.
2. Reflect on and determine what has been tried and found to be effective with similar performance problems.
3. Develop a plan which clearly identifies what the new officer is expected to accomplish, under what conditions, within what time frame, and using what resources.
4. Implement the plan and evaluate its success. If the desired level of performance (goal) was not achieved, return to step one.

Consider using a Remedial Training Assignment Worksheet (Appendix 8) when developing a remedial plan. Be sure to document the plan, the FTO's efforts, and the results.

Remedial Training Strategies

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

The following strategies can be appropriate for assisting trainees in gaining proficiency with items in the Field Training Program Guide or in designing written training plans.

Role Play and Scenarios

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

1. All participants must be made aware that the situation is a training exercise, not an actual event.
2. No loaded weapons should ever be used in field training scenarios.
3. Notification of other potentially involved parties (e.g., dispatch, neighboring departments, patrol and/or field training supervisors, etc).
4. Choice of location (so as not to involve unknowing citizens or other officers).
5. Selection of role players who understand the win-win philosophy. (If the trainees do it right, they win!)

Role Reversals

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

COMMENTARY DRIVING

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

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

VERBALIZATION

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

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

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

FLASH CARDS

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

SPELLING QUIZZES

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

SELF-EVALUATIONS

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

DIRECTING TRAFFIC

1. FTO draws diagrams for trainee to place self, flow of traffic, ideal locations for fire, and medical response, etc.
2. Shut down an intersection and let trainee practice. Start with quiet intersections and build to busier.
3. Have trainee speak with other FTOs, traffic officer, etc.
4. Have trainee speak with fire and medical responders for their perspectives.

5. Request assignments for these types of calls.

Traffic Stops

1. Role play, in a parking lot, using other FTOs and vehicles.
2. Videos
   a. Professionally made.
   b. Film trainees in action so they can watch themselves.
3. Have trainee speak/ride with a traffic officer, etc.
4. FTO draws diagram for the trainee to place self, vehicle positions, ideal locations for stop, etc.
5. Use miniature cars for placement.
6. Develop a checklist: first written, then mental.
7. Verbal and written quizzing on traffic codes and elements.
8. Have trainee practice completing citations and warnings on copied blank forms.

Report Writing

1. Use report writing exercises.
2. Review some good and bad reports as examples. Be sure to remove the author's name. (If printed or copied, be sure to redact names, addresses, and other biographical information not available to the general public.)
3. Interviewing detectives, instructors, attorneys, and judges for what they think makes a good report.
4. Suggest trainee enroll in a writing class.
5. Suggest trainee obtain and read library books on the subject.
6. Develop checklist to include elements of crimes for the more common calls.
7. Suggest trainee use a dictionary (print, online, or electronic).
8. Have trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence.
9. Suggest trainee spend time working with an in-house expert or academy instructor.

DUI

1. Role reversal with FTO making actual stops and trainee doing the critique.
2. Role plays in a parking lot using other FTOs and vehicles.
3. Videos
   a. Professionally made.
   b. Film trainees in action so they can watch themselves.
   c. Previous DUI arrests.
4. Interview DUI officers, instructors, and attorneys.
5. Review old DUI reports.

6. Review actual case law at library.
7. Have trainee ride with a traffic officer.
8. Develop a checklist for procedures and forms.

COURTROOM DEMEANOR

1. Interview detectives, instructors, attorneys and judges as to what they think makes a good witness.
2. Have trainee observe a trial.
3. Conduct a mock trial.
4. Have trainee perform a courtroom role play, using one of his/her citations or arrests.

INVESTIGATIVE PROCEDURES

1. Interview detectives, instructors, and attorneys as to what they think makes a good investigation.
2. Verbal and written quizzes on elements of crimes.
3. Have trainee spend some time with an I.D. technician.
4. Tour a crime laboratory.
5. Follow one of the trainee's cases through with the assigned detective.
6. Create a mock crime scene.

FELONY STOPS

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

DOMESTIC DISPUTES

1. Use models (dolls, playhouse, etc.) for placement.
2. Role play using other FTOs.
3. Interviews with victim's advocate or groups.
4. Attend an Order of Protection hearing.
5. Request assignments for these types of calls.

ORIENTATION SKILLS

1. Give trainee a copy of a map that contains the streets but no names. Trainee fills in the names.
2. Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
3. Throughout shift ask trainee, "Where are we now?"
4. Give the trainee addresses, transparencies, and a marker. Have trainee trace the route to the location.

5. Have trainee obtain and study overhead maps from highway department or run maps from the fire department.
6. Demonstrate efficient ways to use the Thomas Guide (including checking the index), mapping programs, and GPS tracking.

Radio Procedures and Codes

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

Accident Investigation

1. Have trainee ride with an accident investigator.
2. Develop a checklist for steps in completing an accident report.
3. Review past reports and diagrams.
4. Create a scenario and have the trainee draw a diagram.
5. Request assignments for these types of calls.
6. Using crayon attached to the corners of a block, show tire skids, etc.
7. Visit driving track skid pan.
8. Observe an autopsy for occupant injuries, etc.
9. Visit a junkyard for damage estimates, etc.

Rapport with Citizens

1. Increase exposure to public.
   a. Business contact card file.
   b. Traffic stops.
   c. Neighborhood watch and crime prevention meetings.
   d. Front desk.
2. Have trainee spend a shift with a public information officer.
3. Role plays.
4. Videotape trainee's contacts. Have trainee review and critique performance.

5. Assign trainee to work with a department volunteer.

Total Confusion

1. Have trainee complete a self-evaluation.
2. Develop a flow chart of basic tasks.
3. Have trainee speak with and/or observe FTOs, sergeants, and/or staff psychologist.
4. Flash cards.
5. Read past case reports.
6. Role play simple tasks.
7. Have trainee list his/her perceptions of the job.

Summary

For remedial training strategies, always remember to:

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

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PART 3

Field Training Program Package (Application Process)

POST REGULATIONS ***require*** departments seeking approval of their field training program (FTP) to submit a field training program package along with a POST-Approved Field Training Program Application (POST Form 2-229), signed by the department head. Prior to submitting the package and application, a department representative should review the department's current policies, procedures, and program content against POST's *minimum* standards/requirements for program content, operations, and personnel. When necessary, the department representative shall make changes to comply with the POST minimum standards/requirements *before* submitting the package.

A field training program package submitted for approval shall ***minimally*** include:

1. a detailed written description of the department's specific selection process for Field Training Officers (FTOs),
2. an outline of the proposed training for department trainees,
3. a detailed written description of the evaluation process for trainees and FTOs, and
4. copies of supporting documents (e.g., field training program guides, general orders related to FTP personnel and their training, policies and procedures, and/or evaluation forms).

Some departments may include all of the above information in their field training program guides while others will need to make and send copies of the separate documents, General Orders, policies and procedures, etc., with their field training program guide to complete the necessary package.

A field training program guide or manual is vital to the success of any field training experience. The guide should be used to instruct newly assigned patrol officers in the various duties that they will most likely perform during their careers. The guide should serve as the "lesson plan" for the Field Training Officer's instruction. Each department is encouraged to develop a training guide, manual, or workbook for its field training program. These guides should minimally contain two parts, a program orientation portion and a list of performance objectives.

3.1 Elements of a Field Training Program Guide

Section 1: Overview

The first part of the guide should contain information explaining the field training program and its operation. It should be provided to trainees at or prior to the time they enter the program. While this portion of the guide may not contain all the information found in the department administrative manuals and general orders, certain excerpts from these documents should be incorporated into this section of the training guide.

While a department may incorporate whatever it wishes in this part of the guide, the following items are recommended for inclusion:

1. Goals and Objectives of the Field Training Program
2. Chain of Command and Supervision Information
3. Explanation of the Elements of the Field Training Program
4. Role/Expectations of Trainees and Field Training Officers
5. Explanation of the Evaluation Process
6. Copies of the evaluation instruments (e.g., DORs, SEGs, Weekly Training Progress Reports, etc.) and other program forms with brief explanations (see Appendices for samples).

Providing trainees with this information at the start of the program serves several purposes. It clarifies the trainee's role in the training process, improves understanding of the mechanics of the program, enhances the credibility of the FTO, and reduces a good deal of apprehension normally found in any training program.

Section 2: Performance Objectives

The second part of the field training guide should contain performance objectives incorporating the knowledge, skills, abilities, and attitudes that the FTO is required to impart to the trainee and then evaluate the trainee's ability to retain and competently perform the same. These objectives are designed to ensure that trainees receive specific training in designated topics or areas. These training topics are generally broken into weekly and/or phase segments. Responsibility for covering the performance objectives and other listed tasks lies with the FTO to whom the trainee is assigned for that specific week, group of weeks, or phase. If the department has organized these topics or areas into a specific format, standardization will occur since each FTO will cover the same material with every trainee during the same assignment period. Training in and completion of the designated topics or areas will give trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It will be impossible to train a newly assigned officer in every area that may be encountered throughout a career but this program should provide a firm foundation on which to build.

Field Training Officers should, at a minimum, instruct in the areas that are outlined in each specific topic. To further assure accountability, columns or sign-off boxes can be placed on each page of the guide wherein the FTO indicates, by placing his/her initials and badge number: 1) the date the material or objective was discussed, instructed, or demonstrated, and 2) the date the trainee displayed adequate competence. The FTO should also identify the manner in which the skill, knowledge, or ability was performed (e.g., written test, verbal test, scenario/role-play, or field performance). Additionally, there should be a place for the trainee's initials, badge number, and date wherein the trainee acknowledges having received the instruction.

Section 3: Resources

Finally, departments should strongly consider the inclusion of various resource materials in the guide or perhaps the development of a separate resource materials guide. Examples may include important policies, run maps, municipal codes, etc. The purpose of this is twofold. First, the material remains as a reference for the trainee and, secondly, the FTO will use these materials as the lesson plan rather than attempting to "ad lib" when it comes time to instruct on the particular topic. If a policy or procedure is included in the guide or a separate resource manual, it is much easier for the FTO to teach from the actual policy rather than from memory of the policy. This also allows for better documentation that the material was covered.

In addition to the instruction the trainee will be receiving from the FTO, it is possible the trainee will need to do some further studying. The training staff should maintain a library that could include the Regular Basic Course Training and Testing Specifications, Learning Domain Workbooks, POST training videos and telecourses, and any other department-developed training aids. Trainees are also advised to maintain copies of the Penal Code, Vehicle Code, and Municipal Codes (or Quick-codes of same), and know the location(s) of other reference materials including a list of community service resources.

3.2 Responsibility and Oversight

It should be the responsibility of the Field Training Program SAC to oversee the development and maintenance of the department's field training program guide. Each FTP SAC should designate a committee to review, and keep current, the materials presented in the department's guide. While the concepts, tasks, and performance objectives of field training programs statewide are extremely similar, the field training program guide, manual, or workbook is one item that should be individually developed (tailor-made) by and for each department. When done right, no one department's guide could be duplicated and used by a second because of the differences in the codes, policies, philosophies, service areas, streets and locations, and so on. Constant revision based on input from trainees, FTOs, and other program staff will make the department's field training program guide a viable resource and basis for a successful field training program.

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PART 4

The POST Field Training Program

THE POST FIELD TRAINING PROGRAM is a sample program designed to be used by a Field Training Officer (FTO) and trainee as a basis for instruction and study. The program contains statements of performance (i.e., objectives) that begin by introducing the newly assigned officer to the department and patrol duties, and progresses to performance independent of the FTO.

The program contains no policies, procedures, or specific methods to follow; it simply directs a training response to needs or situations that could be encountered by any police officer in the state who is assigned to general law enforcement uniformed patrol duties. Therefore, a department using this sample program should include its specific policies, procedures, or methods, *or* the trainee should be required to obtain and learn the department's directives and policies for each objective.

The FTO has a duty to assist by directing the study and diligently testing the trainee's knowledge. This program also requires the trainee to apply skills and knowledge that were acquired in the Regular Basic Course (Academy). The FTO must help the trainee apply these skills and knowledge in a real life environment with actual law enforcement incidents.

4.1 Program Components

The POST Field Training Program is as comprehensive and complete as possible for statewide application. However, any department using this program should compare POST's program objectives relative to its own objectives, policies, and responses, and add any additional objectives that may be needed. The objectives (skills, knowledge, abilities, and attitudes) included in the POST program are considered to be the *minimum* standards on which to base a field training program in the state.

► **Departments are strongly encouraged to add to this program or develop their own program (structured learning content) based on the same minimum standards.**

The POST Field Training Program can be used in training newly assigned officers and deputies who have recently graduated from the Regular Basic Course (Academy), who have been employed through lateral entry, or any others who are on their initial assignment to general law enforcement uniformed patrol duties. The following areas are intended to clarify the application of the POST Field Training Program.

Structured Learning Content/Areas of Instruction

As mentioned earlier, the duties of general law enforcement uniformed patrol officers are quite similar within the state and the nation. Research and experience have demonstrated that new officers should demonstrate competency in the topics or areas listed below.

MINIMUM COMPETENCY REQUIREMENTS

(Click on each link for competency requirements outlined in Part 5, POST Field Training Model)

1 – **Agency Orientation/Department Policies** (including Standards and Conduct, General Orders, Local Policies, and Philosophies)

2 – **Officer Safety**

3 – **Ethics**

4 – **Use of Force**

5 – **Patrol Vehicle Operations** (including SAFE Driving)

6 – **Community Relations/Professional Demeanor** (including Cultural Diversity, Community Policing, and Problem Solving)

7 – **Radio Communication Systems**

8 – **Leadership**

9 – **California Codes and Laws**

10 – **Search and Seizure**

11 – **Report Writing Requirements**

12 – **Control of Persons/Prisoners/Mentally Ill** (Adults and Juveniles)

13 – **Patrol Procedures** (including Domestic Violence and Pedestrian and Vehicle Stops)

14 – **Investigations/Evidence**

15 – **Tactical Communication/Conflict Resolution**

16 – **Traffic** (including DUI)

17 – **Self-Initiated Activity**

18 – **Additional Agency-Specific Topics** (may include Community Specific Problems, Special Needs Groups, etc.)

Format

The POST Field Training Program has the above listed 17 topics or areas of instruction segmented. Each contains knowledge- and performance-based objectives for the trainee to accomplish. Each topic may be presented, wholly or in portions, in a suitable training period that will meet the department's needs (i.e., one day, one week, one month). The objectives in each of the listed topics build from basic issues to more complex to assist in an incremental learning approach. This is intended to enhance retention so the trainee is able to relate some element of past instruction to each new subject. The department's training staff must determine the appropriate format for its field training program. If a department wishes to use the same performance objectives as listed in the POST Field Training Program, but prioritize the presentation order to their own needs, POST can provide these topics and performance objectives in Mircosoft Word format. A department can then add its specific policies, procedures, locations, references, etc. to further enhance the program. This POST format allows flexibility but is designed to hold the trainee responsible for each of the required performance objectives.

Additional Agency-Specific Topics (which may include Community Specific Problems, Special Needs Groups, etc.) is an optional topic that may be added by a department.

Training and Testing Methods

Although the POST Field Training Program is written in performance-based objectives, there is no intention to restrict a department's methods of presentation or measuring of the trainee's acceptable performance of the task(s).

The department's training staff should agree on a schedule and/or manner for training and testing new officers. Because of the very nature of patrol work, not every field incident that the POST Field Training Program requires a trainee to perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the

trainee's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

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

COMPETENCY DEMONSTRATION METHODS

1. **Department-Constructed Knowledge Tests.** Some portions of the field training program may require department-constructed knowledge tests that measure the skills and knowledge required to achieve one or more performance objectives. These tests may be in written or verbal format. When a written department-constructed knowledge test is used, trainees should earn a score equal to or greater than the minimum passing score established by the department. Trainees who fail a written department-constructed knowledge test on the first attempt should: a) be provided with an opportunity to review the test results in a manner that does not compromise test security; b) have a reasonable time, established by the department, to prepare for a retest, and c) be provided with an opportunity to be retested with a department-constructed, parallel form of the same test. If the trainee fails the retest, it will be the department's responsibility to determine if the trainee should be given another retest or terminated from the field training program.

   ► **These tests should be standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.**

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

   ► **Officer safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program. (Departments may wish to refer to the POST Guidelines for Student Safety in Certified Courses that contain specific guidelines for scenario training and event simulations that may prove helpful in organizing such testing.)**

3. **Field Performance Tests.** Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their

competency in performing the tasks required of a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency during a field performance test should be provided remedial training. The remedial training should be provided and documented by a qualified field training officer. The duration of, and subject matter covered in, the remedial training shall be determined by the department. If the trainee does not respond to remedial training and fails to demonstrate competency on subsequent and/or repeated field performance tests, it will be the department's responsibility to determine if the trainee and/or department will benefit from additional remedial training and testing or if the trainee should be terminated from the field training program.

4.2 POST Field Training Program Model

This standardized POST Field Training Program has been developed through input from various departments and experts throughout the state and nation. It is not intended to be a stand alone, state-of-the-art program. It is intended to set a minimum standard on which each department can build its own specific field training program. It is further intended to assist the process in which the trainee receives on-the-job instruction to complement or reinforce class

room (academy) training.

When properly administered and supervised, this field training program can and should be one of the most important phases of basic training for law enforcement officers. POST field training regulations and this sample guide provide for the foundational field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served.

Table **4.1** represents a phase training overview of the POST Field Training Program. (See Part 5 for the complete program model.)

Table 4.1
Phase Training Model Overview

Phase 1	Phase 2	Phase 3	Phase 4
• Orientation/ Department Policies • Officer Safety • Ethics • Use of Force • Patrol Vehicle Operations • Community Relations/ Professional Demeanor • Radio Communications	• Leadership • California Codes and Law • Search and Seizure • Report Writing • Control of Persons/ Prisoners/Mentally Ill • Patrol Procedures (Part 1)	• Patrol Procedures (Part 2) • Investigations/Evidence • Tactical Communications/ Conflict Resolution • Traffic	• Self-initiated Activity • Primary FTO Observation Phase (usually in plain clothes)

Phase 5

After successful completion of the field training program, the trainee will be expected to competently perform as a solo patrol officer. He/she will be evaluated by a supervisor periodically (usually every one to three months) until the end of his/her probationary period.

APPPENDICES
A.1 through A.11

In these appendices: Page #

A.1 Standardized Evaluation Guidelines (SEGs) A.1--1

A.2 Daily Observation Report (DOR) and Narrative Evaluation (*Numeric or NICS Rating Scales)* A.2-1

A.3 Supervisors' Weekly Report (SWR) A.3--1

A.4 End of Phase Report (EPR) A.4--1

A.5 Daily Training Notes A.5--1

A.6 Weekly Training Progress Report (TPR) A.6--1

A.7 Phase Evaluation Report A.7--1

A.8 Remedial Training (RT) Assignment Worksheet A.8--1

A.9 FTP Completion Record/Competency Attestation A.9--1

A.10 Field Training Officer Critique Form A.10--1

A.11 Field Training Program Critique Form A.11--1

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Appendix A.1 may be used as a handout for the 40-Hr FTP Course (Block 8 – HO4 and Block 10 – HO5) and for the 24-hr FTP Update Course (Block 7 – HO3).

APPENDIX 1

Standardized Evaluation Guidelines (SEGs)

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

Overview

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

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

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

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

Performance Categories

ATTITUDE

1. Acceptance of Feedback/FTO/FTP

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

1 or N/I *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 or C *Acceptable* – Accepts criticism in a positive manner and applies it to improve performance and further learning.

7 or S *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 or N/I *Unacceptable* – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

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

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

3. Integrity/Ethics

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

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

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

7 or S *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 or N/I *Unacceptable* – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.

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

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

APPEARANCE

5. General Appearance

Evaluates physical appearance, dress, demeanor, and equipment.

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

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

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

RELATIONSHIPS

6. Relationship with Citizens/Community

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

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

4 or C *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. Communicates well when interacting with the public.

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

7. Relationship with Other Department Members

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

1 or N/I *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 or C *Acceptable* – Adheres to the Chain of Command. Good FTO, superior, and peer relationships. Demonstrates a teamwork attitude.

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

8. Community Organizing and Problem-solving

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

1 or N/I *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 or C *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 or S *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 or N/I *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 or C *Acceptable* – Obeys traffic laws. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

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

10. Driving Skill: Moderate/High Stress Conditions

Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

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

4 or C *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 or S *Superior* – Displays high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

11. Use of Map Book/GPS: *Orientation/Response Time*

Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

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

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

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

12. Routine Forms: *Accuracy/Completeness*

Evaluates the trainee's ability to properly utilize departmental forms.

1 or N/I *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 or C *Acceptable* – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

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

13. Report Writing: *Organization/Details/Use of Time*

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

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

4 or C *Acceptable* – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.

7 or S *Superior* – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.

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

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

15. Field Performance: *Non-stress Conditions*

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

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

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

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

16. Field Performance: *Stress Conditions*

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

1 or N/I *Unacceptable* – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts, or acts in unsafe or ineffective manner.

4 or C *Acceptable* – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.

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

17. Investigative Skills

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

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

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

18. Interview/Interrogation Skills

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

1 or N/I *Unacceptable* – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda admonishment. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

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

19. Self-initiated Field Activity

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

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

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

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

20. <u>Officer Safety: *General*</u>

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 or N/I *Unacceptable* – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:

a) Exposes weapons to suspect (handgun, baton, chemical agents, 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.
k) Stands too close to passing vehicular traffic.
l) Is careless with gun and/or other weapons.
m) Fails to position vehicle properly during traffic 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) Cannot articulate why a particular weapon was employed.
q) Fails to cover other officers or maintain awareness of their activities.
r) Stands between police and violator's vehicle on a vehicle stop.
s) Fails to search police vehicle prior to duty and after transporting other than police personnel.

4 or C *Acceptable* – Follows acceptable safety procedures. Understands and applies them.

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

21. <u>Officer Safety: *Suspicious Persons, Suspects, and Prisoners*</u>

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

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

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

7 or S *Superior* – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts in the field. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.

22. Control of Conflict: *Voice Command*

Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

1 or N/I *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 or C *Acceptable* – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

7 or S *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 or N/I *Unacceptable* – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

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

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

24. Problem-solving Techniques/Decision Making

Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

1 or N/I *Unacceptable* – Acts without thought or good reason. Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive, naive. Cannot recall previous solutions and apply them in similar situations.

4 or C *Acceptable* – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.

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

25. Communications: *Appropriate Use of Codes/Procedure*

Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

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

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

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

26. Radio: *Listens and Comprehends*

Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

1 or N/I *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 or C *Acceptable* – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

7 or S *Superior* – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

27. Radio: *Articulation of Transmissions*

Evaluates the trainee's ability to communicate with others via the law enforcement radio.

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

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

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

28. Mobile Computer Terminal (MCT): *Use/Comprehension/Articulation*

Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MCT.

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

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

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

KNOWLEDGE

29. Department Policies and Procedures

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

A. Reflected by Verbal/Written/Simulated Testing:

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

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

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

B. Reflected in Field Performance:

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

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

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

30. Criminal Statutes

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

A. Reflected by Verbal/Written/Simulated Testing:

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

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

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

B. Reflected in Field Performance:

1 or N/I *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 or C *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 or S *Superior* – Has outstanding knowledge of all codes and applies that knowledge to normal and unusual activity quickly and effectively. Consistently able to locate lesser known code sections in reference material.

31. Criminal Procedure

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

A. Reflected by Verbal/Written/Simulated Testing

1 or N/I *Unacceptable* – When tested, answers with less than 70% accuracy.

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

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

B. Reflected in Field Performance

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

4 or C *Acceptable* – Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Makes arrests within guidelines.

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

AGENCY-SPECIFIC

32. [To Be Filled in by Agency]

This performance category allows the agency to add a behavior that is of particular importance to their organization. If used, the agency MUST provide the applicable SEG descriptions for each rating:

1 or N/I *Unacceptable* – [To be determined by agency.]

4 or C *Acceptable* – [To be determined by agency.]

7 or S *Superior* – [To be determined by agency.]

(SEGs adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department, and was further revised in 2011 by POST staff.)

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Appendix A.2 may be used as a handout for the 40-Hr FTP Course (Block 8 – HO1) and for the 24-hr FTP Update Course (Block 7 – HO3).

APPENDIX 2

Daily Observation Report (DOR) and Narrative Evaluation

The Daily Observation Report (DOR) and Narrative Evaluation are key components of the Field Training Program. In combination, these forms document the trainee's level of performance for each required category and clearly identify areas of competency, outstanding performance, or the need for remedial training.

Numeric and NICS Rating Scales

In order to effectively track the trainee's progress, the FTO uses the DOR to rate each observed behavior using one of two rating scales: **Numeric** or **NICS**. The Numeric Scale measures performance on a sliding scale between *1 and 7*. The NICS Scale uses three ratings: *NI–Needs Improvement, C–Competent, and S–Superior*. Each observed behavior is rated according to POST's Standardized Evaluation Guidelines (SEGs) as described in Appendix 1 in the FTP Guide. Agencies decide which rating method best meets their particular needs.

A rating of "1" or "N/I" indicates the observed behavior is *Unacceptable* or *Needs Improvement*, a rating of "4" or "C" meets the **minimal** standard of *Acceptable* or *Competent*, and "7" or "S" indicates the trainee's performance is at a *Superior* level. The DOR also provides checkboxes if a behavior is not observed (N/O) or if the trainee is not responding to training (NRT). *The trainee, FTO, and FTO SAC are required to sign all DORs.*

Narrative Evaluation

Any ratings of "1" or "7" on the numeric scale or "N/I" or "S" on the NICS scale **require** a documented situation (DS) to describe the event which resulted in either of those ratings. The FTO checks the DS box on the DOR and documents the event using the Narrative Evaluation form. *The trainee, FTO, and FTO SAC are required to sign all Narrative Evaluations.*

Both the DOR and Narrative Evaluation forms contain detailed instructions. They can be printed and filled in by hand or filled in electronically. The Narrative Evaluation form includes continuation pages for additional comments. *The trainee, FTO, and FTO SAC are required to initial all continuation pages.*

The following links will open the applicable files for the DOR and Narrative Evaluation form for either the Numeric or NICS rating scales:

DOR & Narrative Evaluation – Numeric Scale

DOR & Narrative Evaluation – NICS Scale

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APPENDIX 3

Supervisor's Weekly Report (SWR)

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	**Badge / ID**	**Primary Field Training Officer (FTO)**	**Badge / ID**

PART A. REVIEW OF TRAINING

☐ I have reviewed this Trainee's Daily Observation Reports (DORs) for this evaluation period: **Week of: _____ to: _____.**

☐ I have also discussed his/her overall performance with Field Training Officer (FTO):_____.

Additional method(s) by which the trainee's performance was evaluated:

☐ End of Phase Meetings ☐ Citizen Contacts ☐ Other FTOs ☐ Conferences ☐ Field Visit

☐ Radio Traffic ☐ Report Review ☐ Ride-a-long ☐ Daily Briefing

☐ Other (explain): _____

PART B. TRAINEE'S PERFORMANCE: STRENGTHS / WEAKNESSES

☐ I have discussed the trainee's most significant **strengths** with him/her**.**

☐ I have discussed the trainee's most significant **weaknesses** with him/her.

PART C. REMEDIAL TRAINING (IF APPLICABLE)

☐ The following remedial training is required based on deficient performance *(see RT Assignment Worksheet)*:

PART D. SUPERVISOR'S COMMENTS REGARDING PROGRESS TO DATE

☐ The trainee's progress to date is **ACCEPTABLE** based on the above evaluation.

☐ The trainee's progress to date is **NOT ACCEPTABLE** based on the above evaluation.

PART E. REQUIRED SIGNATURES

☐ I have reviewed/discussed this Weekly Report with the FT Supervisor (FT SAC) and understand the evaluation given.

Trainee Signature ▶ _____ **Date** _____

Print FTO SAC Name	**Badge / ID**	▶ **Date**

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APPENDIX 4

End of Phase Report (EPR)

REPORT DATE: _____ PHASE: ___ START DATE: _____ END DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

PART A. SIGNIFICANT STRENGTHS / WEAKNESSES

Use the following page for any additional comment(s).

STRENGTHS:

1.

2.

3.

WEAKNESSES:

1.

2.

3.

PART B. ADDITIONAL TRAINING / REMEDIAL EFFORTS

PART C. ADDITIONAL COMMENTS (OPTIONAL)

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed this End of Phase Report with my Field Training Officer (FTO) and understand the evaluation given.

Trainee Signature ▶ **Date**

Print FTO Name	**Badge / ID**	▶ **Date**
Print FT SAC Name	**Badge / ID**	▶ **Date**

☐ **Additional page(s) attached**

REPORT DATE: _____ PHASE: ___ START DATE: _____ END DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

ADDITIONAL COMMENTS

Trainee Initials ☐ **FTO Initials** ☐ **FT SAC Initials** ☐

APPENDIX 5

Daily Training Notes

DATE _____ PHASE ___ WEEK ___

Page 1 of ___

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

Performance Area	**Notes**

Trainee Signature	**FTO Signature**
▶ Date:	▶ Date:

DATE _____ PHASE ___ WEEK ___

Page ___ of ___

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

Performance Area *cont*	**Notes** *cont*

Trainee Initials ☐ **FTO Initials** ☐

APPENDIX 6

Weekly Training Progress Report (TPR)

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

INSTRUCTIONS

- This Weekly Training Progress Report evaluates the trainee's performance during the week and identifies specific areas which are noteworthy.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

- **4 – BETTER THAN ACCEPTABLE:** Performance exceeds agency's standard
- **3 – ACCEPTABLE:** Performance meets agency's standard
- **2 – NEEDS IMPROVEMENT:** Performance is progressing toward "acceptable" but does not yet meet agency's standard
- **1 – UNACCEPTABLE:** Performance is not at an acceptable level
- **NRT – NOT RESPONDING TO TRAINING:** Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

PART A. PERFORMANCE AREA	**NRT**	**1**	**2**	**3**	**4**
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐

The following areas are noteworthy (*see next page for additional comments):*

1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Weekly Training Progress Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature ▶ _____ **Date** _____

Print FTO Name	**Badge / ID**	▶ **Date**
Print FT SAC Name	**Badge / ID**	▶ **Date**

☐ **Additional page(s) attached**

REPORT DATE: _____ PHASE: ___ WEEK: ___ Comments Page 1 of ____

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level ***must*** be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ **FTO Initials** ☐ **FT SAC Initials** ☐

REPORT DATE: _____ PHASE: ___ WEEK: ___

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

CONTINUATION PAGE

Comments Page ___ of ___

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ **FTO Initials** ☐ **FT SAC Initials** ☐

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APPENDIX 7

Phase Evaluation Report

REPORT DATE _____ PHASE ___ WEEK ___

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

INSTRUCTIONS

- This Phase Evaluation Report provides feedback to the trainee so that good performance continues and/or deficient performance improves.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

RATING SCALE:

- **4 – BETTER THAN ACCEPTABLE:** Performance exceeds agency's standard
- **3 – ACCEPTABLE:** Performance meets agency's standard
- **2 – NEEDS IMPROVEMENT:** Performance is progressing toward "acceptable" but does not yet meet agency's standard
- **1 – UNACCEPTABLE:** Performance is not at an acceptable level
- **NRT – NOT RESPONDING TO TRAINING:** Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

PART A. PERFORMANCE AREA	**NRT**	**1**	**2**	**3**	**4**
Overall Performance for this evaluation period:	☐	☐	☐	☐	☐

The following areas are noteworthy (*see next page for additional comments):*

1.	☐	☐	☐	☐	☐
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐
6.	☐	☐	☐	☐	☐
7.	☐	☐	☐	☐	☐
8.	☐	☐	☐	☐	☐
9.	☐	☐	☐	☐	☐
10.	☐	☐	☐	☐	☐
11.	☐	☐	☐	☐	☐
12.	☐	☐	☐	☐	☐
13.	☐	☐	☐	☐	☐
14.	☐	☐	☐	☐	☐

PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

☐ I have reviewed this Phase Evaluation Report with my Field Training Officer (FTO).

☐ I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

Trainee Signature ▶ _____ **Date** _____

Print FTO Name	**Badge / ID**	▶ **Date**
Print FT SAC Name	**Badge / ID**	▶ **Date**

☐ **Additional page(s) attached**

REPORT DATE: _____ PHASE: ___ WEEK: ___ Comments Page 1 of ____

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

INSTRUCTIONS

If the Trainee received rating(s) of **1** or **2**, the steps taken to bring the trainee's performance level up to an acceptable level ***must*** be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

PART C. REMEDIAL STEPS / COMMENTS

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ **FTO Initials** ☐ **FT SAC Initials** ☐

REPORT DATE: _____ PHASE: ___ WEEK: ___ Comments Page ___ of ___

Trainee (Last, First MI)	**Badge / ID**	**Evaluation Period**
		From: To:

CONTINUATION PAGE

Area / Rating	Recommended RT Steps / Additional Comments

Trainee Initials ☐ **FTO Initials** ☐ **FT SAC Initials** ☐

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APPENDIX 8

Remedial Training Assignment Worksheet

REPORT DATE: _____ PHASE: ___ START DATE: _____ END DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

PART A. PERFORMANCE DEFICIENCIES

Your FTO has identified one or more areas of deficient performance that require your immediate attention for improvement. You will be expected to fully complete this training assignment by this date: _____

Define the specific problem with example(s). Describe the training already conducted:

PART B. TRAINING ASSIGNMENT

Describe the specific assignment(s) given to the trainee to correct the above problem. The trainee will be expected to perform at a satisfactory level in identified area(s).

NOTE: Your FTO will describe the required assignment needed to improve your performance in terms of specific goals and objectives.
Example: Trainee will practice self-initiated car stops daily for 4 shifts, resulting in a minimum of 4 field interviews and 2 citations per shift.

☐ I have reviewed/discussed the above training assignment with my FTO and understand the specific goals and objectives.

Trainee's Signature ▶ _____ **Date** _____

PART C. ASSIGNMENT COMPLETION

- Has the trainee completed this training assignment satisfactorily? ..... ☐ Yes ☐ No
- Is the trainee now performing at a competent level? ..... ☐ Yes ☐ No
- Has an additional assignment been given? ..... ☐ Yes ☐ No

NOTE: If the training plan was not completed satisfactorily, specific recommendations **must** be made regarding the trainee's continued substandard performance. Additional RT Assignment Worksheets should be generated outlining a follow-up training plan. **It is the responsibility of the *originating* FTO to ensure that RT assignment(s) are communicated to the trainee's next FTO so that follow-up can be monitored.**

Comments regarding completion of assignment:

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed all areas noted in this RT Assignment Worksheet and understand the evaluation given.

Trainee Signature ▶ _____ **Date** _____

FTO Signature ▶ _____ **Date** _____

Print FT SAC Name	**Badge / ID**	▶ **Date**

Intentionally Blank

APPENDIX 9

Field Training Program Completion Record/ Competency Attestation

REPORT DATE _____

Trainee (Last, First MI)	Badge / ID	Primary Field Training Officer (FTO)	Badge / ID

PART A. PROGRAM COMPLETION

Phase	Field Training Officer	Badge / ID	Shift/Watch	Training Dates (Inclusive)	
1				From:	To:
2				From:	To:
3				From:	To:
4				From:	To:

PART B. TRAINEE ATTESTATION

(ABOVE) WOULD AN ENTIRE PHASE BE DONE IN THE SHIFT/WATCH?

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature ▶ _____ **Date** _____

PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer/Deputy _____ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature ▶ _____ **Date** _____

Print FT SAC Name	Badge / ID	
		▶ **Date**

PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

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.

Print Agency Head Name	Badge / ID	
		▶ **Date**

Intentionally Blank

APPENDIX 10

Field Training Officer (FTO) Critique Form

DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**This critique is for Field Training Officer**	**Badge / ID**

PART A. PURPOSE

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to continue to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your response to each item is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide the better we can determine each FTO's level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content of the feedback *(not your identity)* will be relayed to the FTOs to assist with improving training methods.

PART B. FTO EVALUATION

1. The Field Training Program emphasizes two areas: Training **and** Evaluating Performance. Assign percentages (totaling 100%) to the amount of effort your FTO gave to each (*e.g.,* Training–50%, Evaluating Performance–50% / Training–70%, Evaluating Performance–30%)

TRAINING: _____% EVALUATING PERFORMANCE: _____%

On a scale of 1 to 5, rate the following:

2. Indicate how you perceived your FTO related to you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
I WAS JUST ONE OF A NUMBER OF RECRUITS		INTERACTION WAS ADEQUATE		I WAS RECOGNIZED AS AN INDIVIDUAL

3. What type of role model was the FTO for you?

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
NEVER	SELDOM	OFTEN	USUALLY	ALWAYS

5. Rate the FTO's knowledge of the training material covered:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

6. Describe the FTO's skill as a trainer and his/her training methods, such as handouts, visual aids, scenarios, role-play, etc.:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

7. Rate the FTO's ability to communicate with you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

8. Rate the FTO's honesty, fairness, and objectivity in evaluating you:

☐ 1	☐ 2	☐ 3	☐ 4	☐ 5
POOR	FAIR	SATISFACTORY	GOOD	EXCELLENT

DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**This critique is for Field Training Officer**	**Badge / ID**

PART B. FTO EVALUATION *continued*

9. Describe the FTO's method of critiquing your performance (verbally or in writing):

☐ 1 TOO NEGATIVE / TOO CRITICAL / UNFAIR ☐ 2 ☐ 3 SATISFACTORY / FAIR ☐ 4 ☐ 5 VERY POSITIVE / ENCOURAGING

10. Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

☐ 1 NEVER ☐ 2 SELDOM ☐ 3 OFTEN ☐ 4 USUALLY ☐ 5 ALWAYS

11. List the area(s) you consider to be the FTO's greatest strengths (e.g., training skills, officer safety, codes and laws, report writing, etc.):

12. List the area(s) in which you feel the FTO needs improvement:

13. Were there any conflicts or inconsistencies with the FTO's training and your academy training? ☐ YES ☐ NO

If YES, explain:

14. Did you experience any discrepancies between the FTOs? ☐ YES ☐ NO

If YES, explain:

15. Please list any additional comments or suggestions here:

Trainee Signature ▶ _____ **Date** _____

APPENDIX 11

Field Training Program (FTP) Critique Form

DATE: _____

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

PART A. PURPOSE

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel 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.

Return the completed and signed evaluation to the FTP SAC:

Supervisor (FTP SAC)

PART B. FTP evaluation

☐ Y ☐ N **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:

☐ Y ☐ N **2.** Was the length of the program adequate?

Please comment:

☐ Y ☐ N **3.** Do you feel that the program training you received was meaningful in relation to the job you are now doing?

Please comment:

☐ Y ☐ N **4.** Were there any areas of training you felt were ignored, or which should have been included or extended?

If YES, which area(s):

☐ Y ☐ N **5.** Was the instruction and training provided by the FTOs generally consistent with one another?

Please comment:

☐ Y ☐ N **6.** Do you feel the documented evaluations in the program (DORs, Supervisor Weekly Reports, etc.) were beneficial for your development as a police officer?

Please comment:

☐ Y ☐ N **7.** Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?

Please comment:

Trainee (Last, First MI)	**Badge / ID**	**Field Training Officer (FTO)**	**Badge / ID**

PART B. FTP EVALUATION *continued*

☐ Y ☐ N **8.** Do you feel there was sufficient time available for community-oriented projects or specialized beat activities?

Please comment:

9. Upon completion of the Field Training Program, do you feel you are now proficient in each of the following areas?

A. Department Policies and Procedures ..... ☐ Y ☐ N
B. Patrol Vehicle Operations ..... ☐ Y ☐ N
C. Officer Safety ..... ☐ Y ☐ N
D. Report Writing ..... ☐ Y ☐ N
E. Codes and Law ..... ☐ Y ☐ N
F. Patrol Procedures ..... ☐ Y ☐ N
G. Handcuffing and Searching Techniques ..... ☐ Y ☐ N
H. Use of Force ..... ☐ Y ☐ N
I. Traffic (including DUI and Accident Investigation) ..... ☐ Y ☐ N
J. Search and Seizure ..... ☐ Y ☐ N
K. Radio Procedures ..... ☐ Y ☐ N
L. Investigations and Evidence ..... ☐ Y ☐ N
M. Conflict Resolution ..... ☐ Y ☐ N
N. COPPS/POP ..... ☐ Y ☐ N
O. Courtroom Procedures ..... ☐ Y ☐ N

☐ Y ☐ N **10.** Are there any changes that need to be made to improve the program?

Please comment:

☐ Y ☐ N **11.** Use the space below to add anything that may not have been covered above.

Trainee Signature ▶ _____ **Date** _____

Glossary

BEHAVIOR/PERFORMANCE ANCHORED RATINGS	An appraisal of performance which measures the trainee's ability to perform as a solo patrol officer based upon standardized evaluation guidelines (SEGs).
COMPETENCY	Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol officer within a department.
DAILY OBSERVATION REPORT (DOR)	The report and narrative evaluation form completed by the Field Training Officer (FTO), using either the numeric or NICS rating scale, to record the trainee's performance for each work day.
DEPARTMENT	The local law enforcement agency providing the Field Training Program to the officer/deputy trainee.
END OF PHASE REPORT (EPR)	The form completed by the Field Training Officer at the end of each training phase which addresses the trainee's strengths and weaknesses and provides an indication as to the trainee's level of performance and progress to date.
FEEDBACK	Verbal or written response to trainee performance provided to the trainee from the field training staff.
FIELD TRAINING OFFICER (FTO)	Any officer assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations and who has completed a POST-certified FTP course.
LEARNING ACTIVITY	An activity designed to achieve or facilitate one or more training goals. When participating in a learning activity, trainees should be coached and provided feedback. These learning activities should be used to bolster a trainee's confidence and abilities, and to prepare the trainee for competent performance in the field.
LEARNING DOMAIN	An instructional unit that covers related subject matter from the Regular Basic Course (Academy).
MINIMUM TRAINING STANDARDS	Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner.
NICS RATING SCALE	The Daily Observation Report (DOR) offers two methods to rate the trainee's performance based on FTP standards (numeric or NICS). The NICS rating scale measures performance using the following scale: NI–Needs Improvement, C–Competent, and S–Superior.
NUMERIC RATING SCALE	The Daily Observation Report (DOR) offers two methods to rate the trainee's performance based on FTP standards (numeric or NICS). The numeric rating scale measures performance using a sliding scale between 1 and 7.
PERFORMANCE OBJECTIVE	Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate mastery of a training goal.
REMEDIAL TRAINING	A correction or review of previously taught information or procedures (excluding academy training). RT is necessary when the trainee's job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance.

STANDARDIZED EVALUATION GUIDELINES (SEGS)	SEGs are categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report (DOR).
SUPERVISOR'S WEEKLY REPORT (SWR)	The SWR form is completed by a Field Training Supervisor/Administrator/ Coordinator (FT SAC). The form addresses the trainee's progress and performance for each week.
TEST	An evaluation of the trainee's skills, knowledge, and/or ability to perform a specific task or training goal. The trainee's competency must be demonstrated or tested *minimally* through one of the following types of tests: a) **Agency-Constructed Knowledge Tests –** An agency-constructed written or verbal test that measures the knowledge required to achieve one or more training goals. b) **Scenario Tests –** A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals. c) **Field Performance Tests –** Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity.
TOPIC	A word or phrase that succinctly describes subject matter associated with a training goal.
TRAINEE	Officer or deputy assigned to an approved Field Training Program under the direct and immediate supervision of a qualified (POST-certified) Field Training Officer.
TRAINING GOAL	A general statement of the results that training is supposed to produce, such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence.

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca. gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an *unchanged* copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
     - *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18)***, you MUST submit the following materials **via flash drive, CD, or DVD** to POST for review and approval (***do not send printed copies***):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Please sign and scan your completed copy. Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:

   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   a. Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for instructions to Field Training Officers.

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's training requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an *unchanged* copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. After trainee has received instruction, enter FTO's name and trainee's name and date to indicate that this portion has been completed.
   b. Identify how competency will be demonstrated.
   c. Enter any note-worthy comments related to performance.
   d. After trainee has completed his/her demonstration, enter FTO name and trainee's name and date to indicate that this portion has been completed.
3. ***If trainee requires remedial training:***
   a. Identify how competency will be remediated.
   b. Enter any note-worthy comments related to performance.
   c. After remedial training is completed, enter FTO's name and trainee's name and date to indicate that this portion has been completed.

SECTION 1

Agency Orientation/Department Policies

1.1 – 1.4 COMPETENCY REQUIREMENTS

Contents

1.1 Agency-Specific Training
1.2 Agency Orientation
1.3 Community Orientation/Geographic Locations
1.4 Support Services
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

1.1 AGENCY-SPECIFIC TRAINING

1.1.01 Firearms/Weapons Qualification (including Shotgun)
1.1.02 Arrest and Control Techniques
1.1.03 Impact Weapons Qualification

1.2 AGENCY ORIENTATION

1.2.01 Overview
1.2.02 Agency Directives, Rules, and Regulations
1.2.03 General Orders
1.2.04 Work Area
1.2.05 Authorized Equipment
1.2.06 Unauthorized Equipment
1.2.07 Uniforms/Equipment Damage
1.2.08 Procurement and Use

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities
1.3.02 Problem Areas
1.3.03 Roadways
1.3.04 Agency Jurisdiction

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments
1.4.02 Special Teams/Units

SECTION 1 AGENCY ORIENTATION/DEPARTMENT POLICIES

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

1.1.01 Firearms/Weapons Qualification (including Shotgun)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Control Devices and Techniques, Firearms, Patrol Rifle

1.1.01 Part B - Agency Training Details *(field will expand automatically)*

Trainee will successfully complete training and certification in all weapon systems issued to the trainee. During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have been scheduled for and successfully completed the following training prior to starting the uniformed patrol field training program:

-Spike Strip Deployment and Training (minimum 2 hour training segment- Federal Video, read policy and hands on deployment)

-Firearms/Weapons qualification:
On duty firearm: Date: _____ Rangemaster:_____
Shotgun qualification: Date:_____ Rangemaster:_____
Kinetic Energy & Pepper Ball Munitions: Date:_____ Rangemaster:_____
*Backup firearm: Date:_____ Rangemaster:_____
**Rifle training/qualification: Date:_____ Rangemaster:_____
(* Only required if this weapon is used as a R/O–If not qualified, the weapon cannot be used)
(**To be completed prior to the end of the Field Training Program)

1.1.02 Arrest and Control Techniques

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**			**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

1.1.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Handcuffing and Restraints, Control Devices and Techniques, Conducted Energy Devices, Canines

POST Academy Training

1.1.02 **Part B - Agency Training Details** *(field will expand automatically)*

-Complete inter-agency Defensive Tactics Instruction- Minimum 4 hours.
-TASER Training: Policy and attend a 6 hour POST certified training class.

Arrest and Control Techniques:

A. Defensive holds and restraints (including application of leg restraints)
B. Disarming methods
C. Come-alongs/Suspect control
D. Removing resistant subjects from vehicles
E. Handcuffing principles/techniques
1. Single suspects
2. Multiple suspects
3. Injured suspects
4. Double locking

1.1.03 Impact Weapons Qualification

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Control Devices and Techniques, Kinetic Energy Projectile Guidelines, and Conducted Energy Device

1.1.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee will show competecy in the following (Can be demonstrated during arrest and control techniques):

A. Baton/ASP

B. Taser Training -TASER Training: Policy and attend a 6 hour POST certified training class.

1.2 AGENCY ORIENTATION

1.2.01 Overview

The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Organizational Structure and Responsibility, Training Policy, Mobile Digital Computer, Field Training Officer Program

1.2.01 Part B - Agency Training Details *(field will expand automatically)*

A. Office 365 -Outlook email system
B. RMS/TracNet System
C. MCT, CLETS and CAD [Access and Rules for use (training course required)]
D. Palm Springs PD Server "M" and "Z" Drive [Access, Officer files, data entry, security issues, resources, etc]
E. Interview Room Camera System
F. Explain Current Patrol Shifts/ Schedule

1.2.02 Agency Directives, Rules, and Regulations

The trainee shall discuss the agency's directives, rules and regulations, including:

A. Standard of conduct on and off duty (values, ethics, principles)
B. Rules governing outside employment
C. Regulations on carrying weapons off-duty
D. Hours of all shifts and absence reporting requirements
E. Interaction with associated law enforcement agencies
F. New media release laws, rules and regulations
G. Security of agency facilities
H. Any additional agency specific directives, rules and regulations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Policies: Firearms, Standards of Conduct, Media Relations, Off-Duty LE Actions, Department Use of Social Media, Sick Leave, Outside Employment, Drug and Alcohol Free Workplace, Smoking and Tobacco Use, Outside Agency Assistance, Useage of Electronic Mail, Use of Audio/ Video Recorders, Personal Communication Devices, Personal Appearance Standards

1.2.02 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall review and discuss the following rules and regulations:

A. Schedule variance reporting [forms, sick days/reporting, vacation request, overtime pay request]
B. Assisting/Requesting outside agencies
C. Building security
D. Reporting equipment/vehicle damage
E. Authorized/Unauthorized equipment

1.2.03 General Orders

The trainee shall review and explain department general orders related to:

A. Use of Force
B. Use and Discharge of Firearms
C. Domestic Violence
D. Emergency Vehicle Operations
E. Use of Less-lethal Weapons
F. Protective Orders
G. Hate Crimes
H. Child Abuse Investigations
I. Any additional agency-specific directives, rules, and regulations

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Emergency Protective Orders, Child and Dependent Adult Safety, Firearm Discharge, Hate Crimes, Domestic Violence, Vehicle Pursuits, Officer Response to Calls

1.2.03 Part B - Agency Training Details *(field will expand automatically)*

-Trainees read over all above policies and FTO's will test their knowledge. Trainees will fill out practice forms to become familiar with what information is needed (EPO & Child/Elder Abuse report forms).
-Trainees shall be provided Domestic Violence packets that include Marcy Cards, victim resource card, Victim notification form, EPO, etc.
-Go through FTO controlled scenarios that minimally include use of force tactics and domestic violence incidents.

1.2.04 Work Area

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

A. Introduction to personnel

B. Equipment and supply locations

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.2.04 Part B - Agency Training Details *(field will expand automatically)*

Agency Orientation:

A. Introductions to personnel
B. Records division
   Reference: Trainee will have 2 hours training with Records Supervisor
C. Holding cell operations
D. Report writing materials/forms
E. Investigations division
F. CSO's and their function
G. Substations
H. Evidence Room and Handling
I. Equipment/Form(s) locations
J. Work schedule
K. Chain of Command

1.2.05 Authorized Equipment

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:

A. Authorized personal equipment
B. Safety equipment
C. Agency equipment

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Uniform Regulations, Seatbelts, Illness and Injury Prevention

1.2.05 Part B - Agency Training Details *(field will expand automatically)*

Trainees shall read the above policies and understand what is acceptable. If he/she is not sure, then ask FTO assigned for clarification.

Provide serialized items/numbers to Training Division. These minimally should include:

-Gun
-Badge
-Body Armor
-Camera
-Recorder
-IFAK

Review Trainee Equipment Checklist for further.

1.2.06 Unauthorized Equipment

The trainee shall review and explain what constitutes unauthorized equipment.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Unauthorized Uniforms, Equipment, and Accessories

1.2.06 Part B - Agency Training Details *(field will expand automatically)*

Trainees shall not modify any authorized equipment unless authorized by a Supervisor.

Trainees may not use or carry any safety item, tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

1.2.07 Uniforms/Equipment Damage

The trainee shall review and explain agency policy on uniforms and equipment damage.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Uniform Regulations

1.2.07 Part B - Agency Training Details *(field will expand automatically)*

Discuss different class of uniforms and when to wear each. For example, Trainee's should be able to explain what uniform (Class A or B) during department inspections, funerals, court, etc.

1.2.08 Procurement and Use

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

A. Vehicle
B. Hand-held radio
C. Firearms/weapons
D. Flares
E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
F. Report forms

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.2.08 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Patrol Function, Firearms Training and Qualifications, Use and Care of Police Building, Vehicle Use

1.2.08 **Part B - Agency Training Details** *(field will expand automatically)*

A. Patrol car and keys
B. Hand-held radio batteries
C. Firearms/Weapons
D. Ammunition
E. Special equipment (i.e., helmet, mace, gas mask, etc.)
F. Report forms
G. Flares
H. Flashlight
I. Digital field cameras
J. EPAS/PAS Unit
K. Perform daily vehicle inspection

1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency's jurisdiction:

A. Hospitals
B. Firehouses
C. Schools
D. Community service organizations
E. Park and recreation areas

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.01 Part B - Agency Training Details *(field will expand automatically)*

A. Medical Center- Desert Regional Medical Center- Trauma Center
   1. Clinics: Eisenhower Urgent Care, VIP Urgent Care, Desert Oasis Healthcare

B. Palm Springs Fire Department main (1) and substations (4)

C. Schools
   1. Palm Springs High School
   2. Raymond Cree Middle School
   3. Vista Del Monte Elementary
   4. Katherine Finchy Elementary
   5. Palm Springs Community School
   6. Cahuilla Elementary School
   7. Cielo Vista Elementary School
   8. Desert Learning Academy

D. Community Service Organizations
   1. The Well of the Desert
   2. RI Internatinal
   3. Boys and Girls Club
   4. Mizell Senior Center
   5. Desert AIDS Project
   6. Jewish Family Services of the Desert

E. Park and recreation areas
   1. Victoria Park
   2. Ruth Hardy Park
   3. James O. Jessie Desert Highland Unity Center
   4. Baristo Park
   5. Sunrise Park
   6. Palm Springs Dog Park
   7. Demuth Park
   8. Palm Springs Skate Park

F. City Hall complex

G. Public works corporation yard

H. Palm Springs animal shelter

1.3.02 Problem Areas

The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

A. Bars and taverns, nightclubs, etc.
B. Local "hang outs" and/or "hot spots"
C. Known gang territories
D. Areas known for drug and prostitution activity

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.3.02 Part B - Agency Training Details *(field will expand automatically)*

A. Bars and "hot" spots
1. Toucans Tiki Lounge
2. Draughtsman
3. Copa Nightclub
4. The Tropicale
5. Village Pub
6. Palm Canyon Roadhouse
7. Fireside Lounge
8. Hunters Nightclub

B. Park and recreation areas
1. Victoria Park
2. Ruth Hardy Park Park
3. Baristo Park
4. Sunrise Park
5. Demuth Park

C. Desert Highland Gateway Estates

D. Local Motels/Parking Lots

1.3.03 Roadways

The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:

A. Major arteries
B. "Through streets"
C. Dead-end streets
D. Freeways
E. Fire trails or other special access routes

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

1.3.03 Part B - Agency Training Details *(field will expand automatically)*

The trainee will be required to memorize major roadways in the City, hundred blocks, and neighborhood names. Highway 111, Palm Canyon Drive, Vista Chino, Indian Canyon Drive, Gene Autry Trail, Tahquitz Canyon Way, Ramon road, Sunrise Way, Racquet Club Drive, San Rafael Drive.

1.3.04 Agency Jurisdiction

The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

1.3.04 **Part B - Agency Training Details** *(field will expand automatically)*

City of Palm Springs- Map

Provide Trainee with beat map: Trainee shall discuss and identify the Palm Springs PD jurisdicational boundaries; including jurisdictional responsibility and coverage.

The trainee shall know the jurisdictional boundaries, beats, or sector assignments utilized by the agency.

A. Shall know address numbering system for the City of Palm Springs
   1. Even # on north & east sides of streets
   2. Odd # on south & west side of streets

*Must pass map knowledge test with 90% accuracy

B.	Map Test Roadways	Date Given:_____	Date Passed:_____
C.	Map Test Hundred Blocks	Date Given:_____	Date Passed:_____
D.	Map Test Beats	Date Given:_____	Date Passed:_____

1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments

A. City Hall or County Administration Building
B. County/City Jail(s)
C. District Attorney's Office
D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)
E. Health Department and/or Coroner's Office
F. Juvenile Hall
G. Municipal, Superior, and Juvenile Courts
H. Probation Department
I. Welfare Department
J. State and Federal law enforcement agencies:
   1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
   2. Bureau of Narcotic Enforcement (BNE)
   3. California Highway Patrol (CHP)
   4. Department of Motor Vehicles (DMV)
   5. Federal Bureau of Investigations (FBI)
   6. Immigration and Naturalization Service (INS)
   7. Military Police
   8. Postal Inspectors
   9. Railroad Police
   10. Secret Service
   11. US Marshall Service
K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

1.4.01 Part B - Agency Training Details *(field will expand automatically)*

A. Palm Springs City Hall
B. Riverside County Courts:
    1. Riverside Hall of Justice
    2. Banning Justice Center
    3. Indio Larson Justice Center
    4. Palm Springs Court House/ Civil Court
C. District Attorney's Office
D. Probation Department
    1. Indio office
    2. Riverside office
E. Health Department
F. Emergency Hospitals (including emergency entrance, psychiatric facilities and entrance, police parking areas
    1. Desert Regional Medical Center (DRMC)
    2. Eisenhower Medical Center (EMC)
    3. JFK Memorial Hospital (JFK)
G. Riverside County Sheriff's Department (RCSD)
    1. Riverside Main Office
        a. Teletypes
        b. Warrant Control
        c. Civil Division
        d. Coroner's Office
H. Riverside County Jail (Banning, CA and Indio, CA)
    1. Main Entrance
    2. Sally Port / Booking area
I. Riverside County Juvenile Hall (Indio, CA)
    1. Main Entrance
    2. Booking area
J. Cathedral City PD
K. Desert Hot Springs PD
L. Indio PD
M. California Highway Patrol (CHP)
R. Child and Family Services (CFS)
S. Additional Agencies (trainee will be advised that the following agencies can be contacted via dispatch)
    1. Department of Motor Vehicles (DMV)
    2. Federal Bureau of Investigations (FBI)
    3. Postal Inspectors
    4. Bureau of Narcotic Enforcement (BNE)

5. Secret Service
6. Immigration and Naturalization Service (INS)
7. Bureau of Alcohol, Tobacco, and Firearms (ATF)
8. US Marshall Service
9. Railroad Police
10. Bureau of Alcohol, Tobacco, and Firearms (ATF)
11. California Highway Patrol (CHP)

1.4.02 Special Teams/Units

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

A. SRT SWAT
B. K-9
C. Search and Rescue
D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

1.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Special Weapons and Tactics (SWAT) Unit, Canine, Response to Bomb Calls, Hostage and Barricade Incidents, Obtaining Air Support

1.4.02 **Part B - Agency Training Details** *(field will expand automatically)*

Discuss different special teams within our police department including:

-SWAT. Discuss scenarios when Officers would use SWAT on calls.
-How many K-9 Officers we have and how to utilize and/or request a K-9 when one from our PD is not available.
-Search and Rescue: Palm Springs Mounted Unit, Riverside County Sheriff Mounted Possee
-CHP Helicopter

See next page for Attestation

Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
     - *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 2

Officer Safety Procedures

2.1 – 2.3 COMPETENCY REQUIREMENTS

Contents

2.1 Contact and Cover
2.2 Body Armor
2.3 Officer Survival
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities
2.1.02 Cover Officer Tactics and Responsibilities
2.1.03 Roles During and After Pursuits and Stops
2.1.04 Contact/Cover Officer Positions

2.2 BODY ARMOR

2.2.01 Protective Body Armor

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

SECTION 2 OFFICER SAFETY PROCEDURES

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including.

A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)

B. Documenting incident information (reports, field interviews (FIs), etc.)

C. Performing pat down and custody search of suspect(s)

D. Issuing all citations

E. Recovering evidence and contraband

F. Handling routine radio communications

G. Relaying pertinent information to cover officer and medical personnel

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Report Preparation, Patrol Operations, Cite and Release Policy, Detentions & Photographing of Field Detainees, Property and Evidence, Communication Operations

2.1.01 Part B - Agency Training Details *(field will expand automatically)*

-Officer safety is paramount to police work. It should be the trainee's number one factor to consider during all response to calls. Trainee's should run through scenarios of when to pat search (consensual encounter vs. detention vs. probable cause to arrest) and what the difference is between conducting a pat search of a subject versus completing a search incident to arrest. If trainees conduct a pat search for weapons and later on arrest a subject, they must complete an additional incident to arrest search prior to placing the subject into the rear seat of the patrol car. Review the following definitions:

Detention - Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe he/she is being required to restrict his/her movement. Detentions also occur when an officer actually restrains a person's freedom of movement.

Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field Interview - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purposes of determining the individual's identity and resolving the officer's suspicions.

Field Photographs - Field photographs are defined as posed photographs taken of a person during a contact, detention, or arrest in the field.

Pat-Down Search - This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

-When the trainee is not the primary (contact) officer, he/she should demonstrate the appropriate location to respond as an effective cover unit. Trainee shall explain what the responsibility of a cover officer is: What are they looking for? What is their job as cover? Etc.

-Reports should be completed by the end of the trainee's shift unless he/she has approval from their FTO or FTO Supervisor. Reports should not pend and need to include thorough documentation of the incident. *Remember, when in doubt TAKE A REPORT. You cannot get in trouble for taking a case report; however, you can get in trouble for not properly documenting an incident.

-Discuss when taking a subject's property for safekeeping, Officers must provide the subject with a property receipt form. Some items are too large for County Jail to take, so Officers will often book their in-custody's belongings into Evidence for Safekeeping. Explain what is acceptable to book into evidence and what is not (alcohol, food, flammables, hazardous materials, etc).

2.1.02 Cover Officer Tactics and Responsibilities

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

2.1.02 Part B - Agency Training Details *(field will expand automatically)*

Conduct basic scenario training for pedestrian stop(s), traffic stop (s), intoxicated subject (s), bicycle stop (s), etc.

2.1.03 Roles During and After Pursuits and Stops

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Vehicle Pursuits, Control Devices and Techniques, Firearms, Helicopter Assistance, Deployment of Spike Strips, Canine, Foot Pursuits

2.1.03 Part B - Agency Training Details *(field will expand automatically)*

-Conduct basic scenario training for a high risk/felony stop or mock pursuit in a safe location.

-Trainee should discuss what less-lethal options/tools available (spike strips, canines, kinetic munitions, etc.).

-Trainee should also discuss what are the primary unit responsibilities versus the secondary units responsibilities, how many units are allowed in pursuit, if additional units are required what factors must be met and who must approve the request, when to assist outside agencies in pursuit, etc.

2.1.04 Contact/Cover Officer Positions

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

A. Calls for Service
B. "In-progress" calls
C. Pedestrian stops
D. Traffic stops
E. High-speed pursuit, felony stops, and/or foot chases

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

2.1.04 Part B - Agency Training Details *(field will expand automatically)*

Demonstration in field by Field Traiing Officers/ senior officers.

2.2 BODY ARMOR

2.2.01 Protective Body Armor

The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:

A. Wearing versus not wearing
B. Types of body armor
C. Level of protection against firearms
D. Level of protection against knives and other penetrating weapons

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Body Armor

2.2.01 **Part B - Agency Training Details** *(field will expand automatically)*

Trainee should be able to explain the effectiveness of body armor and benefits of wearing it everyday on patrol.

Ballistic vests use layers of very strong fibers to "catch" and deform a bullet, mushrooming it into a dish shape, and spreading its force over a larger portion of the vest fiber. The vest absorbs the energy from the deforming bullet, bringing it to a stop before it can completely penetrate the textile matrix. Some layers may be penetrated but as the bullet deforms, the energy is absorbed by a larger and larger fiber area.

While a vest can prevent bullet penetration, the vest and wearer still absorb the bullet's impulse. Even without penetration, heavy bullets deal enough force to cause blunt force trauma under the impact point. Vest specifications will typically include both penetration resistance requirements and limits on the amount of impact force that is delivered to the body.

On the other side, some bullets can penetrate the vest, but still deal low damage to its wearer because of speed loss or their small mass/form. Vests designed for bullets offer less protection against blows from sharp implements, such as knives, arrows or ice picks, or from bullets manufactured with hardened materials, e.g., those containing a steel core instead of lead. This is because the impact force of these objects stays concentrated in a relatively small area, allowing them a better likelihood of puncturing the fiber layers of most bullet-resistant fabrics used in soft armor.

Armor Level
Type IIIA:
New armor protects against

- 8.1 g (125 gr) .357 SIG FMJ Flat Nose (FN) bullets at a velocity of 448 m/s ± 9.1 m/s (1470 ft/s ± 30 ft/s)
- 15.6 g (240 gr) .44 Magnum Semi Jacketed Hollow Point (SJHP) bullets at a velocity of 436 m/s (1430 ft/s ± 30 ft/s).

Conditioned armor protects against

- 8.1 g (125 gr) .357 SIG FMJ Flat Nose (FN) bullets at a velocity of 430 m/s ± 9.1 m/s (1410 ft/s ± 30 ft/s)
- 15.6 g (240 gr) .44 Magnum Semi Jacketed Hollow Point (SJHP) bullets at a velocity of 408 m/s ± 9.1 m/s (1340 ft/s ± 30 ft/s).

It also provides protection against most handgun threats, as well as the threats mentioned in [Types I, IIA, and II].

2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

A. Concept of tactical retreat
   1. Pre-planning (mental scenarios)
   2. Reduction of unnecessary risks (stress management, "keeping cool")

B. Mental conditioning
   1. Will to live
   2. Continue to fight, regardless of odds
   3. Mental alertness
   4. Self-confidence

C. Physical conditioning
   1. Agency policy on physical fitness and officer standards
   2. Role of good health and nutrition

D. Weapon retention

E. Employee Assistance Program
   1. Counseling through Human Resources and/or contracted professionals
   2. Critical incident stress debriefings
   3. Law Enforcement Chaplains

F. Peer Counseling

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

2.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Chaplains, Fitness for Duty

2.3.01 Part B - Agency Training Details *(field will expand automatically)*

OFFICER SURVIVAL:

Officers must remain aware of potential assaults against them, and that many incidents and contacts have the potential for violence. The greatest number of deaths and injuries to officers are caused by officers' own errors. Recognized errors are a basis for officer SURVIVAL.

A. Recognized Errors in Law Enforcement:

a. Officer did not tell Dispatch his/her location, or gave wrong location.

b. Officer shouting into microphone caused over modulation. Dispatch unable to understand message. HELP arrived late.

c. Officer used wrong phonetic running a suspect's name. Correct spelling revealed suspect was armed and dangerous.

d. Lack of communication between officers (use of back-up officers, contact/cover).

e. Lack of prior planning. LACK OF PLAN APPLICATION, lack of training or practice with personal equipment.

f. Acting on impulse, without regard for personal safety (AKA "Hero" type).

g. Reacting to a given situation, rather than taking action. Waiting for something to develop rather than taking some type of action to start controlling the situation.

h. Partners splitting up; separated or leaving each other.

i. Lack of or improper pat-down for weapons, positioning of body for tactical advantage.

j. CARELESSNESS…LETTING UP…GIVING UP…

These errors constantly appear and reappear in almost every incident involving an officer death. Continuous discussion and exchanges of ideas and information between partners and other officers are invaluable. Don't ASSUME or take anything for granted. Nothing is routine. BE AWARE with subjects, suspects and individuals. Mentally focus on what you are doing and what has to be done. Plan what you and your partner are going to do. Stick to the plan.

B. Officer must:

a. Learn to control emotions under stress, either up or down.

b. Learn to avoid sarcasm and profanity toward a suspect.

c. Learn verbal skills and effectively use them.

d. Learn assertive mannerisms and develop a command presence.

e. Stay physically fit.

As a probationary officer, your Field Training Officers (FTO's) will change on a regular basis. When this occurs, it is imperative that you discuss individual techniques with the new FTO. Preplanning is a necessity. Some suggestions on what to discuss are as follows:

1. What your FTO expects from you when a suspect is holding him at gun point. Know what your FTO is going to do, and what you are going to do.
2. What your FTO is going to do if you are held at gun point.
3. What you and your FTO are going to do when several suspects flee.
4. What are you going to do if either one of you are shot? Should the survivor stay and assist his partner? What should you do if you stay? Should the suspect be chased?
5. What code words are you going to use if a gun is discovered? If you or your partner are held at gun point?
6. In a fire fight situation, discuss who reloads their weapon, and who maintains several rounds until the other has reloaded, Officers have been killed because both have run out of ammunition at the same time.

7. Find out if your FTO carries a back-up weapon. Is there back-up ammunition? Do you carry the same caliber back-up weapon?

These are areas where questions and plans are a must. More will arise in field situations. Remember, clear thoughts are hard to come by when staring into the barrel of a gun. Once decisions are made and a course of action agreed upon, put the plan into action without hesitation or indecision. You react the way you were trained.

OFFICER KILLED INFORMATION:

The highest percentages of officers killed are handling disturbance calls. Most of the officers who are killed on disturbance calls failed to anticipate danger, and failed to use available cover. Reviews show that officers err by not using available time to their advantage. One out of five officers involved in a shooting was shot with his own weapon. Officers are usually killed within a distance of 4 to 12 feet, in 2.5 seconds. It involved one suspect most of the time, with the suspect only taking three rounds to kill the officer. Most officer deaths occur at night. If conducting a search, once you find one weapon, don't stop.

See next page for Attestation

Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 3

Ethics

3.1 – 3.2 COMPETENCY REQUIREMENTS

Contents

3.1 Ethical Standards
3.2 Agency Orientation
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making
3.1.02 Accepting Responsibility
3.1.03 Ethical Conduct
3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
3.1.05 Handling Unethical or Criminal Conduct by Other Officers
3.1.06 Problems Associated with Unethical Decision Making
3.1.07 General Orders

3.2 DECISION MAKING

3.2.01 Limitations of Authority
3.2.02 Consequences of Inappropriate Discretionary Decisions
3.2.03 Demonstrating Decision Making

SECTION 3 ETHICS

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Ethics, Standards of Conduct, Off-Duty Law Enforcement Actions

3.1.01 **Part B - Agency Training Details** *(field will expand automatically)*

Peace Officer Code of Ethics:

1-An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
2-Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.
3-Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
4-Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
5-Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.
6-While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.

POLICE IMAGE:
No other form of public service is more likely to cause ill feeling among the public it serves than the agency whose duty it is to enforce laws, restrict citizen's activities, and control conduct. Actually, it is the government agency which restricts the activities of its citizens; but, so far as the individual is concerned, the government is an abstraction. People often regard its symbol – the police officer- as the cause of their troubles and resentment is reserved for the officer and no one else.
Despite the difficulties involved, every effort must be made to create as many favorable contacts as possible between the police and the public. The constant accumulating effect created by these thousands of person-to-person contacts determines the degree of public acceptance. If a Police Department cannot gain and maintain the confidence of the citizens in the community, its effectiveness will be curtailed and its integrity and ability questioned.
High visibility of the police officer's uniform sets officers apart from the rest of society. In the eyes of the public, officers shed individuality, and acquire the identity of the group. Isolated incidents of individual misconduct or incompetence are not associated with this specific officer, but become symbolic of the entire department and profession. When an officer is carless about personal appearance, is rude or displays an improper attitude, it is thought to be a measure of the agency that permits these problems to exist.
The police officers whose actions indicate that they consider themselves above the law or acts in a rude manner, destroys public respect for not only themselves, but for other members of the department. Citizens will judge and misjudge officers according to many factors. To avoid portraying a negative image, the following is suggested:

UNIFORM APPEARANCE:
Citizens have more respect for an officer who has a "sharp" appearance. Officers should keep their uniforms clean, tailored, shoes shined, and leather gear maintained. Grooming shall be in accordance with the departmental standards.

DRIVING HABITS:
Abide by the laws you enforce. Keep the unit at the speed limit (unless circumstances warrant otherwise). Avoid sudden lane changes; signal

on all turns and lane changes; avoid parking the unit improperly (in red zones), except under emergency conditions; etc. Above all, be courteous.

A. Coffee and Lunch Stops: Avoid congregating at coffee and lunch stops (no more than one unit or two uniformed officers should be at a coffee shop at a time). Only the watch commander or field supervisor can authorize an exception. Seeking out or taking advantage of gratuities will not be tolerated by this department and the public.
B. Treatment of Citizens: A simple rule to follow is: "Treat all citizens as you yourself would care to be treated." Your actions are constantly being viewed and judged by not only those you are dealing with directly, but by bystanders who are judging your demeanor.
C. Off –Duty Demeanor: It should always be remembered that the image you portray off-duty reflects not only on you personally, but upon the department and the law enforcement profession. Even off duty, you will be held up to public scrutiny.

The image you portray creates either a positive or a negative feeling toward law enforcement. Never forget that the less fear citizens have in a community, the more cooperation they will give to law enforcement

3.1.02 Accepting Responsibility

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

3.1.02 Part B - Agency Training Details *(field will expand automatically)*

Trainees should not make excuses for their inability to complete a task in a safe, effective manner (especially if an FTO already discussed the topic/issue with him/her). Often times trainee's will try to explain why they did something. Although they wish to explain their actions, if the action(s) they chose was wrong and/or unsafe, trainee's should demonstrate the ability to accept their mistake and correct their behavior, so it does not occur again. As FTO's we want to see trainee's learn from their mistakes. In order to learn from mistakes, trainee's must first realize what he/she did wrong so they can continue to grow as Officers.

3.1.03 Ethical Conduct

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

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

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

C. Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)

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

E. Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.

F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Ethics, Use of Force, Discriminary Harassment, Standards of Conduct, Off-Duty Law Enforcement Actions

3.1.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should read above policies and be able to demonstrate appropriate behavior in the field.

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers

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

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Standards of Conduct, Ethics, Bias-Based Policing

3.1.04 Part B - Agency Training Details *(field will expand automatically)*

-Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

-Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

3.1.05 Handling Unethical or Criminal Conduct by Other Officers

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Standards of Conduct, Personnel Complaints

3.1.05 Part B - Agency Training Details *(field will expand automatically)*

-Discussion of identifying direct-line supervisor
-How to report incidents to their supervisors. Discuss what their supervisor's responsibilities
-Explain chain of command

3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Bias-Based Policing, Standards of Conduct, Personnel Complaints, Sick Leave

3.1.06 Part B - Agency Training Details *(field will expand automatically)*

ETHICS:
(a) Using or disclosing one's status as a member of the Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
(e) Offer or acceptance of a bribe or gratuity.
(f) Misappropriation or misuse of public funds, property, personnel or services.
(g) Any other failure to abide by the standards of ethical conduct.

DISCRIMINATION, OPPRESSION OR FAVORITISM:
Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

3.1.07 General Orders

The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Policy Manual

3.1.07 Part B - Agency Training Details *(field will expand automatically)*

-Provide copy of Palm Springs PD current MOU (Memorandum of Understanding).

-Provide Lexipol login/password set-up and FTO's should show trainee how to navigate through the Lexipol website. Trainee's will get Daily Training Bulletin's (DTB's). FTO's should explain that as an Officer we are to complete the DTB's in a timley manner and read over any updated versions of current policy.

3.2 DECISION MAKING

3.2.01 Limitations of Authority

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

A. Law
B. Department policy and procedure
C. Department goals and objectives
D. Community expectations
E. Officer safety

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Officer Response to Calls, Cite and Release Policy

3.2.01 **Part B - Agency Training Details** *(field will expand automatically)*

Non-Release (Non-discretionary)

DISQUALIFYING OFFENSES INCLUDE (Penal Code § 1270.1):
a. Misdemeanor domestic battery (Penal Code § 243(e)(1)).
b. Felony domestic battery (Penal Code § 273.5).
c. Serious or violent felonies (Penal Code § 1270.1(a)(1)).
d. Violation of a protective order and the arrested person has made threats, used violence or has gone to the protected person's workplace or residence (Penal Code § 273.6).
e. Stalking (Penal Code § 646.9).
f. Misdemeanor violations of a protective order relating to domestic violence if there is a reasonable likelihood the offense will continue or the safety of the individuals or property would be endangered (Penal Code § 853.6).

REASONS FOR NON-RELEASE: (Penal Code § 853.6(i)):
a. The person arrested is so intoxicated that he/she could be a danger to him/herself or to others. Release may occur as soon as this condition no longer exists.
b. The person arrested requires medical examination or medical care or is otherwise unable to care for his/her own safety
1.The Palm Springs Police Department shall not release an arrestee from custody for the purpose of allowing that person to seek medical care at a hospital, and then immediately re-arrest the same individual upon discharge from the hospital, unless the hospital determines this action will enable it to bill and collect from a third-party payment source (Penal Code § 4011.10).
c. The person is arrested for one or more of the offenses listed in Vehicle Code §§ 40302, 40303 and 40305.
d. There are one or more outstanding arrest warrants for the person (see Misdemeanor Warrants elsewhere in this policy).
e. The person could not provide satisfactory evidence of personal identification.
1. If a person released on citation does not have satisfactory identification in his/her possession, a right thumbprint or fingerprint should be obtained on the citation form.
f. The prosecution of the offense or offenses for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by the immediate release of the person arrested.
g. There is a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would be imminently endangered by the release of the person arrested.
h. The person arrested demands to be taken before a magistrate or has refused to sign the notice to appear.
i. There is reason to believe that the person would not appear at the time and place specified in the notice to appear. The basis for this determination shall be specifically documented. Reasons may include:
1. Previous failure to appear is on record
2. The person lacks ties to the area, such as a residence, job or family
3. Unusual circumstances lead the officer responsible for the release of prisoners to conclude that the suspect should be held for further investigation.

3.2.02 Consequences of Inappropriate Discretionary Decisions

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Cite and Release

3.2.02 Part B - Agency Training Details *(field will expand automatically)*

-If there is a reason for non-release (listed above), the Department's mission to protect the community will be the primary consideration when determining whether to release any individual in lieu of holding for court or bail.

-Explain possible repercussions such as liability, community expectations, crimes likely to continue, etc.

3.2.03 Demonstrating Decision Making

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

A. Arrest
B. Cite and release
C. Give a referral
D. Give verbal warning
E. Take no action

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

3.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Cite and Release

3.2.03 **Part B - Agency Training Details** *(field will expand automatically)*

DECISION MAKING:

-Common Limitations of an Officer's Discretionary Authority-
Law, Department policy and procedure, Departmental goals/objectives, Community Expectations- citizens expect a competent/fair/knowledgeable officer to provide assistance, Officer Safety- the goal is to go home safe, the badge you wear does not make you invincible, it's better to step back and wait for additional officers then respond (depending on the situation), a suspect can be caught another day (don't take things personally).
-Potential Consequences of Inappropriate Decision Making- Death/injury to you, your partners, citizens, suspect, civil and vicarious liability, discipline- departmental discipline ranging from verbal counseling to termination, future promotional opportunities, embarrassment to Department, relationship(s) with the community.
-Acceptable Decisions for Various Scenarios (Calls for Service)- Arrest – book into jail or transport to Palm Springs PD for release, Cite and Release at the scene, Referrals – court orders, counseling, eviction process, mental health, etc, Verbal Warnings- not demeaning or condescending, firm but fair, explain future consequences. No Action- most common scenario, verbal skills will help you most of the time.

See next page for Attestation

Part 5 – Section 3: Ethics

ATTESTATION FOR SECTION 3

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 4

Use of Force

4.1 – 4.2 COMPETENCY REQUIREMENTS

Contents

4.1 Legal and Ethical Issues
4.2 Force Options
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations
4.1.02 Agency Policy and Liability
4.1.03 Ethical Conduct

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

SECTION 4 USE OF FORCE

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

4.1 LEGAL AND ETHICAL ISSUES

4.1.01 Legal and Ethical Considerations

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and "reasonable force."

Reference(s): Penal Code 835, 835a, 843, 198

Case # *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Standards of Conduct, Handcuffing and Restraints, Control Devices and Techniques, Conducted Energy Device

4.1.01 **Part B - Agency Training Details** *(field will expand automatically)*

-Trainee shall review Penal Codes:
835, 835a, 843 and 198
-Trainee shall review the Department Use of Force policy and go over scenarios where the trainee is tested on what is "reasonable force" (when to use OC, when to use restraints/handcuffs, kinetic munitions, Taser, etc.)

USE OF FORCE:
The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties. Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties. The Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE:
When determining whether or not to apply any level of force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:
(a) The conduct of the individual being confronted (as reasonably perceived by the officer at the time).
(b) Officer/subject factors (age, size, relative strength, skill level, injury/exhaustion and number of officers vs. subjects).
(c) Influence of drugs/alcohol (mental capacity).
(d) Proximity of weapons.
(e) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
(f) Time and circumstances permitting, the availability of other options (what resources are reasonably available to the officer under the circumstances).
(g) Seriousness of the suspected offense or reason for contact with the individual.
(h) Training and experience of the officer.
(i) Potential for injury to citizens, officers and suspects.
(j) Risk of escape.
(k) Other exigent circumstances.

It is recognized that officers are expected to make split-second decisions and that the amount of an officer's time available to evaluate and respond to changing circumstances may impact his/her decision.

While various degrees of force exist, each officer is expected to use only that degree of force reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

It is recognized however, that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the standard tools, weapons or methods provided by the Department. Officers may find it more effective or practical to improvise their response to rapidly unfolding conditions they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be objectively reasonable and utilized only to the degree reasonably necessary to accomplish a legitimate law enforcement purpose.

4.1.02 Agency Policy and Liability

The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Use of Force Review Board, Handcuffing and Restraints,Control Devices and Techniques, Conducted Energy Device, Officer-Involved Shootings and Deaths

4.1.02 **Part B - Agency Training Details** *(field will expand automatically)*

-Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.
-Physical force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

USE OF FORCE:
Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose. The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident. It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

Review case law updates from POST (LP.POST.CA.GOV). FTO's should show the Trainee the POST Portal--how to login and help set up user name/password. POST Portal has valuable videos and recent case law updates that are important for every officer to review (Legal Updates).

4.1.03 Justification of Deadly Force

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Use of Force Review Board, Officer-Involved Shootings and Deaths

4.1.03 **Part B - Agency Training Details** *(field will expand automatically)*

Discuss recent officer involved shootings and relevant case law where officers were justified or not justified with their actions. Refer to California Supreme Courts, United States Court of Appeals for the Ninth Circuit, and Supreme Court of the United States for daily updates on State and Federal laws. Review what liabilities officers had to face (if any) from the decision they made.

DEADLY FORCE APPLICATIONS:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:
(a) Immediacy and severity of the threat to officers or others.
(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
(c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
(d) The effects of drugs or alcohol.
(e) Subject's mental state or capacity.
(f) Proximity of weapons or dangerous improvised devices.
(g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
(h) The availability of other options and their possible effectiveness.
(i) Seriousness of the suspected offense or reason for contact with the individual.
(j) Training and experience of the officer.
(k) Potential for injury to officers, suspects and others.
(l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
(m) The risk and reasonably foreseeable consequences of escape.
(n) The apparent need for immediate control of the subject or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
(p) Prior contacts with the subject or awareness of any propensity for violence.
(q) Any other exigent circumstances.

4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

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

A. Nonverbal/police presence

B. Verbal (tactical communication)

C. Physical (weaponless)

D. Less lethal weapons, including:

1. Chemical Agents
   - a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
2. Impact Weapons
   - b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
   - c. The trainee shall identify the areas of the body recognized as baton/impact weapon "target" areas.
   - d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
3. Additional Less-Lethal Weapons
   - e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)

E. Deadly force

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

1. Type of crime and suspects(s) involved
2. Threat to the lives of innocent persons
3. Laws and agency policies
4. Officer's present capabilities

F. Capabilities of officer's weapon

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

4.2.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Use of Force, Use of Force Review Board, Handcuffing and Restraints,Control Devices and Techniques, Conducted Energy Device, Officer-Involved Shootings and Deaths

4.2.01 **Part B - Agency Training Details** *(field will expand automatically)*

A- Non-Verbal = Command Presence (simply wearing your uniform/gear, sight of a patrol car)
B- Verbal = Use of Verbal Judo (8-step Car Stop by G. Thompson)
-Eight Step Car Stop
a. Greeting (Hi, I'm Ofc. ____).
b. Identification of your and department (I'm a police officer with Palm Springs PD).
c. Reason for the stop (The reason why I stopped you today was _____ (state violation).
d. Justification (Is there any legal reason why you _____ (didn't stop at that stop sign, were speeding, etc).
e. Request license (Okay, can I please get your driver's license and insurance?)
f. Request insurance
g. Decision (Today, I issued you a citation for _____. Can you please sign in the box below? By signing the citaiton, you are not admitting any guilt, you are just promising to take care of the citation either by mail or in front of a magistrate).
h. Close (Drive safe, careful pulling back out into traffic, etc).
-The Five Step Hard Style
a. Ask (Ask them to sign. If they argue do not say, "I'm not going to argue with you." Use words such as: "discuss." For example, "You can discuss this further at the set court date and time that is on the citation." "You can discuss/explain to the magistrate at a later time what happened."
b. Set Context (explain to them by refusing to sign the citation, they are demanding that the officer (you) take them into custody and transport them to see a magistrate right now = arrest). This requires additional expenses such as towing the car, delaying them further, etc.
c. Present Options
d. Confirm
e. A.C.T., Arrest, Control, Transport…as appropriate
C- Physical- Defensive Tactics applied

See next page for Attestation

Part 5 – Section 4: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
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2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

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INSTRUCTIONS TO ADMINISTRATORS

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   Commission on POST
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   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 5

Patrol Vehicle Operations

5.1 – 5.6 COMPETENCY REQUIREMENTS

Contents

5.1	Patrol Vehicle Inspections	List of Subtopics
5.2	Patrol Vehicle Operation Safety	Attestation
5.3	SAFE Driving	Instructions to Administrators
5.4	Use of Seatbelts	Instructions to FTOs
5.5	Emergency Vehicle Operations/Pursuits	
5.6	Vehicle Operation Liability	

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

5.1 PATROL VEHICLE INSPECTION

5.1.01 Purposes of Vehicle Inspections
5.1.02 Vehicle Components
5.1.03 Requests for Vehicle Service
5.1.04 Vehicle Maintenance
5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques
5.2.02 Stopping Distance
5.2.03 Defensive Driving
5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques
5.3.02 Ongoing Driving Instruction/Training
5.3.03 Potential Risks Related to Inappropriate Driving
5.3.04 Driver Fatigue
5.3.05 Driving Safely

5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY

5.5.01 Agency Policy
5.5.02 Driver Tactics
5.5.03 Continuing vs. Terminating Pursuits
5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY

5.6.01 “Rules of the Road”
5.6.02 Vehicle Code Exemptions
5.6.03 Exemption Requirements
5.5.04 Liability for Death, Injury or Property Damage

SECTION 5 PATROL VEHICLE OPERATIONS

CHECK ONE ONLY: ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

Trainee _____ FTO _____

5.1 PATROL VEHICLE INSPECTIONS

5.1.01 Purposes of Vehicle Inspections

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Maintenance

5.1.01 Part B - Agency Training Details *(field will expand automatically)*

Tires:
Tires are the most important part of the vehicle to check. They are the center of your driving safety and the only item on a vehicle that touches the roadway. If you could pinpoint one item that is the most vital to your safety, it is your tires. Although very important, they are easy to check. Tire tread is vital for traction and puncture resistance. One way to quickly measure this is to use a penny. Inset the penny into the tread depth, when the top of Lincolns head is visible, you should replace the tires. In addition, the sidewalls should be checked for cuts. A cut could result in a blowout. The over inflation or under inflation of a tire can both be very dangerous. It can sometimes be deceiving to check tires visually so a tire gauge should be used. You should always check your tire pressure while they are cold, before you have driven on them. The manufacturer of your police vehicle or your garage can advise you of the proper tire pressure.

Emergency Equipment:
Officers should turn on their lights and siren prior to the beginning of their shift to ensure they work properly. Headlights can be checked at the same time.

Exterior:
Officers should check for body damage on the vehicle. If it is found, it should be immediately reported to the supervisor. It may also be necessary to clean the windshield or windows during this time. Obstructed windows can be exasperated at night and dangerous at all times.

Interior:
Prior to starting the engine, check all warning lights, including the ABS and airbags. Adjust the seats and mirror and check the instrument panel. The brake pedal should be checked. If it feels 'spongy', the vehicle should be taken out of service and the braking system inspected by a mechanic. If the steering wheel contains excessive play or makes noises while turning, it should be turned over to a mechanic as well. All items inside the vehicle should be secured. A collision at 50 mph, will cause anything inside the vehicle to travel at the same speed. Being struck in the head by a metal citation book could lead to serious injury. Officers should check the backseat as well for any contraband and to adjust the seatbelts properly (they should be secured to the divider).

Under The Hood:
The fluid levels should be checked on a regular basis. The oil, brake fluid and anti-freeze are some of the most important items to check for your safety.

Trunk:
The trunk is an important tool to the law enforcement officer. All gear should be secured. The movement of equipment in the trunk while driving could cause an unexpected shift in rear weight. Ensure that the fire extinguisher is fully charged and first aid kit is up to date.

The pre-operational check can be accomplished in a short period of time. It is as important as your firearm inspection and one thing is certain: You will drive your police car each day you go to work. By spending a few minutes properly inspecting it, you can increase the operational efficiency, reduce repair costs and most importantly, prevent collisions. It is the core of a safe work environment for law enforcement officers. Trainee should be able to demonstrate a thorough vehicle inspection of their assigned patrol car.

5.1.02 Vehicle Components

The trainee shall describe the location and use of the following:

A. Rear door locks
B. Trunk and hood release
C. Firearms/weapon release systems
D. Emergency lights and siren switches
E. Flares
F. First-aid equipment
G. Radio
H. Spare tire
I. Spare tire release
J. Jack and handle
K. Engine fluid compartments and dip sticks

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Maintenance

5.1.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee's should make sure their assigned car is equipped with the following equipment:

- Paper bags (variety of sizes)
- Go-bag
- Spike Strips
- Box of gloves
- Evidence kit
- Cones
- Roll-a-tape
- Chalk
- Flares
- Fireextinguisher
- Safety Vest
- Police tape
- VioNex Wipes (sanitary wipes)
- Spare tire (jack & handle)
- Mylar blanket (emergency blanket)
- Evidence collection kit

5.1.03 Requests for Vehicle Service

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Maintenance, Traffic Collision Reporting, Vehicle Use

5.1.03 Part B - Agency Training Details *(field will expand automatically)*

-Report vehicle equipment problems to immediate supervisor
-Report damage/equiment problems to immediate supervisor
-If officers get a flat tire in the field, notify their Sergeant who will authorize a response from the contracted local towing agency

5.1.04 Vehicle Maintenance

The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include:

A. The procedure for regular maintenance and service of patrol vehicles
B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle
C. Completion of proper forms/documentation

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Maintenance, Traffic Collision Reporting, Vehicle Use

5.1.04 Part B - Agency Training Details *(field will expand automatically)*

VEHICLE MAINTENANCE & INSPECTION:
All PSPD patrol vehicles are subject to regular inspections by police supervisors for cleanliness, inventory, and serviceability.

The City of Palm Springs City Shop maintains service of all vehicles and is responsible for all repairs. When dropping off vehicle for repair, check-in with the Shop secretary and report any issues that need addressing along with routine maintenance. If after hours, a legible and detailed hand written note is acceptable.

5.1.05 Pre-Shift Inspection

The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Maintenance, Vehicle Use

5.1.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be able to demonstrate a proper vehicle inspection for FTO at any given time.

5.2 PATROL VEHICLE OPERATION SAFETY

5.2.01 Approved Driving Techniques

The trainee shall review and explain agency policy on approved driving techniques, including:

A. Backing
B. Parking
C. Right-of-way violations
D. Passing
E. Excessive speed

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Use, Officer Response to Calls

5.1.01 **Part B - Agency Training Details** *(field will expand automatically)*

At a minimum the trainee shall demonstrate knowledge of the following CVC sections:

A. 21800 – Right of way
B. 21801 – Left turn right of way
C. 21802 – Approaching intersection
D. 21803 – Yield right-of-way
E. 21804 – Entry onto highway
F. 21950 – Pedestrian right-of-way
G. 21951 – Vehicles stopped for pedestrian
H. 22100 – Turning upon a highway
I. 22101 – U-turn in business district
J. 22106 – Starting or backing when unsafe
K. 22107- Turning movements and required signals
L. 22108- Use of Turn Signal
M. 12814.6 – Provisional license
N. 23111 – Throw cigarette from vehicle

5.2.02 Stopping Distance

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

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Use, Officer Response to Calls

5.2.02 Part B - Agency Training Details *(field will expand automatically)*

- Human Perception Time
- Human Reaction Time
- Vehicle Reaction Time
- Vehicle Braking Capability

5.2.03 Defensive Driving

The trainee shall identify the components of defensive driving, including:

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs policies: Vehicle Use, Officer Response to Calls, Seatbelts

5.2.03 Part B - Agency Training Details *(field will expand automatically)*

A. Driver attitude: Accepting safety as the number one priority in driving versus the ideology of "I'll pursue him until the wheels fall off; I'm going to catch him no matter what." Now officers are more inclined to evaluate the situation first before initiating a pursuit and while in it, evaluating whether the risk is worth the continue or not. More officers are thinking about the fact that getting into a crash enroute to a call complicates matters rather than helping.

B. Driver skill: Multi-tasking- Officers have a lot more to concentrate on, but the driving part needs to remain a primary part of our awareness. Training= EVOC training versus law enforcement driving simulators (every two years). Simulators are not the same as hands on training such as EVOC. It takes a trained instructor sitting in the passenger side while an officer drives to identify any weaknesses (eyes, right foot and hands- what are they doing?) in these areas so problems can be corrected. Simulators are not meant to replace in-car training, but it certainly has its place.

C. Vehicle capability: One of the biggest training issues right now is the whole new crop of law enforcement vehicles released. Cars are getting safer and better, but of course there's only so much a machine can do to improve driving. Officers need to be aware of what they can and should do, what their vehicles can do, and the limitations of both. A new vehicle equipped with electronic stability management, anti-lock brakes and a different drivetrain must be used in training so officers can practice driving with them. Officers should have basic vehicle knowledge that includes knowledge of: braking, turning, performance, reactions and maintenance.

D. Seatbelt usage:
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

5.2.04 Driver Attitude

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

A. Overconfidence
B. Impatience
C. "Road rage"
D. Self righteousness

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Standards of Conduct

5.2.04 **Part B - Agency Training Details** *(field will expand automatically)*

A. Overconfidence: Overconfident drivers' inflated sense of their abilities causes them to disregard caution and prudence in the face of poor weather, poor road conditions, and other hazards. They may have driven under similar circumstances before and automatically assume they can handle them in the future. This effect also causes them to assume greater risk in other ways such as speeding, aggressive driving, and not wearing seat belts. However, they fail to understand that prolonged exposure to risk increases the likelihood of an accident over the long-term.

B. Impatience: Whether responding to a call or going to coffee with partners, Officers often grow impatient of other drivers. The attitude of being in a police car and expecting other vehicle's to move out of your way sets officers up for failure. Officers should present proper driving habits in the course of employment or appointment. *Signs of a driver being impatient include, but are not limited to: tailgating, running red lights, speeding, weaving in and out of traffic, etc.

C. Road Rage: An aggressive or angry behavior exhibited by a driver. These behaviors include rude and offensive gestures, verbal insults, physical threats or dangerous driving methods targeted toward another driver or a pedestrian in an effort to intimidate or release frustration. Road rage can lead to altercations, assaults and collisions that result in serious physical injuries or even death. Strategies include long horn honks, swerving, tailgating and attempting to fight the other driver.

D. Self righteousness: Display of (usually smug) moral superiority derived from a sense that one's beliefs, actions, or affiliations are of greater virtue than those of the average person. Self-righteous individuals are often intolerant of the opinions and behaviors of others. Self righteous driver's feel like they are the only ones that matter on the road; wanton disregard for others on the roadway (ie: driving reckless, not yielding for pedestrians, etc.).

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

A. "Situation-Appropriate" – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:

1. Routine patrol vs. "Code 3" driving
2. School zone vs. rural highway driving
3. Transitioning from freeways and commercial/ business/industrial areas into residential neighborhood streets
4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions

B. The trainee will understand that the "appropriateness" of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations.

C. "Focused" – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.

D. "Educated" – refers to training (academy, FTO, in- service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Officer Response to Calls

5.3.01 **Part B - Agency Training Details** *(field will expand automatically)*

Trainee should be able to demonstrate in the field the appropriate driving for different calls for service.

Read policy and discuss.

5.3.02 **Ongoing Driving Instruction/Training**

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training

B. Speeds officers are expected to encounter in routine and emergency driving

C. Night driving

D. Use of interference vehicle(s) to simulate actual roadway conditions

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Training Policy

5.3.02 Part B - Agency Training Details *(field will expand automatically)*

The objectives of the Training Program are to:

a. Enhance the level of law enforcement service to the public
b. Increase the technical expertise and overall effectiveness of our personnel
c. Provide for continued professional development of department personnel

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Officer Response to Calls

5.3.03 Part B - Agency Training Details *(field will expand automatically)*

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. Officers shall reduce speed at all street intersections to such a degree that they shall have complete control of the vehicle.

The decision to continue a Code-3 response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify the Communications Center. An officer shall also discontinue the Code-3 response when directed by a supervisor.

Upon receiving authorization or determining a Code-3 response is appropriate, an officer shall immediately give the location from which he/she is responding.

5.3.04 Driver Fatigue

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

A. Lower visual efficiency
B. Slower reaction time
C. Reduced attentiveness
D. Memory lapses
E. Lack of awareness
F. Mood changes
G. Reduced judgment ability
H. Risk of falling asleep at the wheel

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Fitness for Duty

5.3.04 Part B - Agency Training Details *(field will expand automatically)*

a. It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of their position.
b. Each member of this department shall perform his/her respective duties without physical, emotional, and/or mental constraints.
c. During working hours, all employees are required to be alert, attentive, and capable of performing his/her assigned responsibilities.
d. Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

5.3.05 Driving Safely

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.3.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Officer Response to Calls

5.3.05 **Part B - Agency Training Details** *(field will expand automatically)*

DRIVING:

For an emergency vehicle, both the red lights and siren on a marked police vehicle must be in operation. They shall be activated whenever it is necessary to disregard provisions of Division 11 of the Vehicle Code. This exemption, granted to emergency vehicles by Section 21055 VC, does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect them from the consequences arbitrarily exercising the privileges granted.

1. In making regular stops, an attempt should first be made to stop the vehicle by use of red lights and siren.
2. The purpose of the siren and the display of red lights are to gain the right of way. The right of way is never assumed.
3. When driving Code-3 NEVER pass another vehicle on the right, unless all traffic has stopped and is blocking your way (Pass on the right to avoid hazard).
4. Keep in mind that some drivers might not hear the siren or see the red lights. Individuals who are deaf can be licensed to operate a motor vehicle in this state. Closed or fogged windows, or a radio playing in the vehicles you are approaching, reduces the effectiveness of your red lights and siren.
5. Be alert for other Code-3 vehicles. Other police vehicles, an ambulance or Fire Department may be responding to the same call or another call in the same area.
6. Do not assume red lights and siren will gain you the right of way. Crossing intersections presents the greatest hazard. Slow down when approaching and crossing intersections.
7. Be aware of the speed of the police vehicle, weather conditions, road conditions and traffic flow. Remember, you are no help to the call if you are involved in a traffic collision. You can be held criminally and civilly liable for damage resulting from the negligent operation of an emergency vehicle - even with red lights and siren activated.
8. Be alert for hazards when arriving at the scene of the call.

5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash.

Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.

The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Seatbelts, Handcuffing and Restraints

5.4.01 Part B - Agency Training Details *(field will expand automatically)*

WEARING OF SAFETY RESTRAINTS:
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including non-members, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the member or the public. Members must be prepared to justify any deviation from this requirement.

INOPERABLE SEAT BELTS:
Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable. Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police. Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES:
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

5.5 EMERGENCY VEHICLE OPERATIONS/PURSUITS

5.5.01 Agency Policy

The trainee shall review and explain the agency's policy concerning pursuits and Code 3 driving.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Vehicle Pursuits, Officer Response to Calls

5.5.01 **Part B - Agency Training Details** *(field will expand automatically)*

FTOs shall read and review policies with trainees and test the trainee's knowledge orally and by giving scenarios when Code 3 driving is appropriate.

For example:
-Response to Unknown Injury Crash
-Response to Structure Fire
-Response to Medical Aid
-Response to a subject down- not conscious, not breathing
-If an outside agency is requesting Code 3 back-up? (With Supervisors approval)
-If you are transporting an in-custody, can you respond Code 3 to an officer needs assistance call?
-Should primary and secondary officer dispatched to a call both respond Code 3? Give pros/cons. Give location(s) responding Code 3 from (Officer Safety to avoid collisions with each other).

5.5.02 Driver Tactics

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

A. Slowing for intersections
B. Careful observation at cross streets
C. Caution when passing other vehicles
D. Constant alertness for any unforeseen hazards
E. Using a well planned route of travel in emergency response situations

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springsd PD policies: Vehicle Pursuits, Officer Response to Calls

5.5.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee shall demonstrate safe and effective Code 3 driving in the field.

5.5.03 Continuing vs. Terminating Pursuits

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

A. Amount of other traffic (vehicular and pedestrian)
B. Road hazards and road conditions
C. Environmental conditions
D. Capability and condition of patrol vehicle and driver
E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property
F. Whether vehicle or driver can be identified

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springsd PD policies: Vehicle Pursuits, Officer Response to Calls

5.5.03 Part B - Agency Training Details *(field will expand automatically)*

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The factors listed in when to initiate a pursuit of this policy are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists and themselves when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.

In addition to the factors listed in when to initiate a pursuit of this policy, the following factors should also be considered in deciding whether to terminate a pursuit:

a. Distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time and/or distance.
b. Pursued vehicle's location is no longer definitely known.
c. Officer's pursuit vehicle sustains any type of damage that renders it unsafe to drive.
d. Extended pursuits of violators for misdemeanors not involving violence or risk of serious harm (independent of the pursuit) are discouraged.
e. There are hazards to uninvolved bystanders or motorists.
f. If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
g. Pursuit is terminated by a supervisor

5.5.04 Handling Emergency Response or Pursuit

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Vehicle Pursuits, Officer Response to Calls

5.5.04 Part B - Agency Training Details *(field will expand automatically)*

In-field demonstration or scenario based training set forth by an FTO.

5.6 VEHICLE OPERATION LIABILITY

5.6.01 "Rules of the Road"

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policiy: Officer Response to Calls

5.6.01 Part B - Agency Training Details *(field will expand automatically)*

Non-Emergency Conditions:
Code 1 - These assignments are not urgent; they shall be completed at the earliest convenience of the unit assigned. All traffic regulations shall be obeyed.
Code 2 - These assignments are not emergencies but are to be handled immediately. All traffic regulations shall be obeyed.

5.6.02 Vehicle Code Exemptions

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Vehicle Pursuits, Officer Response to Calls

5.6.02 Part B - Agency Training Details *(field will expand automatically)*

-An emergency response that authorizes officers to operate the police vehicle with the red light(s) on, and siren functioning as may be necessary as a warning to other drivers and pedestrians (VC 21055).

-If an officer believes a Code-3 response to any call is appropriate, the officer shall immediately notify the Communications Center. Generally, only one unit should respond Code-3 to any situation. Should another officer believe a Code-3 response is appropriate, the Communications Center shall be notified and the Watch Commander or field supervisor will make a determination as to whether one or more officers driving Code-3 is appropriate.

5.6.03 Exemption Requirements

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

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

5.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Vehicle Pursuits, Officer Response to Calls

5.6.03 Part B - Agency Training Details *(field will expand automatically)*

FTO should test the Trainee's knowledge of the exemption requirements.

Read 21055(b) and 21807 VC.

In general, California Vehicle Code (CVC) regulations apply to all drivers, whether or not they are acting in a law enforcement or other public capacity. The only exception to that rule, provided in CVC Section 21055, applies when an authorized emergency vehicle is either: (1) responding to an emergency call or fire alarm; (2) engaged in rescue operations; or (3) in immediate pursuit of an actual or suspected violator of the law. In any of these situations, the emergency vehicle drivers are required to warn the public with red lights visible from the front of their vehicles and, when reasonably necessary, activation of sirens. Although officers are exempt from CVC regulations in these circumstances, CVC Section 21807 admonishes that Officers are still required to "drive with due regard for the safety of all persons and property."

5.6.04 Liability for Death, Injury or Property Damage

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

A. Failure to drive with due regard for the safety of all persons

B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7

C. A negligent or wrongful act or omission by an employee of a public entity.

D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

5.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Policies: Officer Response to Calls, Standards of Conduct)

5.6.04 Part B - Agency Training Details *(field will expand automatically)*

CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service:

340.5.1 LAWS, RULES AND ORDERS:

a. Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.

b. Disobedience of any legal directive or order issued by any department member of a higher rank.

c. Violation of federal, state, local or administrative laws, rules or regulations.

See next page for Attestation

Part 5 – Section 5: Patrol Vehicle Operations

ATTESTATION FOR SECTION 5

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      Part A: Enter applicable references from your agency's Policies & Procedure Manual.
      Part B: Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 6

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

Contents

6.1 Community Relations and Service
6.2 Professional Demeanor and Communications
6.3 Cultural Diversity
6.4 Racial Profiling
6.5 Crime Prevention
6.6 COP/POP
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities
6.1.02 Community Service

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

6.2.01 Professional Principles
6.2.02 Citizen Evaluations
6.2.03 Inappropriate Verbal Language/Communication
6.2.04 Inappropriate Nonverbal Language/Communication
6.2.05 Explaining Actions to Citizens
6.2.06 Phone Communication
6.2.07 Other Forms of Communication

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures
6.3.02 Cultural Motivations and Biases
6.3.03 Increasing Trust within Communities

6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging
6.4.02 Profiling Behavior
6.4.03 Constitutional Amendments
6.4.04 Community History
6.4.05 Agency Policy
6.4.06 Focusing on Behavior

6.5 CRIME PREVENTION

6.5.01 Citizen Support
6.5.02 Forms of Crime Prevention

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

6.6.01 Community/Problem Oriented Policing and Community Priorities
6.6.02 The Crime Triangle
6.6.03 Working with the Community to Solve Problems
6.5.04 Leadership in Community-Developed Problem Solving
6.5.05 Problem-Solving Model

SECTION 6 COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

6.1 COMMUNITY RELATIONS AND SERVICE

6.1.01 Agency Responsibilities

The trainee shall explain the agency's responsibilities to community service.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Mission Statement

6.1.01 **Part B - Agency Training Details** *(field will expand automatically)*

Discuss COPPS-Community Oriented Policing & Problem Solving:
-Trainee should be able to give examples of what programs the Palm Springs PD and City of Palm Springs have in place to help promote this ideology (NPO, 1PS etc.).

Community Partnerships:
Collaborative partnerships between the law enforcement agency and the individuals and organizations they serve to develop solutions to problems and increase trust in police.

- Other Government Agencies
- Community Members/Groups
- Nonprofits/Service Providers
- Private Businesses
- Media

Problem Solving:
The process of engaging in the proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses.

- Scanning: Identifying and prioritizing problems
- Analysis: Researching what is known about the problem
- Response: Developing solutions to bring about lasting reductions in the number and extent of problems
- Assessment: Evaluating the success of the responses
- Using the crime triangle to focus on immediate conditions (victim/offender/location)

6.1.02 Community Service

The trainee shall identify the agency's roles and responsibilities in providing community service. Those roles may include:

A. To protect life and property
B. To maintain order
C. Crime prevention
D. Public education
E. Delivery of service
F. Enforcement of laws
G. Community partnerships, such as:
H. Community Oriented Policing Services (COPS)
I. Police Athletic League/Police Activities League (PAL)
J. Drug Abuse Resistance Education (DARE)
K. Any other agency-approved programs

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.1.02 Part B - Agency Training Details *(field will expand automatically)*

Discuss Palm Springs PD programs:
-Community Police Officer/ Community Service Officer, Explorer Program, School Resource Officer, COPs, etc.

The trainee shall identify local social services/community support available to the community as referrals, including:

1. Alcoholics/Narcotics Anonymous
2. Well of the Desert/ CVRM (Homeless Assistance)
3. YWCA
4. Shelter from the Storm
5. Desert Regional Medical Center
6. Veteran's Assistance Center
7. Riverside County Behavioral Health

6.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

6.2.01 Professional Principles

The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Standards of Conduct, Law Enforcement Code of Ethics

6.2.01 Part B - Agency Training Details *(field will expand automatically)*

Ethical Principles of Law Enforcement have been prepared with a view to determining the principles necessary that law enforcement personnel should observe in execution of their duty, and establishing public trust by abiding with the principles of justice, impartiality, honesty, merit, transparency and accountability while discharging their duty.

6.2.02 Citizen Evaluations

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

6.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Personnel Complaints

6.2.02 Part B - Agency Training Details *(field will expand automatically)*

-Review policy and understand how complaints are filed and who handles the complaints:

Informal - A matter in which the Watch Commander or assigned supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints shall be referred to the Administrative Services Commander who may investigate, depending on the seriousness and complexity of the investigation. The Chief of Police authorizes all internal affairs investigations.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Administrative Services Commander, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

6.2.03 Inappropriate Verbal Language/Communication

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

A. Profanity
B. Derogatory remarks
C. Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Standards of Conduct

6.2.03 **Part B - Agency Training Details** *(field will expand automatically)*

CONDUCT:

a. Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
b. Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
c. Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
d. Use of obscene, indecent, profane or derogatory language while on¬duty or in uniform.
e. Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this Department.
f. Any other on ¬ or off¬duty conduct which any member knows or reasonably should know is unbecoming a member of this Department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

6.2.04 Inappropriate Nonverbal Language/Communication

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

A. Officious and disrespectful attitude
B. Improper use of body language
C. Improper cultural response

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Standards of Conduct, Biased Based Policing

6.2.04 Part B - Agency Training Details *(field will expand automatically)*

Discuss how different cultures respond to Law Enforcement officials.

Discuss how body language can send non-verbal cues that can be interpreted as disrespectful, derogatory, etc.

The Palm Springs Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

6.2.05 Explaining Actions to Citizens

The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.2.05 Part B - Agency Training Details *(field will expand automatically)*

Often times citizens simply do not understand why they are being talked to or stopped by Law Enforcement Officers. As officers we should take the time to explain why they are being contacted and explain the surrounding circumstances.

For example, if you conduct a consensual encounter with a pedestrian/bicyclist, take the time to explain why you decided to stop and talk to them. The reason could be one of many--recent car burglaries, robberies, accidents involving bicyclists, etc. You can explain that you are contacting them to see if they saw/heard anything and/or to warn them of the on-going incidents. Give them safety tips when walking/riding their bicycle at night-- flashlight, reflective clothing, well-lit areas, etc. By showing the person you care about their safety, they usually become more compliant and will provide you with their information; then the contact turns positive for everyone involved.

6.2.06 Phone Communication

The trainee shall conduct phone conversations in a professional manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Personal Communication Devices, Standards of Conduct

6.2.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee to demonstrate in the field to their FTO.

6.2.07 Other Forms of Communication

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Mission Statement

6.2.07 Part B - Agency Training Details *(field will expand automatically)*

The men and women of the Palm Springs Police Department, empowered by and in partnership with the community, provide professional, ethical, and courteous service to all.

6.3 CULTURAL DIVERSITY

6.3.01 Community Cultures

The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Biased Based Policing

6.3.01 Part B - Agency Training Details *(field will expand automatically)*

CULTURAL DIVERSITY:

-Constitutional Requirements- equal treatment for all persons regardless of race, sex, ethnic background, gender, etc., - negative treatment of a certain culture can greatly affect community trust - The City of Palm Springs and its surrounding areas are made up of many different cultures and ethnic backgrounds, we must be sensitive to the different types of cultures we will encounter.

-Biases can affect professional ethics and the law- racial profiling is prohibited, possible civil/criminal penalties.

-Ways an officer can increase trust within the community- apply laws and procedures equally, know the cultural differences within the community and treat all persons the same way you would like to be treated.

6.3.02 Cultural Motivations and Biases

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Standards of Conduct, Bias-Based Policing

6.3.02 Part B - Agency Training Details *(field will expand automatically)*

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

6.3.03 Increasing Trust within Communities

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.3.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee shall discuss examples of how he/ she can increase the trust within the community, discuss the steps that can be taken to help make law enforcement contact positive, and what efforts can be made to improve image and relations of law enforcement personnel with the public.

6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging

The trainee will review and discuss Penal Code 13519.4, which states in part, "Racial profiling… is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped." The trainee shall recognize that racial profiling:

A. Is prohibited by law

B. "Presents a great danger to the fundamental principles of a democratic society"

C. "Is abhorrent and cannot be tolerated"

D. Causes community distrust and harms police relations with the community

E. May have legal consequences

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.01 Part B - Agency Training Details *(field will expand automatically)*

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

6.4.02 Profiling Behavior

The trainee shall explain why effective police work profiles a person's behavior and not a person's race.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

6.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.02 Part B - Agency Training Details *(field will expand automatically)*

REASON FOR CONTACT SHOULD BE BASED ON BEHAVIOR:
Officers contacting a person shall be prepared to articulate enough reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable

6.4.03 Constitutional Amendments

The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

6.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee read over the 4th and 14th Amendment:

Racial profiling is the practice of targeting individuals for police or security detention based on their race or ethnicity in the belief that certain minority groups are more likely to engage in unlawful behavior. Examples of racial profiling by federal, state, and local law enforcement agencies are illustrated in legal settlements and data collected by governmental agencies and private groups, suggesting that minorities are disproportionately the subject of routine traffic stops and other security-related practices. The issue has periodically attracted congressional interest, particularly regarding existing and proposed legislative safeguards, which include the proposed End Racial Profiling Act of 2011 (H.R. 3618/S. 1670) in the 112th Congress. Several courts have considered the constitutional ramifications of the practice as an "unreasonable search and seizure" under the Fourth Amendment and, more recently, as a denial of the Fourteenth Amendment's equal protection guarantee. A variety of federal and state statutes provide potential relief to individuals who claim that their rights are violated by race-based law enforcement practices and policies.

MEMBER RESPONSIBILITIES:
-Every member of this Department shall perform his/ her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

6.4.04 Community History

The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

6.4.04 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.04 Part B - Agency Training Details *(field will expand automatically)*

The Palm Springs Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

DEFINITION-"Racial Profiling" is an inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

POLICY-The practice of Racial Profiling is illegal [Penal Code 13519.4(e)] and is not condoned by the Palm Springs Police Department. The Department's position on this issue is that of zero tolerance. Any employee who violates any portion of this Policy will be subject to discipline up to and including termination.

(a) It is the responsibility of every member of the Palm Springs Police Department to prevent, report and respond appropriately to discriminatory and/or biased practices. Any employee who experiences or witnesses conduct that violates this policy has a duty to report the incident immediately to his/her supervisor.
(b) Every member of this Department engaging in a non-consensual detention shall be able to clearly articulate enough reasonable suspicion to justify the detention.
(c) To the extent that written documentation would otherwise be completed (e.g. arrest report, information case, etc.), the involved officer should include those facts given rise to the officer's reasonable suspicion or probable cause for the contact.

1. Nothing in this policy shall require any officer to prepare documentation of a contact which would not otherwise involve such reporting.
2. While the practice of "Racial Profiling" is strictly prohibited, it is recognized that race or ethnicity may be legitimately considered by an officer in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g. suspect description is limited to a specific race or group).

TRAINING-
Training on fair and objective policing and review of this policy should be conducted as directed by the Professional Standards Unit.

a. All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
b. Pending participation in such POST-approved training and always, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
c. Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

6.4.05 Agency Policy

The trainee shall review and be able to summarize the agency's policy regarding racial profiling.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.05 Part B - Agency Training Details *(field will expand automatically)*

POLICY:
The Palm Springs Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly and without discrimination toward any individual or group.

Race, ethnicity or nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of law enforcement service or the enforcement of the law.

RACIAL- OR BIAS-BASED PROFILING PROHIBITED:
Racial- or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

MEMBER RESPONSIBILITY:
Every member of this Department shall perform his/ her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

6.4.06 Focusing on Behavior

The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bias-Based Policing

6.4.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee demonstrate in-field

6.5 CRIME PREVENTION

6.5.01 Citizen Support

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Patrol Function

6.5.01 Part B - Agency Training Details *(field will expand automatically)*

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Palm Springs. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

a. Responding to emergency calls for service.
b. Apprehending criminal offenders.
c. Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
d. Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
e. Responding to reports of criminal and non-criminal acts.
f. Responding to routine calls for service, such as public assistance or public safety.
g. Carrying out crime prevention activities such as residential inspections, business inspections and community presentations.
h. Carrying out community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
i. Directing and controlling traffic.

6.5.02 Forms of Crime Prevention

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.5.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Patrol Function

6.5.02 **Part B - Agency Training Details** *(field will expand automatically)*

The trainee shall explain methods officers use for preventing and detecting crime, including:

1. Become familiar with the community
2. Know geographic information (roads, trails, etc.)
3. Be aware of recent criminal activity
4. Identify high crime areas that may require frequent patrol checks
5. Gather information through crime reports and briefings
6. Plan work shift around identified priorities
7. Locate and verify VIN numbers on various vehicles
8. Conduct surveillance utilizing available equipment
9. Processing crime scenes for fingerprints

6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

6.6.01 **Community/Problem Oriented Policing and Community Priorities**

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

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Mission Statement

6.6.01 Part B - Agency Training Details *(field will expand automatically)*

Problem Solving:
The process of engaging in the proactive and systematic examination of identified problems to develop and rigorously evaluate effective responses.

- Scanning: Identifying and prioritizing problems
- Analysis: Researching what is known about the problem
- Response: Developing solutions to bring about lasting reductions in the number and extent of problems
- Assessment: Evaluating the success of the responses
- Using the crime triangle to focus on immediate conditions (victim/offender/location)

6.6.02 The Crime Triangle

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.02 Part B - Agency Training Details *(field will expand automatically)*

By removing one of the legs of the triangle, the crime cannot occur. It is our job to find the avenues in which this can be done. Remove the Opportunity by: Naturally (development of property, vine growing over graffiti spots), Programs (neighborhood watch, foot patrol) or Education of Citizens (locks, lights, alarms).

6.6.03 Working with the Community to Solve Problems

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.03 Part B - Agency Training Details *(field will expand automatically)*

Advantages: Gain Trust and cooperation of community, citizens feel that the PD can and will do something, and gain support for more officers, resources, respect.

6.6.04 Leadership in Community-Developed Problem Solving

The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.04 **Part B - Agency Training Details** *(field will expand automatically)*

Demonstrate in the field.
Trainee should be contacting local businesses and introducing themselves. Getting to know the layout of each business, along with the employees. Developing a relationship with the community members, so they become familiar with Officers and gain a sense of trust and security. Work with businesses to develop better ideas to help deter crime. For example, encourage cameras, better lighting, trim landscape, etc.

Trainees must become familiar with local buildings-- knowing the layout and exits/entrances provides an advantage for future incidents. They should minimally know the layout for main buildings:

-Palm Springs City Library
-Grocery stores
-Banks
-Walmart
-Motels/Hotels
-Denny's
-Casino
-Movie Theater

6.6.05 Problem-Solving Model

The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

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

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

6.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

6.6.05 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall explain basic preventative patrol methods utilized by an officer:

1. Frequent checks and contacts with business premises
2. Frequent checks of suspicious persons
3. Fluctuation patrol patterns
4. Maintenance of visibility

See next page for Attestation

Part 5 – Section 6: Community Relations/Professional Demeanor

ATTESTATION FOR SECTION 6

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      Part A: Enter applicable references from your agency's Policies & Procedure Manual.
      Part B: Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 7

Radio Communication Systems

7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents

7.1 Radio Communication
7.2 Information Systems/Telecommunications
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications
7.1.02 Memorizing Codes
7.1.03 Radio Procedures and Use
7.1.04 Crime Broadcast
7.1.05 Vehicle Pursuit Transmission
7.1.06 Control During In-Progress Assignment

7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

7.2.01 Examples of Inquiries
7.2.02 Law Enforcement Information Systems
7.2.03 System Inquiries to Complete an Investigation
7.2.04 Agency Policy for Use of MCTs and Laptops
7.2.05 Inappropriate Use of Information Systems

SECTION 7 RADIO COMMUICATION SYSTEMS

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

7.1 RADIO COMMUNICATION

7.1.01 Agency Policy Regarding Communications

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

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communication Operations

7.1.01 Part B - Agency Training Details *(field will expand automatically)*

It is the policy of the Palm Springs Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability providing continuous communication between the Communications Center and department members in the field.

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

a. Members acknowledging the dispatcher with their radio identification call signs and current location.
b. Dispatchers acknowledging and responding promptly to all radio transmissions.
c. Members keeping the dispatcher advised of their status and location.
d. Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

7.1.02 Memorizing Codes

The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communication Operations

7.1.02 **Part B - Agency Training Details** *(field will expand automatically)*

The phonetic alphabet should be used whenever there is a possibility that confusion may arise over spelling of words, or when describing the letters in a license number, example GBS 055 – George, Boy, Sam 055:

A Adam	J John	S Sam
B Boy	K King	T Tom
C Charles	L Lincoln	U Union
D David	M Mary	V Victor
E Edward	N Nora	W William
F Frank	O Ocean	X X-ray
G George	P Paul	Y Yellow
H Henry	Q Queen	Z Zebra
I Ida	R Robert	

10- CODES 10-1 Receiving Poorly 10-29 Check For Wanted 10-2 Receiving Well 10-30 Unauthorized Radio Traffic 10-4 Okay 10-32 WANTED: 10-5 Relay Message - Frank Felony Warrant 10-6 Busy - Mary Misdemeanor Warrant 10-7 OUT OF SERVICE - Tom Traffic Warrant 10-8 IN SERVICE - Victor Stolen Vehicle 10-9 Repeat 10-33 EMERGENCY TRAFFIC/CLEAR THE AIR 10-10 OUT OF SERVICE/SUBJECT TO CALL 10-34 RESUME NORMAL RADIO TRAFFIC 10-13 Advise Weather/Road Conditions 10-35 Confidential Information 10-14 Transport Non-Custody 10-36 Correct Time 10-15 Have Prisoner in Custody 10-37 Name/ID of Operator 10-17 Pick-up/Transport Paperwork 10-39 Message Delivered 10-19 Return to Your Station 10-44 Dead Body 10-20 What is Your Location 10-60 File/Report Number 10-21 Call By Phone 10-86 Traffic Check 10-22 Take No Further Action 10-87 Meet ___ at ____ 10-23 Stand By 10-97 ARRIVED AT SCENE 10-25 Copy MDC 10-98 FINISHED WITH ASSIGNMENT 10-28 Check Full Registration

11- CODES 11-01 Bomb Threat 11-80 Accident-Major Injury 11-10 Request Routine Back-up 11-81 Accident-Minor Injury 11-11 Request Code 3 Back-up 11-82N Accident-No Injury/ No Road Blockage 11-24 Abandoned Vehicle 11-82B Accident-No Injury/ Road Blockage 11-25 Traffic Hazard 11-83 Accident-No Details 11-26 Disabled Vehicle 11-85 Tow Truck (Either En Route or Requested) 11-26X Disabled Vehicle Occupied by Female 11-99 OFFICER NEEDS HELP (MAY DAY) 11-41 Ambulance (Either En Route or Requested) 11-44 Fatality

CODES Code 1- Routine Call, Code 3- Emergency, Code 4- No Further Help Needed, Code 5-Stake Out, Code 8- Community Meeting

7.1.03 Radio Procedures and Use

The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

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

B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone

C. Avoiding over-modulation by speaking moderately into the microphone

D. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until "emergency traffic only" status is terminated

E. Knowing the call signs, assignments, and beat locations of other units in the area

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communication Operations

7.1.03 **Part B - Agency Training Details** *(field will expand automatically)*

USE:
-When pressing the transmit button, press and hold for a second prior to talking. This prevents your transmissions from being cut-off.
-FTO's should show Trainee's how to switch to different channels and operate the various radio functions.
-What is priority traffic? Give the trainee a scenario where he/she woud request a "10-3" for the channel.
-When using the police radio, consider the fact that we are being monitored by many other departments as well as the public. Our department will be judged by the business-like manner in which we give transmissions. Do not give information that will aid the criminal element. Unit-to-unit transmissions shall be kept to a minimum.

CLEARANCE:
-Obtain clearance from the dispatcher before giving a long transmission on the primary channel. Use the telephone when a message is quite long, or is of a sensitive nature.

TRANSMISSIONS:
-Give all transmissions in a clear, calm, slow distinctive voice. Keep all messages on an impersonal basis, speaking in the third person whenever possible. Avoid excitement or anger, as this causes the voice to become distorted.

RADIO IDENTIFICATION:
-Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department designator.

7.1.04 Crime Broadcast

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communication Operations

7.1.04 Part B - Agency Training Details *(field will expand automatically)*

Descriptions:

The description of any person should contain the following information if possible: Name, race, age, DOB, address, height, weight, color of hair, color of eyes, complexion, physical imperfection and a description of clothing from head down, also any noticeable peculiarities. Stolen vehicles should be described as follows: Stolen from (place), time, date, color, year, make, body type, license number, ID number, and any other information which will aid in the identification (damage, window stickers, etc.).

7.1.05 Vehicle Pursuit Transmission

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

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Pursuits

7.1.05 Part B - Agency Training Details *(field will expand automatically)*

The initial pursuing unit will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to him/herself or other persons.

Notify the Communications Center that a vehicle pursuit has been initiated and as soon as practicable provide information including, but not limited to:

(a) Reason for the pursuit.
(b) Location and direction of travel.
(c) Speed of the fleeing vehicle.
(d) Description of the fleeing vehicle and license number, if known.
(e) Number of known occupants.
(f) The identity or description of the known occupants.
(g) Information concerning the use of firearms, threat of force, injuries, hostages or other unusual hazards.

Until joined by a secondary unit, the officer in the primary unit shall be responsible for the broadcasting of the progress of the pursuit. Unless practical circumstances indicate otherwise, and in order to concentrate on pursuit driving, the primary officer should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit. Once the secondary officer is involved, he/ she should be responsible for broadcasting the progress of the pursuit.

7.1.06 Control During In-Progress Assignment

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

A. Voice control so as not to escalate the situation

B. Establishment of perimeter and control of possible escape routes

C. Control of response of other police units

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communication Operations

7.1.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate an in-progress call and/ or scenario. He/ she should be able to effectively communicate with other officers and coordinate with them in setting up a perimeter.

7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries

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

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Information Technology Use, Mobile Digital Computer Use, Protected Information (Records Maintenance and Release)

7.2.01 Part B - Agency Training Details *(field will expand automatically)*

FTO's should explain abilities of Communications Center:

Communications:
-Driver's License Checks: Can run Driver's license checks on subjects. If the subject's license comes back suspended, Trainee's should know how to request the long form (L1) AND check for priors.
-Vehicle Registration: Can see if there is insurance information on file, if the registration is valid or expired, who the registered owner is, they can check vehicle license plates for "priors" to see if any local LE agency has recently come across a specific vehicle, ETC.
-Warrant Checks: A "hit" will come across their screen; however, Dispatch cannot directly access the warrant information and the Riverside County Warrant Bank has to be contacted.
-Stolen Property System: Can run serial numbers of items to see if the item is stolen.
-Can advise if a subject is on parole, probation and/or PRCS; however, cannot retrieve all of the terms. Must "switch" the subject over to get more information.
-Can input towed/stored/ stolen vehicle information
-Can input/remove Missing Persons/Runaway Juveniles information
-Can check probation/parole terms of subjects
-Confirms all warrants

7.2.02 Law Enforcement Information Systems

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Information Technology Use, Mobile Digital Computer Use, Protected Information (Records Maintenance and Release)

7.2.02 Part B - Agency Training Details *(field will expand automatically)*

California Law Enforcement Telecommunications System (CLETS)
Department of Motor Vehicle (DMV)
National Law Enforcement Telecommunications System (NLETS)
Criminal Justice Information System (CJIS)
Criminal Offender Record Information (CORI)
Criminal History Record Information (CHRI)

7.2.03 System Inquiries to Complete an Investigation

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

7.2.03 Part B - Agency Training Details *(field will expand automatically)*

Demonstrate in-field

7.2.04 Agency Policy for Use of MCTs and Laptops

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Information Technology Use, Mobile Digital Computer Use

7.2.04 **Part B - Agency Training Details** *(field will expand automatically)*

MDC use is subject to the Information Technology Use and Protected Information policies. Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Watch Commanders.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Department. In the event that a member has question about sending a particular message or accessing a particular database, the member should seek prior approval from his/ her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

USE WHILE DRIVING:
Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio. Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

7.2.05 Inappropriate Use of Information Systems

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

7.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Information Technology Use, Mobile Digital Computer Use

7.2.05 Part B - Agency Training Details *(field will expand automatically)*

Palm Springs PD members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy. The information system(s) are NOT for personal use and sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

See next page for Attestation

Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 8

Leadership

8.1 COMPETENCY REQUIREMENTS

Contents

8.1 Identifying Leadership
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

8.1.01 Effective Leadership Strategies
8.1.02 Leadership Attributes
8.1.03 The Role of Leadership

SECTION 8 LEADERSHIP

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

8.1 IDENTIFYING LEADERSHIP

8.1.01 Effective Leadership Strategies

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

8.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

8.1.01 **Part B - Agency Training Details** *(field will expand automatically)*

12 TRAITS OF AN EFFECTIVE LEADER:
When studies are done on leadership, one thing holds true; effective leaders focus on developing a culture of rewards versus a culture of punishment. Here is how they do it:

1. Live their values —
Effective leaders have a strong moral compass and have defined their values. They have a code of ethics on how to treat others and their behaviors back up their words.
2. Realize position does not define leadership —
Leadership is not defined by a vertical position. Leaders who rely on their title or position to influence others just do not seem to work well with others. Leaders who lead by their hierarchal position do not lead well, according to Josh Maxwell, because they fail to acknowledge that leadership is about working with people.
3. Set goals for interpersonal skill development —
Personal development is ongoing, just like tactical skills, throughout our entire lives. Effective leaders see their personality strengths and talents and continually work on making them stronger. They also identify where they are not as strong and set achievable goals for improvement such as being slow to anger (less irritable) or listening more, instead of being defensive or treating others with contempt.
4. Say "Thank You" often —
Take the time to appreciate the strengths of others with an encouraging word or gesture. Of course, it is their responsibility and expected of them to do their job and do it well, but a word of acknowledgement and gratitude goes far.
5. Admit their mistakes —
Approach their mistakes with humility instead of justification and defensiveness. It allows the organization to move forward instead of being stuck on the blame and shame.
6. Are mentors and coaches —
They believe in duplicating themselves so that others can rise up to be better leaders themselves. High-level leaders encourage the people around them to soar to their highest potential; by doing this they minimize their necessity at the most basic operational level, freeing themselves to creatively move the organization forward.
7. Accept influence —
Look for opportunities to learn and grow from anyone instead of criticizing another person's value or assuming they know it all.
8. Hold people accountable —
Are able to lead in tough situations and able to negotiate conflict with authority and decisiveness without degrading another person.
9. Delegate to the expert in the room —
Are able to hand over projects to the most qualified instead of letting their ego or political ambitions hurt the culture around them. A true leader knows how to follow first and then steps up to lead when there is a gap in knowledge or skill level.
10. Vision cast goals —
The ability to set goals for a team or an agency that are clear and concise and done in a way that generates momentum towards productivity. Most leaders approach goal setting as a dictator rather than a vision caster. A dictator generates resentment and low morale whereas a vision caster generates excitement and buy-in of the goals.
11. Forgive — According to Robert Sutton, PhD, in Good Boss, Bad Boss, from the "Eleven Commandments for Wise Bosses": "Do not hold

grudges after losing an argument. Instead, help the victors implement their ideas with all your might." Imagine how the police culture would be revolutionized if mistakes were learned from instead of held against someone for their career. A culture of forgiveness would heal a lot of angry cops.

12. Are solution-oriented —

Identifying the problem is easy. Finding the solution takes creativity and brain power. Effective leaders do not complain, instead they mull over the area that needs attention, involve others in brainstorming, and work it over until a feasible solution is found.

Conclusion

True leadership is a lifestyle, not a position. Those who are effective know they are change agents and seek out to be "iron that sharpens iron." To be an effective leader goes against human nature and definitely against standardized police culture for it takes humility, commitment, and a strong work ethic on personal development.

8.1.02 Leadership Attributes

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

A. Integrity
B. Credibility
C. Trust
D. Discretion
E. Duty
F. Loyalty
G. Honesty

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

8.1.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD Mission Statement

8.1.02 **Part B - Agency Training Details** *(field will expand automatically)*

LEADERSHIP TRAITS:
The 14 leadership traits are qualities of thought and action which, if demonstrated in daily activities, help officers earn the respect, confidence, and loyal cooperation of other officers. It is extremely important that you understand the meaning of each leadership trait and how to develop it, so you know what goals to set as you work to become a good leader and a good follower.

JUSTICE - Definition: Justice is defined as the practice of being fair and consistent. A just person gives consideration to each situation and bases rewards or punishments on merit. Suggestions for Improvement: Be honest with yourself about why you make a particular decision. Avoid favoritism. Try to be fair at all times and treat all things and people in an equal manner.

JUDGMENT - Definition: Judgment is your ability to think about things clearly, calmly, and in an orderly fashion so that you can make good decisions. Suggestions for Improvement: You can improve your judgment if you avoid making rash decisions. Approach problems with a common sense attitude.

DEPENDABILITY - Definition: Dependability means that you can be relied upon to perform your duties properly. It means that you can be trusted to complete a job. It is the willing and voluntary support of the policies and orders of the chain of command. Dependability also means consistently putting forth your best effort in an attempt to achieve the highest standards of performance. Suggestions for Improvement: You can increase your dependability by forming the habit of being where you're supposed to be on time, by not making excuses and by carrying out every task to the best of your ability regardless of whether you like it or agree with it.

INITIATIVE - Definition: Initiative is taking action even though you haven't been given orders. It means meeting new and unexpected situations with prompt action. It includes using resourcefulness to get something done without the normal material of methods being available to you. Suggestions for Improvement: To improve your initiative, work on staying mentally and physically alert. Be aware of things that need to be done and then to do them without having to be told.

DECISIVENESS - Definition: Decisiveness means that you are able to make good decisions without delay. Get all the facts and weigh them against each other. By acting calmly and quickly, you should arrive at a sound decision. You announce your decisions in clear, firm, professional manner. Suggestions for Improvement: Practice being positive in your actions instead of acting half-heartedly or changing your mind on an issue.

TACT - Definition: Tact means that you can deal with people in a manner that will maintain good relations and avoid problems. It means that you are polite, calm, and firm. Suggestions for Improvement: Begin to develop your tact by trying to be courteous and cheerful at all times. Treat others as you would like to be treated.

INTEGRITY - Definition: Integrity means that you are honest and truthful in what you say or do. You put honesty, sense of duty, and sound moral principles above all else. Suggestions for Improvements: Be absolutely honest and truthful at all times. Stand up for what you believe to be right.

ENTHUSIASM - Definition: Enthusiasm is defined as a sincere interest and exuberance in the performance of your duties. If you are enthusiastic, you are optimistic, cheerful, and willing to accept the challenges. Suggestions for Improvement: Understanding and belief in your duties will add to your enthusiasm for your job. Try to understand why even uninteresting jobs must be done.

BEARING - Definition: Bearing is the way you conduct and carry yourself. Your manner should reflect alertness, competence, confidence, and control. Suggestions for Improvement: To develop bearing, you should hold yourself to the highest standards of personal conduct. Never be content with meeting only the minimum requirements.

UNSELFISHNESS - Definition: Unselfishness means that you avoid making yourself comfortable at the expense of others. Be considerate of others. Give credit to those who deserve it. Suggestions for Improvement: Avoid using your position or rank for personal gain, safety, or pleasure at the expensive of others. Be considerate of others.

COURAGE - Definition: Courage is what allows you to remain calm while recognizing fear. Moral courage means having the inner strength to stand up for what is right and to accept blame when something is your fault. Physical courage means that you can continue to function effectively when there is physical danger present. Suggestions for Improvement: You can begin to control fear by practicing self-discipline and calmness. If you fear doing certain things required in your daily life, force yourself to do them until you can control your reaction.

KNOWLEDGE - Definition: Knowledge is the understanding of a science or art. Knowledge means that you have acquired information and that you understand people. Your knowledge should be broad, and in addition to knowing your job, you should know department policies and keep up with current events. Your desire for learning should be constant and continuous.

LOYALTY - Definition: Loyalty encompasses many things. You must be loyal to the CSU Monterey Bay campus, to the University Police Department, and most importantly, to your peers. Supervisors must display loyalty to their subordinates, as subordinates must be loyal to their supervisors.

ENDURANCE - Definition: Endurance is the mental and physical stamina that is measured by your ability to withstand pain, fatigue, stress, and hardship. Suggestions for Improvement: Develop your endurance by engaging in physical training that will strengthen your body. Finish every task to the best of your ability by forcing yourself to continue when you are physically tired and your mind is sluggish.

8.1.03 The Role of Leadership

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

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
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Trainee:									

Comments *(field will expand automatically)*

Additional Information:

8.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD Mission Statement

8.1.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should verbally explain to FTO and make sure their vision is in line with the Department's vision, mission and values statement.

See next page for Attestation

Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

TO ENTER YOUR ELECTRONIC SIGNATURE:

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Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

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6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

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   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
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End Section

SECTION 9

California Codes and Laws

9.1 – 9.5 COMPETENCY REQUIREMENTS

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9.1 Criminal Law
9.2 Reasonable Suspicion/Probable Cause
9.3 Laws of Arrest
9.4 Juvenile Law and Procedure
9.5 Additional Laws
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

9.1 CRIMINAL LAW

9.1.01 Terminology
9.1.02 Crime Elements
9.1.03 Persons Legally Incapable of Committing a Crime
9.1.04 Crime Identification

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9.2.02 Probable Cause to Arrest
9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests
9.2.04 Officer's Right to Search a Person
9.2.05 Recognizing Probable Cause for Police Action

9.3 LAWS OF ARREST

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9.3.02 Arrest Requirements
9.3.03 Private Person Arrest
9.3.04 Miranda Rights
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9.4.01 Investigating Juvenile Offenses

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9.5.01 Alcoholic Beverage Control Act
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9.5.05 State Legislative Mandates
9.5.06 Marsy's Law

SECTION 9 CALIFORNAI CODES AND LAWS

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

9.1 CRIMINAL LAW

9.1.01 Terminology

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

A. Accessory
B. Accomplice
C. Criminal negligence
D. Corpus delicti
E. Entrapment
F. Implied intent
G. Principal
H. Specific intent
I. Transferred intent

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.01 Part B - Agency Training Details *(field will expand automatically)*

A: Accessory: To prove that the defendant is guilty of this crime, the People must prove that:
1. Another person, whom I will call the perpetrator, committed a felony;
2. The defendant knew that the perpetrator had committed a felony or that the perpetrator had been charged with or convicted of a felony;
3. After the felony had been committed, the defendant either harbored, concealed, or aided the perpetrator;
AND
4. When the defendant acted, (he/she) intended that the perpetrator avoid or escape arrest, trial, conviction, or punishment.

B. Accomplice: A person is an accomplice if he or she is subject to prosecution for the identical crime charged against the defendant. Someone is subject to prosecution if:
1. He or she personally committed the crime;
OR
2. He or she knew of the criminal purpose of the person who committed the crime;
AND
3. He or she intended to, and did in fact, (aid, facilitate, promote, encourage, or instigate the commission of the crime[;]/ [or] participate in a criminal conspiracy to commit the crime).

-An accomplice does not need to be present when the crime is committed. On the other hand, a person is not an accomplice just because he or she is present at the scene of a crime, even if he or sheknows that a crime will be committed or is being committed and does nothing to stop it.
-A person who lacks criminal intent but who pretends to join in a crime only to detect or prosecute those who commit that crime is not an accomplice.
-A person may be an accomplice even if he or she is not actually prosecuted for the crime.

C. Criminal negligence: Criminal negligence refers to a mental state of disregarding known or obvious risks to human life and safety. An example would be leaving a loaded firearm within reach of a small child. To be guilty of any crime, a person must act with a "mens rea" or "criminal intent." Normally this means intentionally or deliberately pursuing a criminal result. But criminal negligence may substitute for criminal intent under very specific circumstances. When it does, it can subject someone to serious charges such as child endangerment or manslaughter even when the actions are unintentional.

D. Corpus delicti: Corpus delicti is a Latin term meaning "body of the crime". It is the essential facts that prove that a crime has been committed.

E. Entrapment: A person is entrapped if a law enforcement officer [or (his/her) agent] engaged in conduct that would cause a normally law-abiding person to commit the crime. Some examples of entrapment might include conduct like badgering, persuasion by flattery or coaxing, repeated and insistent requests, or an appeal to friendship or sympathy. Another example of entrapment would be conduct that would make commission of the crime unusually attractive to a normally law-abiding person. Such conduct might include a guarantee that the act is not illegal or that the offense would go undetected, an offer of extraordinary benefit, or other similar conduct.

If an officer [or (his/her) agent] simply gave the defendant an opportunity to commit the crime or merely tried to gain the defendant's confidence through reasonable and restrained steps, that conduct is not entrapment.

F. Implied intent: Implied intent refers to intent in the context of a criminal act that can be implied from the circumstances surrounding the defendant's actions. Intent to commit a crime in which an inference may be drawn based on the facts in the situation involved.

G. Principal: Under criminal law, a principal is any actor who is primarily responsible for a criminal offense. Such an actor is distinguished from others who may also be subject to criminal liability as accomplices, accessories or conspirators.

H. Specific Intent: The term specific intent is commonly used in criminal law to designate a special state of mind that is required, along with a physical act, to constitute certain crimes. Specific intent is usually interpreted to mean intentionally or knowingly.

I. Transferred Intent: When the intention to harm one individual inadvertently causes a second person to be hurt instead, the perpetrator is still held responsible. To be held legally responsible under the law, usually the court must demonstrate that the person has criminal intent, that is, that the person knew another would be harmed by his or her actions and wanted this harm to occur.

9.1.02 Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:
   1. Committed by any person
   2. In violation of statutory law
   3. For which there is punishment

Reference(s): Penal Code 15

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☒ N/A

9.1.02 **Part B - Agency Training Details** *(field will expand automatically)*

FTO=Give a specific crime and Trainee should be able to list the proper elements. The trainee should minimally know the elements of the most common crimes including, but not limited to:

-211 PC
-245 PC
-242 PC
-459.5 PC
-459 PC
-484 PC
-487 PC
-653 m PC
-422 PC
-532 PC
-496 PC
-594 PC
-273.5 PC
-243(e)(1) PC

9.1.03 Persons Legally Incapable of Committing a Crime

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.

Reference(s): Penal Code 26

Case # *(If applicable)* **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.03 Part B - Agency Training Details *(field will expand automatically)*

All persons are capable of committing crimes except those belonging to the following classes:

One—Children under the age of 14, in the absence of clear proof that at the time of committing the act charged against them, they knew its wrongfulness.
Two—Persons who are mentally incapacitated.
Three—Persons who committed the act or made the omission charged under an ignorance or mistake of fact, which disproves any criminal intent.
Four—Persons who committed the act charged without being conscious thereof.
Five—Persons who committed the act or made the omission charged through misfortune or by accident, when it appears that there was no evil design, intention, or culpable negligence.
Six—Persons (unless the crime be punishable with death) who committed the act or made the omission charged under threats or menaces sufficient to show that they had reasonable cause to and did believe their lives would be endangered if they refused.

9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

A. Obstruction of Justice
B. Homicide
C. Robbery
D. Assaults
E. Criminal Threats (formerly Terrorist Threats)
F. Stalking
G. Restraining Order Violations
H. Cruelty to Animals
I. Crimes Against Children
J. Sex Crimes
K. Disturbing the Peace
L. Burglary
M. Trespassing
N. Arson
O. Vandalism
P. Theft, including Identify Theft
Q. Forgery and Check Offenses
R. Disorderly Conduct
S. Control and Use of Dangerous Weapons
T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.1.04 Part B - Agency Training Details *(field will expand automatically)*

A. The trainee shall explain the following dangerous weapons laws and identify the elements of each:

1. Possession of dangerous weapons (i.e.: 21810 PC –Metal Knuckles; 21310 PC- Dirk or Dagger; 22210 PC- Billy, sap, blackjack).
2. 29900 PC – Possession of firearms by felons or addicts
3. 25400 PC – Concealed firearms
4. 25850 PC – Loaded firearm/Public place
5. 21510 PC – Possession of a switchblade

-FTO provide Weapon Violations coding--cheatsheet.

B. The trainee shall explain the following crimes against persons and identify the elements of each:

203 PC – Mayhem
220 PC – Assault to commit felony
240 PC – Assaults
195 PC – Excusable homicide
196 PC – Justifiable homicide
246 PC – Assault on a dwelling
417 PC – Brandishing weapons
187 PC – Homicide
192 PC – Manslaughter
243 PC – Felony assaults
277 PC – Child abduction
236 PC – False imprisonment

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:

A. Specific facts which can be articulated
B. Crime-related activity that has occurred, is occurring, or is about to occur
C. Involvement by the person to be detained in a crime-related activity

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Briefing Training, Detentions and Photographing Detainees Policy

9.2.01 **Part B - Agency Training Details** *(field will expand automatically)*

Trainee's should understand the importance of roll-call training. Each day in briefing, Trainee's should have their notebooks out and writing down important information that their Sergeant/Watch Commander is going over. Such information can include recent stolen vehicles, wanted persons, suspicious circumstances, missing persons, etc.

Going over daily officer logs and crime activity provides officers with an understanding of what is going on within and around the city. This allows officers to prepare for their shift and provide extra patrol in the areas with increased or unusual sitations. If there have been an increase of vehicle burglaries during 0100-0300 hours, Officers should be providing extra close patrols of these areas and can develop reasonable suspicion to stop individuals if certain criteria is met.

For example, most pedestrians do not walk around at 0200 hours--this is not normal work hours. If they are walking with a flashlight, carrying a backpack and looking into vehicles, can this be enough to stop and detain the subject?

Discuss consensual encounter and detention. Careful with how you ask the subject to stop, "Hey, can I talk to you for a minute?" vs. "Hey, come here!"

9.2.02 Probable Cause to Arrest

Probable cause to arrest requires more than the "reasonable suspicion" necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer's training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

9.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.2.02 **Part B - Agency Training Details** *(field will expand automatically)*

Arrest
●There are 3 ways to get arrested in California. The first is by committing a crime in front of an officer, committing a crime in front of a private person who will press charges, or by a warrant.
● Needs to be based on probable cause (PC).
● PC is a higher level of suspicion than reasonable suspicion.
● PC to arrest when the totality of the circumstances would cause a normal person to have a strong suspicion that the person to be arrested is guilty of the crime.
● PC can be based on direct investigation, circumstantial evidence, second hand statements from reliable sources.
● Must tell them they are under arrest and why.
● 834 (pc) Arrest Defined
Taking a person into custody in a case and manner authorized by law (must be based on pc)

836 (pc) Legal Basis for arrest
Pursuant to warrant
Without warrant when:
836 (a)(1) PC to believe person committed a felony or misdemearnor in your presence.
836 (a)(2) Person has committed a felony not in your presence.
836 (a)(3) PC to believe person committed a felony whether or not he actual has.

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer's presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.

D. For a private person's arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Cite and Release, Domestic Violence, Private Persons Arrests

9.2.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should give an example of each. FTO's can provide a scenario and the trainee will explain the proper steps to take to effect an arrest.

A. Once probable cause has been established in a felony case, discuss how the Trainee can arrest even though he/she did not specifically witness the crime. For example, if you are investigating a felony assault (245 PC) and through your investigation establish who the suspect is, he/she can be arrested based on the probable cause the officer established.

B. If the misdemeanor is committed in the Officer's presence then he/she may arrest that subject with or without a warrant. For example, an officer conducted a traffic stop after witnessing a vehicle code violation. The driver was found to be driving on a suspended driver's license. The officer can arrest/release the driver on a citation for being in violation of 14601.1(a) CVC. Remember, even though you are "releasing " the subject later, you are arresting them first. You may handcuff, search incident to arrest and place in a secured area (rear of the patrol car). **FTO's should do a mock scenario that includes the Trainee removing the driver (safely) and securing them in a position of disadvantage. Discuss pros of securing the subject in the back of the patrol car versus leaving them seated along the curb. (More than likely the vehicle is going to be towed and an inventory search will need to be completed. By securing the subject, it is one less danger the officer has to worry about.)

C. Certain misdemeanor offenses officers can arrest without being present presumably because of the overriding need for quick action. Trainee should be able to list exceptions to the Misdemeanor Presence Rule:
1)Committed by a juvenile (625W&I)
2)DUI (when involved in an accident, or if they are in or about their vehicle or the vehicle is blocking roadway) (40300.5CVC)
3)Carrying a loaded firearm on person or vehicle in public (12031(a)(2)PC)
4)Restraining order violation (273.6 or 166PC)
5)DV (234PC)
6)Assault/Battery of school grounds while in session (243.5PC)
7)Assault/Battery against firefighter, emt, paramedic (836.1PC)
8)Carrying a concealed weapon at airport

D. Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847). Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
1. Take the individual into physical custody for booking.
2. Release the individual pursuant to a Notice to Appear.
3. Release the individual pursuant to Penal Code § 849.

9.2.04 Officer's Right to Search a Person

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

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
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Trainee:										

Comments *(field will expand automatically)*

Additional Information:

9.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Custodial Searches

9.2.04 Part B - Agency Training Details *(field will expand automatically)*

Custody search -
-An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

FTO should do mock scenarios with Trainees where a subject is taken into custody and they complete a thorough search incident to arrest. Usually the search is completed by the patrol car where the subject's property can be removed from his person and placed into a paper bag and/or secured. Trainee's should be able to articulate when a detention turns into an arrest. Remember, if a pat down search was completed for weapons an additional search incident to arrest MUST be completed.

If the suspect was removed from a vehicle and subsequently arrested, can officers search the area where the subject was seated? If yes, what requirements must be met? (Likelihood of additional evidence relating to the crime, etc.)

9.2.05 Recognizing Probable Cause for Police Action

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.2.01 Part B - Agency Training Details *(field will expand automatically)*

FTO should conduct scenario based training to include the minimum:

-Consensual Encounter
-Detention
-Arrest
-Domestic Violence
-Felony High Risk Stop

FTO's will conduct the training and evaluate each trainee based on the decisions/actions demonstrated.

9.3 LAWS OF ARREST

9.3.01 Authority to Make an Arrest

The trainee shall explain a peace officer's authority to make an arrest.

Reference(s): Penal Code 836; Vehicle Code 40300.5 through 40302

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Law Enforcement Authority

9.3.01 Part B - Agency Training Details *(field will expand automatically)*

A peace officer makes an arrest – PENAL CODE 836:

a. In obedience to a warrant.
b. Without a warrant
i. Whenever he/she has reasonable cause to believe that the person to be arrested has committed a public offence in his/her presence.
ii. When a person arrested has committed a felony, although not in his/her presence.
iii. Whenever he/she has probable cause to believe that the person has committed a felony whether or not a felony has, in fact, been committed.

9.3.02 Arrest Requirements

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

A. Time of day or night that an arrest may be made

B. The information the person arrested must be provided and when it must be provided

C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

Reference(s): Penal Codes 825; 840; 841; 848; 849; 851.5; 853.5; and 853.6

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

Palm Springs PD policies: Law Enforcement Authority, Warrant Service

9.3.02 **Part B - Agency Training Details** *(field will expand automatically)*

Trainee should read and discuss each penal code section mentioned above. FTO can verbally test the trainee and/or conduct scenario based testing.

A. What is an arrest?
1. An arrest is taking a person into custody.
2. In a case and in a manner authorized by law
3. An arrest may be made by
   i. A peace officer (836 PC)
   ii. Or by a private person (837 PC)

B. Formalities when making an arrest – (PENAL CODE 841):
1. Officer or citizen must inform the person to be arrested of the intention of the arrest.
2. Cause of arrest (violation, etc.)
3. Authority of arrest must be established (identification as a police officer).

Warrant Arrests:
On felony warrants you can arrest at their residence at anytime.
On misdemeanor warrants, unless the warrant is endorsed for night service, you cannot go to their house and arrest the person between the hours of 10pm and 6am unless;
- You are on a call for service at their residence or they are being arrested at their house
- The person is in public

Once arrested the subject will either be cited/released or booked into County Jail.
Discuss the pre-booking process with trainee. When do we NOT bring arrestees into the PD? (Extremely intoxicated, involved in a collision, violent, etc).

Since most of our in-custody's are taken to County Jail for the booking process, their right to phone calls falls onto the responsibility of the jail. This does not mean Officers cannot allow the subject to make a phone call prior. Officers can use their discretion when allowing subjects to make phone calls prior to when required.

Release of a person for a misdemeanor (853.6PC):
You may cite and release a person arrested for a misdemeanor unless any of the following:
1)The person arrested was so intoxicated that he or she could have been a danger to themselves or others.
2)The person arrested required medical examination or medical car or was otherwise unable to care for his or her own safety.
3)The person arrested for one or more of the offenses listed in section 40302 CVC.
a. 40302. Whenever any person is arrested for any violation of this code, not declared to be a felony, the arrested person shall be taken without unnecessary delay before a magistrate within the county in which the offense charged is alleged to have been committed and who has

jurisdiction of the offense and is nearest or most accessible with reference to the place where the arrest is made in any of the following cases:
b. (a) When the person arrested fails to present his driver's license or other satisfactory evidence of his identity for examination.
c. (b) When the person arrested refuses to give his written promise to appear in court.
d. (c) When the person arrested demands an immediate appearance before a magistrate.
e. (d) When the person arrested is charged with violating Section 23152.
4)There were one or more outstanding warrants for the person.
5)The person could not provide satisfactory evidence of personal identification. If no ID, Officer's can obtain the subject's thumbprint.
6)The prosecution of the offense or offense for which the person was arrested or the prosecution of any other offense or offenses would be jeopardized by immediate release of the person arrested.
7)There was a reasonable likelihood that the offense or offenses would continue or resume, or that the safety of persons or property would imminently endangered by release of the person arrested.
8)The person arrested demanded to be taken before a magistrate or refused to sign the notice to appear.

9.3.03 Private Person Arrest

The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal.

Reference(s): Penal Codes 837 and 847

Case # *(If applicable)* **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Private Persons Arrests

9.3.03 Part B - Agency Training Details *(field will expand automatically)*

-Penal Code § 836(b) expressly mandates that all officers shall advise victims of domestic violence of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all other situations, officers should use sound discretion in determining whether or not to advise an individual of the arrest process.

(a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest as listed below.
(b) Private individuals should be discouraged from using force to effect a private person's arrest, and absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.

-Penal Code § 837 provides that a private person may arrest another:
(a) For a public offense committed or attempted in his or her presence;
(b) When the person arrested has committed a felony, although not in his or her presence;
(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

9.3.04 Miranda Rights

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

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

9.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Investigation and Prosecution

9.3.04 Part B - Agency Training Details *(field will expand automatically)*

MIRANDA:

You may ask investigative type questions of a detained person WITHOUT advising them of their Miranda Rights. If the person is only being detained and asked questions, tell that person he/she is not under arrest and only being detained. Once a person is deemed under arrest and being questioned then advise of Miranda Rights. **Try to make sure all invovled statements are recorded.

9.3.05 Admittance onto Property

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

Reference(s): Penal Code 844

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.3.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should read and understand 844 PC:

"To make an arrest, a private person, if the offense is a felony, and in all cases a peace officer, may break open the door or window of the house in which the person to be arrested is, or in which they have reasonable grounds for believing the person to be, after having demanded admittance and explained the purpose for which admittance is desired."

Give an example of when this might occur. FTO can verbally test and/or conduct a scenario based training.

9.3.06 Allowable Use of Force

The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference(s): Penal Code 835 and 843

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Use of Force

9.3.06 Part B - Agency Training Details *(field will expand automatically)*

Any peace officer may use reasonable force to effect an arrest, to prevent escape or to overcome resistance. A peace officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance on the part of the person being arrested; nor shall an officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest, prevent escape or to overcome resistance (Penal Code § 835a).

9.3.07 Reasonable Force

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

Reference(s): Penal Code 835

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Use of Force

9.3.07 Part B - Agency Training Details *(field will expand automatically)*

When determining whether or not to apply any level of force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration. These factors include, but are not limited to:

(a) The conduct of the individual being confronted (as reasonably perceived by the officer at the time).
(b) Officer/subject factors (age, size, relative strength, skill level, injury/exhaustion and number of officers vs. subjects).
(c) Influence of drugs/alcohol (mental capacity).
(d) Proximity of weapons.
(e) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
(f) Time and circumstances permitting, the availability of other options (what resources are reasonably available to the officer under the circumstances).
(g) Seriousness of the suspected offense or reason for contact with the individual.
(h) Training and experience of the officer.
(i) Potential for injury to citizens, officers and suspects.
(j) Risk of escape.
(k) Other exigent circumstances.

While various degrees of force exist, each officer is expected to use only that degree of force reasonable under the circumstances to successfully accomplish the legitimate law enforcement purpose in accordance with this policy.

9.3.08 Use of Physical Force and Deadly Force

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.08 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Use of Force

9.3.08 **Part B - Agency Training Details** *(field will expand automatically)*

Review policy:
Use of deadly force is justified in the following circumstances:

(a) An officer may use deadly force to protect him/herself or others from what he/ she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the person has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the subject is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes any of the following:

1. The person has a weapon or is attempting to access one and it is reasonable to believe the person intends to use it against the officer or another.
2. The person is capable of causing serious bodily injury or death without a weapon and it is reasonable to believe the person intends to do so.

FTO should provide Trainee with verbal scenarios where he/ she demonstrates an understanding of the department's policy. The Trainee should explain why the use of deadly force was justified to his/ her FTO.

9.3.09 False Imprisonment Liability

The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

Reference(s): Penal Codes 142(c), 836.5, and 847

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.3.09 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be able to explain why Officers acting within the scope of his/her authority cannot be held liable for false imprisonment or false arrest under what circumstances? He/She should be able to explain:
-Private person arrests
-What obligation do officers have to receive or arrest a person charged with a criminal offense?

9.3.10 Legal Exceptions to an Arrest

The trainee shall explain situations where legal exceptions to an arrest might exist, including:

A. Diplomatic immunity (22 U.S. Constitution, Chapter 6)

B. State misdemeanor rule (Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55 CA 2nd 861)

C. Congressional exceptions (Article 1, Section 6, U.S. Constitution; Article 4, Section 2, California Constitution)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.3. 10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Arrest or Detention of Foreign Nationals

9.3.10 Part B - Agency Training Details *(field will expand automatically)*

A. Review policy and understand the following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

B. On Misdemeanors, if the suspect is not arrested because he/she is gone, you cannot arrest them if you find him/her later (the next day or so),
unless you can show that you have been in fresh pursuit. This is called the "Stale Misdemeanor Rule."

C. Trainee should understand the following are the exemptions granted to the members of Congress under congressional immunity:

1. A Congress member is exempted from arrest while attending a session of the body to which the member belongs, excluding an arrest for treason, breach of the peace, or a felony, or;
2. A Congress member is exempted from arrest or interrogation for any speech or debate entered into during a legislative session.

9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses

The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

A. Miranda advisement

B. Welfare and Institutions Codes (WIC) 300, 305, 601, 602, 625, 627, 707 and any additional local ordinances and/or curfews

C. Laws pertaining to schools, including Penal Code (PC) 626 sections and Education Codes 48906, 48260-66, etc.

D. Secure/Non-secure detention of juveniles: WIC 206, 207, 207.1, 207.2

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.4.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Juveniles

9.4.01 Part B - Agency Training Details *(field will expand automatically)*

A. Trainee should review recent Miranda Law regarding juveniles: Juveniles in custody and subject to interrogation- Prior to a custodial interrogation, and before the waiver of Miranda rights, a youth 15 years or younger (15 and 364 days) shall consult with legal counsel in person, by phone, or video conference. The consultation cannot be waived.

B. CODES
● 300W&I -Emotional or physical abuse or neglect
Take to shelter or CPS
● 601W&I -Truant or not obeying parent /school
Take to school or to parents
● 602W&I -Criminal acts / breaking the law
Release, cite and release to parents, cite and release on their own, or bring to juvenile hall
● 777 W&I- is Juvenile Probation Violation (Usually charged along with a fresh crime)
● 627 W&I -Officers shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody, the location where the juvenile is being held and the intended disposition.
● 625 W&i- Whenever a juvenile is taken into temporary custody, he/she shall be given the Miranda rights advisement regardless of whether questioning is intended.

BOOKING OR CITING OUT JUVENILES
-Always print up a Juvenile Affidavit-The purpose of the Affidavit for Juvenile Court Petition is to provide a documented basis for either requesting that the District Attorney review the case for filing or allowing the Probation Officer to use an Alternative Disposition in cases involving minors. In all criminal cases involving minors, this Petition is to accompany the report, whether booked, or cited and released to a parent.
-Whenever a juvenile is brought into the booking room, fill out the Non-Secure Detention Log. If they are placed in the jail, fill out a Secure Detention Log and the Temporary Holding Prisoner Log.

In compliance with case law, (In re: Gault): In any case where a minor is taken into custody, proper notification will be made to the parent or guardian of that minor. In addition to requirements of this section, the parent or guardian must be advised of the circumstances of the arrest, or detention, the nature of the charges, and any action either pending or forthcoming.

JUVENILE HALL
-Call Juvenile Hall prior to booking a suspect and give them the specifics. They can often times help guide you with their procedures- whether or not they will take the juvenile and if a medical clearance is needed.
-Juvenile Hall will only take juveniles for felonies and violent misdemeanors. They will not take for 300W&I, or 601W&I. Call dispatch and ask for the on call CPS to call you back.
-Fill out Juvenile Detention Application before going to Juvneile Hall. This is like the booking form and a PC Declaration does not need to be filled out. The purpose of the Juvenile Detention Application (Juvenile Hall Referral Sheet) is to handle documentation necessary on police contact with juveniles. All cases in which juveniles are taken into custody and booked, require the completion of the sheet in duplicate, 1

original to case file, 1 copy to booking officer at Juvenile Hall.

C. Trainee should discuss what specific law pertain to our local schools including, but not limited to:
-626.9 PC
-626.10 PC

It is a crime to bring guns or other weapons onto school grounds, such as: K-12 schools, any private university, UC/CSU or CA Community Colleges. FTO should point out the different schools within the city of Palm Springs to include local elementary schools, Palm Springs High School, etc.
FTO should also clarify that other weapons beside a gun are prohibited on school grounds. Additional weapons that are prohibited on school grounds are:
-razors
-stun guns
-dirk or dagger
-an ice pick
-a knife having a blade longer than 2.5 inches
-a folding knife with a blade that locks into place
-a switch blade or butterfly knife, etc.

D. Trainee should understand the following definitions and FTO's need to show each Trainee where the detention logs are kept/maintained.

1. Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation (Welfare and Institutions Code § 207.1(d); 15 CCR 1150).
2. Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146).

9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act

The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

A. After-hours sales and/or consumption of alcoholic beverages on licensed premises

B. Selling/providing alcoholic liquor to any person under age 21

C. Selling/providing alcoholic liquor to a person who is visibly intoxicated

Reference(s): Business and Professions Codes 23000 through 25762

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.01 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall explain the following Alcohol Beverage Control laws (ABC) and identify the elements of each:

1. 25608 B&P – Possession of alcohol on school grounds
2. 25662(a) B&P – Possession of alcohol by a minor
3. 25658 B&P – Sale to or purchase by a minor
4. 25602 B&P – Furnishing liquor to obviously intoxicated person
5. 25619 B&P – Duties of public officers to enforce ABC laws
6. 25631 B&P – Hours of sale
7. 25665 B&P – Minor's presence on licensed premise
8. 272(a)(1) PC – Contributing to the delinquency of a minor

9.5.02 Probation/Parole Laws

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

A. Penal Code (PC) 1203.2

B. Penal Code (PC) 3056

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

9.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.02 Part B - Agency Training Details *(field will expand automatically)*

VIOLATIONS:

-1203.2(a)PC Misdemeanor or Felony depending on their original charge (Adult Probation Violation)
-777 W&I Felony (Juvenile Probation Violation)
-3056(a)PC Felony Parole Violation
-3455(a)PC -PRCS-Probation violation on a suspect whom was released on the re-alignment program. PRCS (Post Release Community Supervision) also called AB109. NOTE: If a person in on PCRS, they automatically have Search and Seizure. ****They also need a PRCS Declaration when they go to jail. If they are being charged with 3455(a)PC, you also need to fill out a copy of the Probable Cause Declaration and make a copy. Give one copy to jail and keep the other for your report.

-PRCS VIOLATIONS= 3455(a) PC: Officers can charge—all subjects on PRCS have Search & Seizure clause (just like on parole). When a subject violates their PRCS, officers fill out: and bring with to CJ.

9.5.03 Local Ordinance Violations

The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

9.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.03 Part B - Agency Training Details *(field will expand automatically)*

Even though Muni codes are inherently misdemeanors, you should charge all muni codes as infractions except for Curfew violations.

MUNI CODE VIOLATIONS: The trainee shall explain the common local ordinances and identify the elements of each, as well as locate the online City of Palm Springs Muni Code directory for refereence.

9.5.04 Constitutional Amendments Granting Individual Rights

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

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

Reference(s): U.S. Constitution, Bill of Rights

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

9.5.04 Part B - Agency Training Details *(field will expand automatically)*

Review policy and Trainee should be able to synopsize each Amendment.

FTO can give scenario based questions to test the Trainee's knowledge of each Amendment. FTO can also show recent case law(s) to demonstrate how violations occur (Whalen v. McMullen). Provide resources such as "Point of View" by the Alameda County DA's Office--discusses recent cases and case law that can impact Officers on their daily investigations.

9.5.05 State Legislative Mandates

The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

Reference(s): POST Legislative Update Telecourses and CD ROMs; POST Required Updated or Refresher Training Requirements

Case # *(If applicable)* **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

9.5.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee's should show FTO their knowledge of the POST Portal -How to login and access relevant videos. Videos include yearly Legal Updates, Legal Updates to case law, etc.

9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.

Reference(s): California Constitution, Article I, Section 28(b)

Case # *(If applicable)* **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

9.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Domestic Violence, Victim and Witness Assistance

9.5.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee review the Victims' Bill of Rights Act of 2008 and how victims of a crime should be provided with Marsy's Card and Resources.

VICTIM ASSISTANCE:
Victims may be traumatized or confused. Officers should:
(a) Recognize that a victim's behavior and actions may be affected.
(b) Provide the victim with the department's domestic violence information handout, even if the incident may not rise to the level of a crime.
(c) Alert the victim to any available victim advocates, shelters and community resources.
(d) Stand by for a reasonable amount of time when an involved person requests law enforcement assistance while removing essential items of personal property.
(e) Seek medical assistance as soon as practicable for the victim if he/she has sustained injury or complains of pain.
(f) Ask the victim whether he/she has a safe place to stay. Assist in arranging to transport the victim to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
(g) Make reasonable efforts to ensure that children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
(h) Seek or assist the victim in obtaining an emergency order if appropriate.

VICTIM INFORMATION:
The Administrative Services Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:
(a) Shelters and other community resources for victims of domestic violence.
(b) Community resources for victims of sexual assault.
(c) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams (42 USC § 3796gg; Penal Code § 13823.95(a)).
(d) An explanation that no victim of sexual assault shall be required to participate or agree to participate in the criminal justice system, either prior to examination or at any other time (Penal Code § 13823.95(b)).
(e) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
(f) A clear explanation of relevant court orders and how they can be obtained.
(g) Information regarding available compensation for qualifying victims of crime.
(h) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
(i) Notice regarding U-Visa and T-Visa application processes.
(j) Resources available for victims of identity theft.
(k) A place for the officer's name, badge number and any applicable case or incident number.
(l) Any additional information required by state law (Penal Code § 13701; Penal Code § 679.02;
Penal Code § 679.05; Penal Code § 679.026).

FTO's should point out the location of the Marsy's Card/Pamphlet. Trainee's will keep copies of the Marsy's Card in their bags to hand out during calls for service.

See next page for Attestation

Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 10

Search and Seizure

10.1 – 10.3 COMPETENCY REQUIREMENTS

Contents

10.1 Search Concepts
10.2 Seizure Concepts
10.3 Warrants
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

10.1 SEARCH CONCEPTS

10.1.01 Terminology
10.1.02 Circumstances Allowing Legally Authorized Searches
10.1.03 Items Which May Be Legally Searched
10.1.04 Limits of Searches
10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants
10.3.02 Serving Search and Arrest Warrants
10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

SECTION 10 SEARCH AND SEIZURE

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

10.1 SEARCH CONCEPTS

10.1.01 Terminology

The trainee shall review and explain the following terms relative to searches:

A. Consent
B. Scope of Searches
C. Contemporaneous
D. Probable Cause
E. Instrumentalities of a crime
F. Contraband
G. Knock and Notice
H. Container search doctrine

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.01 Part B - Agency Training Details *(field will expand automatically)*

Consent- Search conducted with consent that is voluntary and obtained from a person with the authority to give that consent.

Scope of Searches: Extent of the search to be conducted, specifically, a list of the items described in a search warrant.

Contemporaneous: Search conducted at or near the time of arrest, although etiher can precede the other, at or near the place of arrest, and while the arrestee is still on the scene.

Probable Cause: Enough credible information to provide a fair probability that the object the peace officers seek will be found at the place they want to search; requires something less than an absolute or even a near certainty, but something more than a mere hunch or suspicion.

Instrumentalities of a Crime: An item that was the means by which a crime was committed (ie: vehicle in a hit and run, ski mask in a robbery, etc).

Contraband: Any property that is illegal to produce or possess.

Knock and Notice: Before entering a dwelling to serve a search warrant, Officers must give notice to persons inside through certain actions.

Container Search Doctrine: When a warrant authorizes the search of a residence, vehicle or person, it automatically authorizes the search of anything, place or container insdie that residence or vehicle or on that person where the object of the search might be located. If, however, the warrant was not for a general area, but instead was for a particular container, that container would also have to be described as completely as possible in the warrant.

10.1.02 Circumstances Allowing Legally Authorized Searches

The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

A. Pat searches for weapons
B. Consent searches
C. Probable cause search
D. A search warrant
E. Plain sight
F. Incident to arrest
G. Exigent circumstances
H. Probation/parole search

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.02 Part B - Agency Training Details *(field will expand automatically)*

Pat Searches for Weapons: A strictly limited search for weapons of the outer clothing of a person who has been lawfully detained; this is a search for possible weapons only, not a search for contraband or other evidence.

Consent Searches: A search conducted with consent that is voluntary and obtained from a person with the apparent authority to give that consent.

Probable Cause Search: Having enough facts or information to provide a fair probability or a subtantial chance that the item sought is located in the place to be searched.

Search Warrant: An order in writing signed by a magistrate directed to a peace officer commanding the peace officer to search for an individual(s), thing(s), or personal property in the case of a thing(s) or personal property to bring the same before the magistrate (1523 PC).

Plain Sight: Objects in the line of sight of an officer who has the right to be in that position are subject to seizure without a warrant if the officer has lawful access to the object(s).

Incident to Arrest: A limited authority for a peace officer to conduct a warrantless search of a suspect's person and the property and area immediately within the suspect's immediate control after being lawfully arrested and taken into physical custody.

Exigent Circumstances: An emergency situation requiring swift action to prevent imminent danger to a person's life or safety, serious damage to property, imminent escape of a suspect or imminent destruction or removal of evidence.

Probatoin/Parole Search: A warrantless search of a person who is on probation (with Search and Seizure clause) or parole or PRCS, search status must be established prior to the search.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

10.1.03 Items Which May Be Legally Searched

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

A. Dangerous weapons
B. Fruits of the crime
C. Instruments of the crime
D. Contraband
E. Suspects
F. Additional victims

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.03 Part B - Agency Training Details *(field will expand automatically)*

Officers will likely need to conduct searches for evidence and/or persons. Having probable cause and adhering to the parameters of the Fourth Amendment, laws and codes, and a reasonable expectation of privacy, officers can search for dangerous weapons, fruits and instrumentalities of the crime, contraband, suspects and additional vicitms.

10.1.04 Limits of Searches

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

A. Protective sweeps
B. Closed containers
C. Inventory searches

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Search and Seizure

10.1.04 Part B - Agency Training Details *(field will expand automatically)*

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.
(b) Officers should explain to the person(s) being searched the reason for the search and how the search will be conducted.
(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
(e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

- Another officer or a supervisor should witness the search.
- The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that cound not reasonably conceal a weapon.
- Body camera's or car camera's can also be utilized while the search is completed.

Adhering to the scope of the search is critical. (What is the reason for your search? What are you looking for? Could it have been reasonably found where you are looking?)

10.1.05 Exclusionary Rule

The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:

A. Court filings

B. Prosecution of suspects

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.1.05 Part B - Agency Training Details *(field will expand automatically)*

If a court finds a search or seizure is not reasonable and a person's Fourth Amendment rights were violated by the government, all items seized during the search could be ruled inadmissible or excluded as evidence at trial. This inadmissible or excluded evidence is often referred to as "the fruit of the poisonous tree."

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:

A. Preventing a suspect from swallowing evidence
B. Inducing a suspect to vomit
C. Extracting blood evidence from a suspect
D. Extracting fingerprint evidence from a suspect

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Search and Seizure, Use of Force

10.2.01 Part B - Agency Training Details *(field will expand automatically)*

In order for seizures to be lawful, officers must meet certain requirements before an item in plain view may be seized legally and used as evidence. Officers must have probable cause, a lawful right to be in the location and lawful access to the item (whether through a plain view seizure or with a warrant). Probable cause to search means enough credible information to provide a fair probability that the object or person the officer seeks will be found at the place they want to search. The lawful right to be in the location means that the officer's location does not violate an individual's reasonable expectation of privacy. Lawful access to the item is most commonly obtained when a officers's entry is based on consent, exigent circumstances or some other purpose (e.g., to conduct a parole, probation, administrative or regulatory search).

Occasionally, force is required to seize evidence from a person. The following instances justify when force may be used:

• Preventing a Suspect from Swallowing Evidence
  o In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Palm Springs Police Department for this specific purpose.
• Detain the suspect under controlled conditions and wait until the evidence naturally passes through the suspect's system.
• If a doctor declares the suspect's life is in danger or the suspect is at risk for serious bodily injury, then the suspect's stomach can be pumped or an emetic can be administered to induce vomiting.
• The suspect may give consent to a stomach pump or emetic, but it should occur under the supervision of a doctor.
• In all other circumstances, it should be assumed that a search warrant would be required to pump a suspect's stomach or administer an emetic to induce vomiting for the recovery of the evidence.
• Extracting Blood Evidence from a Suspect
• Blood samples are considered minimally intrusive.
• The affidavit for a blood sample must demonstrate the following:
Probable cause that the test results will show evidence of a crime
The removal will be conducted by trained medical personnel in accordance with accepted medical practices.
• Assuming these conditions are met, blood may be taken, even in situations where the suspect is unconscious, or where the officers must apply reasonable force.
• Extracting Fingerprint Evidence from a Suspect
• Officers may obtain fingerprint samples from a person if they have that person's consent or probable cause to believe the person was involved in criminal activity.
• If the person has been placed under arrest, the person has no legal right to refuse a fingerprint examination.
• Officers may use a reasonable amount of force to obtain fingerprints. Care should be taken to prevent smearing or incomplete prints when using force to extract fingerprints.

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants

The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:

A. Probable cause necessity

B. Allowable exclusions (including hot pursuit and emergency situations)

C. Process for obtaining warrants during and after business hours

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.3.01 Part B - Agency Training Details *(field will expand automatically)*

There are exclusions to the need to obtain an arrest or search warrant. Exigent circumstances where there is imminent danger to a person's life or safety, serious damage to property, imminent escape of a suspect (hot & fresh pursuits), imminent destruction or removal of evidence are instances where a warrant would not be required; however, officers can only act to resolve the exigency. Officers may search only if it reasonable to believe a search is necessary to secure the exigency. Items in plain view can be seized if the item is believed to be contraband or evidence of a crime. Once the exigency is resolved, officers must vacate the premises within a reasonable amount of time, if applicable, and not re-enter unless they obtain a warrant or consent.

Probable cause to search means enough credible information to provide a fair probability that the object or person the officer seeks will be found at the place they want to search.

Review PC 817- Warrant of Probable Cause for Arrest, PC 1524- Grounds for Issuing Search Warrant

10.3.02 Serving Search and Arrest Warrants

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

A. Hours of service for felony arrest warrants
B. Hours of service for misdemeanor arrest warrants
C. Hours of service for search warrants
D. Knock and notice for search warrants, and exemptions to
E. "Signing off" warrants/return

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*	☒ N/A

10.3.02 Part B - Agency Training Details *(field will expand automatically)*

Hours of Service for Felony Arrest Warrants:
• Any time of the day or night

Hours of Service for Misdemeanor Arrest Warrants:
• 0600 – 2200 Hours, unless the warrant is endorsed for nighttime service

Hours of Service for Search Warrants:
• 0700 – 2200 Hours
• If an officer can show good cause, the magistrate will allow the warrant to be served at any time of the day or night.
• Examples of good cause:
  o Nighttime service will decrease danger to peace officers
  o A drug sale occurred at the search location at night
  o Prompt execution might preclude murders
  o The property sought will likely be gone, sold, or removed by dawn
  o The stolen items are primarily perishable or easily disposable goods
• A nighttime service request is not necessary for searches that go past 2200 hours as long as the service is executed prior to 2200 hours.

Knock and Notice
• Before entering dwelling to serve a search warrant, deputies must give notice to persons inside by doing the following:
  o Knock and otherwise announce their presence
  o Identify themselves as peace officers
  o State their purpose
  o Demand entry
  o Wait a reasonable amount of time
  o If necessary, forcibly enter the premises
• Exemptions
  o Potential harm to the officers or other individuals (hostages)
  o Destruction of evidence

Signing-off/Returning Warrants
• §1534 PC states that a search warrant shall be executed and returned within 10 days from issuance.
• The 10-day time limit means that peace officers have 10 days within which to execute the warrants, beginning with the day after the warrant is issued and running until midnight of the 10th day, with no exceptions for weekends or holidays.
• If the 10-day period has expired, must obtain a new warrant or resubmit the expired warrant so it may be reissued and revalidated.

10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

10.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

10.3.03 Part B - Agency Training Details *(field will expand automatically)*

Follow the electronic warrant process if after hours.

Contact a DA to review the warrant.

DUI blood warrants completed in a timely manner so as to not loose evidence(lowering BAC.)

See next page for Attestation

Part 5 – Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 11

Report Writing

11.1 – 11.2 COMPETENCY REQUIREMENTS

Contents

11.1 Field Notes and Notebook
11.2 Report Writing Requirements
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes
11.1.02 Discoverable Contents
11.1.03 Types of Entries
11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports
11.2.02 Report Depository
11.2.03 Records Unit
11.2.04 Records Unit
11.2.05 Importance of Police Reports
11.2.06 Components of a Well-Written Police Report
11.2.07 Types of Report Forms
11.2.08 “Cold” Crime Reports
11.2.09 Preparing a Written Report
11.2.10 Completing Reports Following an Arrest

SECTION 11 REPORT WRITING

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

11.1 FIELD NOTES AND NOTEBOOK

11.1.01 Necessity for Field Notes

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

A. References for future investigation

B. References for future court appearance

C. Beat or area information

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.01 Part B - Agency Training Details *(field will expand automatically)*

-Why are Notes Important? Reports are completed hours later, get details and/or quotes correct.
-What Should They Include? Critical information, names and identifying information of involved parties, dates and times of report/incident.
-Often times officers are subpeonaed to court months/years later and cannot recall the events of an incident. By properly documenting the incident in a thorough police report, officers can read their report which in turn helps them recall the investigation.
-Warnings About Notes: How is the victim/suspect, etc. reacting to you writing down their statement, do not interrupt them if possible, during suspect interviews note taking may remind suspect that it is an interrogation as opposed to them feeling comfortable.

11.1.02 Discoverable Contents

The trainee shall recognize That the contents of field notes are discoverable in a court proceeding.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.02 Part B - Agency Training Details *(field will expand automatically)*

Keep or Destroy Notes: Personal decision, but keep in mind that notes must be kept in secure area if you keep them and they ARE discoverable in court.

11.1.03 Types of Entries

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

A. Date, day, time, and vehicle number
B. Name(s) of additional personnel and supervisor
C. Type of incident
D. Pertinent information
E. Names of suspects, victims, witnesses, and reporting persons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.03 Part B - Agency Training Details *(field will expand automatically)*

Field notes: Trainee's are to have a notebook or similar system and are expected to take thorough notes. When they are investigating an incident they will obtain the: "Who, What, Where, When, Why, and How,?" questions. Trainee's should not rely on information in the detail (Computer Aid Dispatch) to document the incident. It should also be noted that field notes will contain sensative personal information and if not destroyed, need to be kept in a safe and secure place.

FTO's can conduct scenarios that require the trainee to write down such information and later on require them to write a "mock" report. This will test the trainee and make sure they are obtaining all the pertinent information needed for documentation.

11.1.04 Recording Pertinent Information

Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.1.04 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate competency in-field.

When writing reports, FTO can check the Trainee's notes to compare to their report narrative. Often times, Trainee's forget information necessary for reports such as: phone numbers, date of birth, vehicle license plate(s), addresses (current), etc.

11.2 REPORT WRITING REQUIREMENTS

11.2.01 Flow of Completed Reports

The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Report Preparation

11.2.01 Part B - Agency Training Details *(field will expand automatically)*

CRIMINAL ACTIVITY
When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution. Activity to be documented in a written report includes:

(a) All arrests
(b) All felony crimes
(c) Non-Felony incidents involving threats or stalking behavior
(d) Situations covered by separate policy. These include:
1. Use of Force Policy
2. Domestic Violence Policy
3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate Crimes Policy
6. Suspicious Activity Reporting Policy
(e) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., dispatch log).

NON-CRIMINAL ACTIVITY
The following incidents shall be documented using the appropriate approved report:

(a) Anytime an officer points a firearm at any person
(b) Any use of force against any person by a member of this department (see the Use of Force Policy)
(c) Any firearm discharge (see the Firearms Policy)
(d) Anytime a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
(e) Any found property or found evidence
(f) Any traffic collisions above the minimum reporting level (see Traffic Collision Reporting Policy)
(g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
(h) All protective custody detentions
(i) Suspicious incidents that may place the public or others at risk
(j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor

DEATH CASES
Death investigations require specific investigation methods depending on circumstances and should be handled in accordance with the Death Investigations Policy. The handling officer should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following cases shall be appropriately investigated and documented using the approved report:
(a) Sudden or accidental deaths.
(b) Suicides.
(c) Homicide or suspected homicide.
(d) Unattended deaths (No physician or qualified hospice care in the 20 days preceding death).
(e) Found dead bodies or body parts.

INJURY OR DAMAGE BY CITY PERSONNEL
Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports should be taken involving damage to City property or City equipment.

11.2.02 Report Depository

The trainee shall give the location of the report depository.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee's will be shown how to complete and submit reports through the online electronic sytstem (Alliance), and ensure reports are approved appropriately prior to the end of watch or the end of the work week if authorization from a supervisor was gained to pend the report.

11.2.03 Records Unit

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.03 Part B - Agency Training Details *(field will expand automatically)*

Under general supervision, the Records Bureau performs technical public safety record keeping work on an assigned shift; greet the public and answer the telephone, provide information about Public Safety Department functions and activities; type and assist with the preparation of reports; and perform related duties as assigned.

ESSENTIAL AND IMPORTANT DUTIES:
-Posting and entering a variety of information to a manual and computerized records system.
-Proofread forms, records, applications, and other materials for accuracy, completeness and conformity with established department procedures.
-Log subpoenas, process and distribute reports to officers.
-Notify officers of required court appearances and cancellations.
-Prepare and process citation records.
-Assist in the preparation, revision and update of a wide variety of written materials.
-Prepare summary reports on public safety department activities and emergency reponses.
-Prepare minor police reports to assist public and very DMV fix it tickets.
-Process requests for information and ensure authorized releases.

11.2.04 Investigative Units and the District Attorney's Office

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.04 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Investigation and Prosecution

11.2.04 **Part B - Agency Training Details** *(field will expand automatically)*

INVESTIGATIVE UNITS:
Detectives and criminal investigators are uniformed or plainclothes investigators who gather facts and collect evidence for criminal cases. They conduct interviews, examine records, write search warrants, observe the activities of suspects, and participate in raids and arrests. Detectives usually specialize in investigating different types of crime that include, but are not limited to fraud, homicide, child and adult sexual assaults, etc. Detectives are typically assigned cases on a rotating basis and work on them until an arrest and trial are completed or until the case is dropped.

DISTRICT ATTORNEY'S OFFICE:
A district attorney is an elected or appointed public official of a county or designated district whose duties are governed by state law. Generally, the duties of a district attorney are to manage the prosecutor's office, investigate alleged crimes in cooperation with law enforcement, and file criminal charges or bringing evidence before the Grand Jury.

Once a police report is completed, it is submitted to the records division and forwarded to the appropriate divisions (District Attorney's Office for prosecution, Investigations for follow-up, Adult Probation Department for violations of probation, etc).

11.2.05 Importance of Police Reports

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

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Report Preparation

11.2.05 Part B - Agency Training Details *(field will expand automatically)*

INTRODUCTION: The police report is a public, permanent document, always subject to subpoena. Case law and current legislation dictates and restricts methods and systems of crime reporting and records keeping.

One of the more important functions of law enforcement is the reporting of crimes and other events brought to its attention. The completed police report must always fulfill the specific requirements of state law regulating police reports. Our reports should also meet the needs of other criminal justice agencies who work together with out department in a mutual struggle against crime and the havoc it delves on our society. Our reports are often the sole representative of the event from which it originates, so we have endeavored to provide a manual to aid in preparing complete, accurate and professional reports. Reports are a direct reflection on you as an officer, and on reaching other agencies, should be representative of the professionalism of each and every one of us.

We need to constantly be aware of the fact that many people outside our agency read, analyze and draw inferences and conclusions from reports we generate. Among the most common recipients of our police reports are; the District Attorney, Judges, Counsel, City, County and State Administrators, other law enforcement agencies, the media, as well as numerous professional groups who may have an interest in crime reports.

One of our main objectives is to assist, and fully co-operate with other criminal justice agencies in the prosecution of persons charged with crimes. The accomplishment of this objective is dependent upon the timely submission of complete and accurate investigative and supplemental reports. All of our reports must be able to withstand scrutiny by any person having interest in such reports.

**Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the officer's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized training and on-the-job training.

11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Report Preparation

11.2.06 Part B - Agency Training Details *(field will expand automatically)*

REPORT PREPARATION:

Employees should ensure that reports are sufficiently detailed for their purpose and free from errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Employees who dictate reports shall use appropriate grammar, as content is not the responsibility of the typist. Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense, and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident, nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

In general, all officers and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

In custody and death investigation reports shall be completed by the end of the shift. With supervisory approval, other reports may be held until the next workday, but generally no case will they be held over during the officers day(s) off.

For reports which are held over, the officer shall enter in the RMS all initial information and the summary narrative screen.

The officer will then make a note in the narrative document of the report of the date and time the report was authorized to be held and which supervisor approved it to be held over.

11.2.07 Types of Report Forms

The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.07 Part B - Agency Training Details *(field will expand automatically)*

FTO should provide training- where the forms are located, how to fill them out and include/attach them in your report.

For example:

DUI -Report approval form, PC Declaration, DS367(confiscate CDL), citation (if cited and released), Release of Intoxicated Person, County Booking form (if booked), CHP 180.

Missing Person- a packet of forms can be found on the "S" drive in "Officer Files_ Training." Minimally, Officers need to fill out the DOJ Missing Person report, APB Flyer (if photograph is available), Report approval form and enter in CLETS the subject as missing.
*Additional forms include:
Missing Person Activity Log, Palm Springs PD Missing Person form and a Continued MP Checklist.

Stolen Property List- an itemized list of property taken from the victim of a burglary or theft. The list is self-explanatory. All burglary and/or theft reports should be accompanied by a stolen property list, even if the property was subsequently recovered and returned to the rightful owner. Identifiable items should be entered into the stolen property system, and noted as having been entered under the section; "additional information."

Evidence/Found Property: The purpose of the Property Receipt is to itemize all evidence obtained in a particular investigative effort, provide identification of property logged into evidence, and to show the chain of custody regarding said evidence. The form is self-explanatory, and should be filled out completely, any time you intend to log any property into evidence. The form is to be used for both evidence and found property.

Members of this Department are reminded that an arrested person is the sole responsibility of the arresting officer until relieved by the jail facility or turned over to another officer/ jail transport officer, consequently, booking procedures must be explicitly followed, keeping in mind the rights of the arrested person and the objectives of our department.

11.2.08 "Cold" Crime Reports

Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Report Preparation

11.2.08 Part B - Agency Training Details *(field will expand automatically)*

Trainee demonstrate in-field, and FTO to review report writing requirements. Trainee should be able to complete a report and all required forms without the assistance of their FTO. Trainee should refer to the FTO Report Writing Guidelines II and FTO Collision Reporting Guidelines.

11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

A. Organizing facts in chronological order
B. Relating facts in appropriate sentence form
C. Correctly filling in all appropriate boxes
D. Properly establishing who, what, when, where, why, how, and how many
E. Properly establishing the elements of the crime(s), when appropriate

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Report Preparation

11.2.09 Part B - Agency Training Details *(field will expand automatically)*

The preparation and processing of reports is a subject to which considerable time has been devoted by this and many other police agencies. Officers complete their own data entry into the department records management system. On some pre-printed forms officers must hand write the needed information. The narratives for most reports are generated using computers. The main requirements are legibility and accuracy of the reports.

The use of the computers will speed up production of reports and ensure legibility. All officers are required to become proficient in the use of the computers.

Officers, after selecting the proper forms necessary to complete a report, are encouraged to complete these reports in the field. Realizing that there are occasions when lengthy and involved investigations require an environment more conducive to writing, Watch Commanders will allow officers to complete their reports in the station and/or sub-station(s). Our agency also has a contract with a transcription company to dictate report narratives to maximize the report writing process. All officers are required to become proficient in the use of the dictation system.

11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

A. Elements constituting the offense
B. Complete documentation of reasonable/probably cause
C. Complete description of all physical evidence, where it was found, and its disposition
D. Complete listing of all suspects, including whether or not they are in custody

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

11.2.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

11.2.10 Part B - Agency Training Details *(field will expand automatically)*

Trainee will demonstrate in-field. FTO's will make sure the Trainee's report has minimal errors and has all the listed elements of the crime.

See next page for Attestation

Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 12

Control of Persons/Prisoners/Mentally Ill

12.1 – 12.7 COMPETENCY REQUIREMENTS

Contents

12.1 Control/Searching of Persons
12.2 Handcuffing
12.3 Legal Responsibilities and Requirements with Prisoners
12.4 Transporting Prisoners
12.5 Booking Prisoners
12.6 People with Disabilities
12.7 Mental Illness Cases
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics
12.1.02 Search Techniques
12.1.03 Searching the Opposite Sex

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing
12.2.02 Handcuffing/Restraint Device Principles
12.2.03 Agency Policy Regarding Handcuffing Prisoners
12.2.04 Handcuffing and Transporting Single or Multiple Suspects

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners
12.3.02 Prisoner Provisions
12.3.03 Prisoner's Right to Make Calls
12.3.04 Property Receipts
12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges
12.3.06 Willful Inhumanity or Oppression toward Prisoners

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy
12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
12.4.03 Prior to Booking a Prisoner

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles
12.5.02 Jail Facility
12.5.03 Securing Weapons Prior to Entering Custody Facility
12.5.04 Booking Documents/Procedures
12.5.05 Booking Adult Prisoners
12.5.06 Other Types of Prisoners
12.5.07 Inmate Classification
12.5.08 Legalities of Prisoner/Inmate Searches
12.5.09 Prisoner Release
12.5.10 Response to Jail Emergencies

12.6 PEOPLE WITH DISABILITIES

12.6.01 Americans with Disabilities Act (ADA)
12.6.02 Behavior Due to Disabilities
12.6.03 Dealing with Cognitive Impairment
12.6.04 Non-compliance as a Warning Sign
12.6.05 Standard Tactical Assessments and Safeguards

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy
12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
12.7.03 Mental Health Facility or Regional Center
12.7.04 72-Hour Hold
12.7.05 Required Procedures for WIC 5150
12.7.06 Alternative Methods
12.7.07 Required Documentation and/or Reports
12.7.08 Demonstrating Knowledge of Proper Procedure
12.7.09 Address Issues Related to Stigma

SECTION 12 CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

12.1 CONTROL/SEARCHING OF PERSONS

12.1.01 Safety Tactics

The trainee shall be able to safely and effectively control (verbally and physically) one or more suspects, applying all officer safety tactics, including:

A. Approach
B. Cover position with vehicle(s) and person(s)
C. Position of advantage
D. What to watch out for
E. Communications with cover officer/danger signals

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.1.01 Part B - Agency Training Details *(field will expand automatically)*

Approach:
-Passenger vs. Driver side approach (pros and cons).
-When approaching pedestrians whether it's a consensual contact or a detention, make sure to constantly watch for any furtive movements, their hands, if the subject starts to look around, surroundings to see if they are alone or with additional people, etc.

Cover position with vehicle and person:
-Cover vs. Concealment-
Cover is any material that can reasonably be expected to stop the travel of a bullet fired from small arms such as handguns, shotguns, and rifles. Cover will consist of hardened, thick, bulky material and manmade structures. A concrete wall, a telephone pole, a car's engine block; these are all places where you can hide and know that it will provide some type of cover. Concealment is exactly what it sounds like. Concealment "conceals" you from the view of the perpetrator. Any object that prevents the enemy from seeing you is technically concealment. A thick bush could be concealment. For that matter, a closed set of window blinds also qualifies. The problem arises when the good guys confuse concealment, a.k.a. not being seen, with cover.

Position of advantage: There are a wide variety of different tactics officers can utilize- Some officers pat search subjects, then request them to sit along the curb line of a sidewalk/roadway or the front push-bars of their patrol vehicle. Officers can also secure a subject detained in the rear seat of their patrol car. This tactic is good when there are multiple subjects. Every time an officer contacts a subject, he/she should be thinking of placing that subject in a position that made him/her less capable of initiating a sudden unarmed assault. More importantly, this also makes it more difficult, and more time consuming, for a suspect to draw a firearm. More reaction time for officers to react to a threat.

What to watch out for:
-CONTROL THE HANDS Of the personal weapons aggressors can use to hurt you, their hands should be your greatest concern. A suspect's hands can be used to strike, grab, choke, and manipulate weapons.
-ADDITIONAL SUSPECTS (Lookouts)
-ADDITIONAL VEHICLES- Often an officer will be contacting a subject and an additional vehicle pulls up. Be sure to log the plate with Dispatch and immediately

12.1.02 Search Techniques

The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view
B. Maintaining control and position of advantage
C. Standing, kneeling, and prone position searches
D. Safeguarding of weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.1.02 Part B - Agency Training Details *(field will expand automatically)*

Defensive Tactics Training:

Trainee should demonstrate to FTO how they can secure a person in the standing, kneeling and prone positions. This can be done in a controlled setting using scenario training. FTO's should make sure the Trainee maintains a secure control hold of the subject's arm/hand while taking the person into custody. Trainee should approach the subject with weapon side away and safeguarded.

Trainee should also demonstrate basic control holds: from the front, rear, handcuffing, etc.

12.1.03 Searching the Opposite Sex

The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Search and Seizure

12.1.03 Part B - Agency Training Details *(field will expand automatically)*

When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing

The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:

A. Attack

B. Escape

C. Destruction or concealment of evidence or contraband

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Handcuffing and Restraints

12.2.01 Part B - Agency Training Details *(field will expand automatically)*

Although recommended for most arrest situations, handcuffing is a discretionary procedure and not an absolute rule of the Department. The arresting officer should consider the circumstances leading to the arrest, the attitude of the arrested person, and the age, sex, and health of the person before handcuffing.

It must be recognized that officer safety is the primary concern. Examples of officer safety concerns include, but are not limited to the following:

- The stop is for a crime that commonly involves weapons or violence
- There is circumstantial evidence that the person is armed or dangerous
- The suspect is uncooperative or does something that raises a reasonable chance that he or she may flee
- The officer has information that a crime involving violence is about to occur
- The person refuses to keep his hands in sight
- The person pulls away from officers
- The person is hostile or agitated
- The person tries to reach inside his clothing despite being told not to do so
- Officers are outnumbered, and the totality of circumstances presents a reasonable safety concern

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

It is not the intent of the Department to dissuade officers from handcuffing all persons they believe warrant that degree of restraint, nor is it the intent of this policy to create the atmosphere that in order to avoid risk, an officer should handcuff all persons regardless of the circumstances. In most situations' handcuffs should be applied with the hands behind the person. If a person is handcuffed in the front, the officer should consider use of belly chains. Handcuffs should be removed as soon as the arrested person is safely confined within the jail.

12.2.02 Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

A. Control of the suspect(s) and the handcuffs
B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
C. Reasonable degree of tightness
D. Observation of restrained suspects
E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.)
F. Safe and controlled removal of handcuffs and other restraint devices

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Handcuffing and Restraints

12.2.02 Part B - Agency Training Details *(field will expand automatically)*

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations' handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear enough to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

12.2.03 Agency Policy Regarding Handcuffing Prisoners

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

12.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Handcuffing and Restraints, Temporary Custody of Adults

12.2.03 Part B - Agency Training Details *(field will expand automatically)*

USE OF RESTRAINTS:
When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:
• The age and health of the person.
• Whether the person is known to be pregnant.
• Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
• Whether the person has any other apparent disability (or mental illness).

TEMPORARY CUSTODY OF ADULTS:
Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell. The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Palm Springs Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy. Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

JUVENILES:
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

PREGNANT PERSONS:
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained using leg irons, waist chains or handcuffs behind the body.

No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others (Penal Code § 3407; Penal Code § 6030).

12.2.04 Handcuffing and Transporting Single or Multiple Suspects

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.2.04 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate his/her ability to safely secure their suspect(s). They should be adhering to the policy and be able to complete without any officer safety issues.

Most common trainees forget to search incident to arrest before securing their suspect in the rear seat of the patrol car, other mistakes include, but are not limited to:
-lack of control while handcuffing,

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Adults

12.3.01 Part B - Agency Training Details *(field will expand automatically)*

The Palm Springs Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY:

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Palm Springs Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
(b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
(c) Any individual who is seriously injured.
(d) Individuals who are a suspected suicide risk.

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed (15 CCR 1219).

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether they appear intoxicated.
(g) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others (15 CCR 1053; 15 CCR 1055).
(h) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).
(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.
(j) Any individual who is obviously developmentally disabled (15 CCR 1057).
(k) Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).
(l) Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).
(m) Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213). Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

12.3.02 Prisoner Provisions

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Adults

12.3.02 Part B - Agency Training Details *(field will expand automatically)*

MEDICAL CARE:
First-aid equipment and basic medical supplies should be available to department members (15CCR 1220). At least one member who has current certification in basic first aid and CPR should always be on-duty .

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Palm Springs Police Department. They should be released or transferred to another facility as appropriate.

MANDATED JUVENILE PROVISIONS:
While a juvenile is being detained in the detention room, he/she shall be provided with the following provisions:
(a) Reasonable access to toilets and washing facilities.
(b) Food, if the juvenile has not eaten within the past four hours, or is otherwise in need of nourishment, including any special diet required for the health of the juvenile. Appropriate nourishment shall be provided for the juvenile.
(c) Reasonable access to drinking water.
(d) Privacy during family, guardian, and/or lawyer visits.
(e) Blankets and clothing necessary to ensure the comfort of the juvenile (clothing shall be provided by the jail if the juvenile's clothing is taken as evidence or is otherwise unsuitable or inadequate for the continued wear while in custody.)

12.3.03 Prisoner's Right to Make Calls

The trainee shall review and explain prisoners' rights to telephone calls.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Adults

12.3.03 Part B - Agency Training Details *(field will expand automatically)*

**On most occasions, Palm Springs PD officers will transport their subject who is in-custody to the local County Jail within the three-hour time frame of the prisoner's rights. However, officers can use discretion and allow the subject to make a phone call prior to arriving to the facility.

If the in-custody cannot be released to a county facility then immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations and logistics should be balanced against the individual's desire for further telephone access.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
2. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.

(b) The individual should be given enough time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
2. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that he/she may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (Penal Code §851.5(b)(1); 15 CCR 1068).

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Property Procedures, Custodial Searches

12.3.04 Part B - Agency Training Details *(field will expand automatically)*

PROPERTY:
Property Receipts shall be completed as required by the code sections listed in this directive. Refer to the following code sections in summary:

•2080.10 Civil Code – When a public agency obtains possession of personal property from a person for temporary safekeeping, the public agency shall provide the person from whom the property was taken with a receipt.
•8102(A) WW&I – Whenever a person, who has been detained or apprehended for examination of his or her mental condition is found to own, have in his or her possession or under his or her control, any firearm whatsoever, or any other deadly weapon, the firearm or other deadly weapon shall be confiscated by any law enforcement agency or peace officer, who shall retain custody of the firearm or other deadly weapon. Upon confiscation, the peace officer or law enforcement agency shall issue a receipt.
•16590 Penal Code – Deadly Weapons defined. Upon review of this directive all staff are responsible for reading and familiarizing themselves with this section.
•1412 Penal Code – When property or money is taken from an arrested person, the officer taking it must at that time give a duplicate receipt specifying the kind of property or amount of money taken from the arrested person.
•1535 Penal Code – When the officer takes property under a warrant, the officer must give a receipt for the property taken to the person it belonged to or was taken from or to the person in whose possession it was found. In the absence of any person, the officer must leave the receipt in the place where the property was found.
•18250(a) Penal Code – If an officer is at the scene of a domestic violence incident involving a threat to human life or a physical assault, is serving a protective order, or is serving a gun violence restraining order, the officer shall take temporary custody of any firearm or deadly weapon in plain sight or discovered pursuant to a consensual or other lawful search as necessary for the protection of a peace officer or other persons present.
•18255(a) Penal Code – Upon taking custody of a firearm or deadly weapon, the officer shall give the owner or person who possessed the weapon a receipt.

12.3.05 Local Policy/Legal Aspects of Prisoners' Rights and Privileges

The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Custodial Searches

12.3.05 Part B - Agency Training Details *(field will expand automatically)*

BOOKING OF PRISONERS
It is the policy of the Palm Springs Police Department that all prisoners who are not issued a citation in the field and a decision has been made to book the prisoner; they shall book the prisoner into the County Jail facility.

Prisoners should be "pre-booked" at the police department unless otherwise directed by a supervisor. This will not preclude an officer/detective from interviewing a prisoner as necessary. Any prisoner who is brought into the station for interview purposes shall be monitored as per Department jail policy.

12.3.06 Willful Inhumanity or Oppression toward Prisoners

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Adults

12.3.06 Part B - Agency Training Details *(field will expand automatically)*

-147 PC- Every officer who is guilty of willful inhumanity or oppression toward any prisoner under his care or in his custody, is punishable by fine not exceeding four thousand dollars ($4,000), and by removal from office.

-Discipline will not be administered to any individual in custody at this facility. Any individual in custody who repeatedly fails to follow directions or facility rules should be transported to the appropriate jail, mental health facility or hospital as soon as practicable. Such conduct should be documented and reported to the receiving facility (15 CCR 1081).

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

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

A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)
B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
C. Juveniles with/without adults
D. Females
E. Use of seat belts
F. Search of area where prisoner is to be placed prior to transportation
G. Search of area where prisoner has been following transportation
H. Proper positioning of officer(s) and prisoner(s) within the vehicle
I. Close and constant observation of prisoner(s)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults, Seat Belts, Handcuffing and Restraints

12.4.01 Part B - Agency Training Details *(field will expand automatically)*

A. AUXILIARY RESTRAINT DEVICES:
Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

-LEG RESTRAINTS: May be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat. Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

-APPLICATION OF SPIT HOODS/MASKS/SOCKS: Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others. Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

-Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should assist individuals during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

-Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood. Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

**Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

B. MEDICAL CONSIDERATIONS:
-Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, who has sustained visible injury, expresses a complaint of injury or continuing pain, or who was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

-Persons who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with

multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away if appropriate.
-Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and in no event shall these persons be restrained by the use of leg irons, waist chains or handcuffs behind the body.

C/D. Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

E. TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES: Pursuits should not be undertaken with a prisoner in the police vehicle.
-Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

F/G: When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

12.4.02 Transport of Prisoner(s) in a Patrol Vehicle

Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										
Comments:										

Additional Information:

12.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults, Seat Belts, Handcuffing and Restraints

12.4.02 Part B - Agency Training Details *(field will expand automatically)*

TRANSPORTATION:
Prisoner transportation should not be provided by the victim officer(s). This should be done by another officer or the investigating supervisor. Any exception requires supervisory approval and shall be documented in the police report. This transportation should be done as soon as practical after the incident/arrest. The transporting officer will complete a supplemental report as to the circumstances of the transportation, spontaneous statements, any booking incident, and any other information pertinent to the case. The above stated prisoner transportation guidelines to not apply in situations of "flee only" arrests where a violation of Penal Code § 148 is charged.

TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES:
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints. Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy (#306).

12.4.03 Prior to Booking a Prisoner

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Juveniles, Temporary Custody of Adults

12.4.03 Part B - Agency Training Details *(field will expand automatically)*

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Palm Springs Police Department. They should be released or transferred to another facility as appropriate.

Subjects who have been exposed to OC, Tased, Use of Force applied, car accident, complaint of pain, are all examples of when an officer would need to obtain a medical clearance prior to booking them into the county facility.

*If transporting a juvenile to Juvenile Hall and they are intoxicated (alcohol or drug related), Officers must get a medical clearance from a local medical facility such as the Natividad Medical Center, prior to booking.

12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Miranda advisement
B. Right to phone calls
C. What notifications are required
D. Secure/non-secure detention of juveniles
E. Strip search of juveniles
F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime
G. Custody alternatives

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Juveniles, Temporary Custody of Adults

12.5.01 Part B - Agency Training Details *(field will expand automatically)*

A. CONSTITUTIONAL RIGHTS ADVISEMENT
-In any case where a juvenile is taken into temporary custody, the juvenile should be promptly advised of his/her constitutional rights to ensure the admissibility of any spontaneous statements, whether questioning is intended (Welfare & Institutions Code § 625).
-Juveniles in custody and subject to interrogation- Prior to a custodial interrogation, and before the waiver of Miranda rights, a youth 15 years or younger (15 and 364 days) shall consult with legal counsel in person, by phone, or video conference. The consultation cannot be waived.

B/C. RIGHT TO PHONE CALLS/WHAT NOTIFICATIONS ARE REQUIRED:
ADVISEMENTS
-Officers shall take immediate steps to notify the juvenile's parent, guardian or a responsible relative that the juvenile is in custody, the location where the juvenile is being held and the intended disposition (Welfare and Institutions Code § 627).
-Anytime a juvenile offender is placed in secure custody, he/she shall be informed of the purpose of the secure custody, the length of time the secure custody is expected to last and of the maximum six-hour limitation (Welfare and Institutions Code § 207.1(d)).
-Juveniles taken into custody for an offense shall immediately be advised (or at least within one hour from being taken into custody, if possible) that they may make three telephone calls: one call completed to his/her parent or guardian; one to a responsible relative or his/her employer; and another call completed to an attorney. The calls shall be at no expense to the juvenile when completed to telephone numbers within the local calling area. Juveniles should be asked whether they are a caregiver and provided two more phone calls in the same manner as provided to adults in the Temporary Custody of Adults Policy (Welfare and Institutions Code § 627; Penal Code §851.5).

D. Secure custody - When a juvenile offender is held in a locked room, a set of rooms or a cell. Secure custody also includes being physically secured to a stationary object (15 CCR 1146). Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation
(Welfare and Institutions Code § 207.1(d); 15 CCR 1150).

E. STRIP SEARCHES OF JUVENILES:
-A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.
-No individual in temporary custody at the Palm Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband.

F. Juveniles will not be permitted where adults in custody are being held.
NO-CONTACT REQUIREMENTS:
Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (42 USC § 5633; Welfare

and Institutions Code § 207.1(d); Welfare and Institutions Code § 208; 15 CCR 1144). There should also be sight and sound separation between non-offenders and juvenile and status offenders. In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Palm Springs Police Department (trained in the supervision of persons in custody) shall maintain a constant, immediate, side-by side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact (15 CCR 1144).

G. CUSTODY ALTERNATIVE:
A juvenile offender may be:
(a) Released upon warning or citation.
(b) Released to a parent or other responsible adult after processing at the Department.
(c) Referred to a probation officer for a decision regarding whether to transport the juvenile offender to a juvenile facility.
(d) Transported to his/her home or to the place where the juvenile offender was taken into custody (Welfare and Institutions Code § 207.2).
In determining which disposition is appropriate, the investigating officer or supervisor shall prefer the alternative which least restricts the juvenile's freedom of movement, if alternative is compatible with the best interests of the juvenile and the community (Welfare and Institutions Code § 626).

12.5.02 Jail Facility

The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.5.02 Part B - Agency Training Details *(field will expand automatically)*

FTO will provide a tour of the jail facility. The FTO should minimally show the following items to the Trainee:
-Gun locker/storage
-Forms
-Cells
-Computer System- including booking module and how to take a booking photograph
-Property bags/boxes
-Evidence scales/vacuum sealer for contraband
-Citation booklet for cite/release and location of fingerprint pad (thumbprint)
-Location where suspect stands

12.5.03 Securing Weapons Prior to Entering Custody Facility

The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.5.03 Part B - Agency Training Details *(field will expand automatically)*

FIREARMS AND OTHER SECURITY MEASURES:

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor. All perimeter doors to secure areas shall always be kept locked , except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

12.5.04 Booking Documents/Procedures

The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections

B. Confirm arrestee is adult versus juvenile

C. Valid court and/or warrant paperwork

D. Inmate is medically screened and has medical clearance and approval form

E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.5.04 Part B - Agency Training Details *(field will expand automatically)*

RELEASE AND/OR TRANSFER:

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:
(a) All proper reports, forms and logs have been completed prior to release. This includes the County Booking form, Probable Cause Declaration, medical clearance paperwork (if obtained), property receipt(s), warrant copies, etc).

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
(c) It has been confirmed that the correct individual is being released or transported.
(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
(e) All pertinent documentation accompanies the individual being transported to another facility.
(f) The individual is not permitted in any nonpublic areas of the Palm Springs Police Department unless escorted by a member of the Department.
(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics
B. Narcotic/Drug Users
C. Mentally Ill
D. Sex Offenders
E. Escape Risks
F. Non-conformists
G. Civil Bookings

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.5.05 Part B - Agency Training Details *(field will expand automatically)*

Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release. No adult should be in temporary custody for longer than six hours.

SCREENING AND PLACEMENT:
The officer responsible for an individual in custody shall:
(a) Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information, or whether the person is facing any other identified risk.
2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include:
   (a) Continuous, direct sight and sound supervision.
   (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY:
-Under the Influence of Alcohol/Drugs:

1. Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
2. Individuals obviously suffering from drug or alcohol withdrawal.

-Suicide Risk/Mentally Ill: Individuals who are a suspected suicide risk.

1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed (15 CCR 1219).
2. Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
3. Any individual who is obviously developmentally disabled.
4. Any individual who appears to be a danger to him/herself or others due to a mental disorder, or who appears gravely disabled.

-Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons.

12.5.06 Other Types of Prisoners

The trainee shall identify other prisoners who may warrant special consideration, including:

A. Injured or sick
B. Females (including pregnant females)
C. Elderly
D. Gang members or police informants
E. Current or former peace officers, judges, etc.
F. High-profile prisoners
G. Any other prisoner(s) who may need specialized classification/housing needs

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.5.06 Part B - Agency Training Details *(field will expand automatically)*

INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY:

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Palm Springs Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:
(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
(b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.
(d) Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to him/herself or others.
(e) Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
(f) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

The Department member transporting an in-custody/ suspect that is considered high profile and/ or known to be gang affiliated, shall ensure such risks are communicated to intake personnel at the other facility.

12.5.07 Inmate Classification

The trainee shall explain the concept of inmate classification, to include:

A. Sex
B. Age
C. Criminal sophistication
D. Seriousness of offense
E. Assaultive behavior
F. Medical disabilities
G. Gang affiliation
H. Overt sexual behavior

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.5.07 Part B - Agency Training Details *(field will expand automatically)*

Inmate Classifications: **The majority of inmate classification takes place at the local County Jail.

Officers who “pre-book” at Palm Springs Police Department are to obtain the following information for the booking:
-Subjects name, physical descriptors (sex, age, weight, height, gang affiliation, etc), charges, associated vehicles, California Driver's License, Social Security Number, release information (transferred, released on a citation, etc), inventory of subject's property, health questions, medical questions, a short synopsis for the arrest and a booking photograph.

12.5.08 Legalities of Prisoner/Inmate Searches

The trainee shall review and explain the legalities of prisoner/inmate searches, including:

A. Search by same sex

B. Clothed search

C. Strip or skin search, including documentation

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Custodial Searches

12.5.08 Part B - Agency Training Details *(field will expand automatically)*

FIELD AND TRANSPORTATION SEARCHES:
An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

A. Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.
B. Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.
C. Strip search - A search that requires an individual to remove or rearrange some or all his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible. No individual in temporary custody at the Palm Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband.

STRIP SEARCH PROCEDURES:
Strip searches at the Palm Springs Police Department temporary facilities shall be conducted as follows (28 CFR 115.115; Penal Code § 4030):
(a) Written authorization from the Watch Commander shall be obtained prior to the strip search.
(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.
(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Watch Commander.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

12.5.09 Prisoner Release

The trainee will review and explain methods and procedures for releasing a prisoner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Cite and Release Policy, Temporary Custody of Adults

12.5.09 Part B - Agency Training Details *(field will expand automatically)*

RELEASE BY CITATION:
-Except in cases where a reason for non-release exists, adults arrested for a misdemeanor offense, including a private person's arrest, shall be released from custody on a citation (Penal Code § 853.6).
-The citing officer shall, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear.

FIELD CITATIONS:
-In most cases an adult arrested for a misdemeanor offense may be released in the field on a citation in lieu of physical arrest when booking and fingerprinting is not practicable or immediately required provided the individual can be satisfactorily identified, there is no outstanding arrest warrant for the individual and none of the below described disqualifying circumstances are present (Penal Code § 853.6; Penal Code § 1270.1). In such cases the arresting officer should check the booking required box on the citation form to indicate that the person will be photographed and fingerprinted later when ordered by the court. When a booking photo or fingerprints are needed for the furtherance of any investigation, the person should be released on citation after booking instead of on a field citation.

RELEASE AFTER BOOKING:
In some cases, it may not be feasible or desirable to release a person in the field. The person should instead be released on citation after booking at the jail. All bookings shall be approved by the Watch Commander or the authorized designee.

RELEASE AND/OR TRANSFER:
When an individual is released or transferred from custody, the member releasing the individual should ensure the following:
(a) All proper reports, forms and logs have been completed prior to release.
(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
(c) It has been confirmed that the correct individual is being released or transported.
(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).
(f) The individual is not permitted in any nonpublic areas of the Palm Springs Police Department unless escorted by a member of the Department.
(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.
(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

12.5.10 Response to Jail Emergencies

The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:

A. Fire
B. Earthquake
C. Civil disorder
D. Escape

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.5.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.5.10 Part B - Agency Training Details *(field will expand automatically)*

The Operations Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

(a) General security
(b) Key control
(c) Sanitation and maintenance
(d) Emergency medical treatment
(e) Escapes
(f) Evacuation plans
(g) Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032
(h) Disaster plans
(i) Building and safety code compliance
(j) Civil and other disturbances including hostage situations
(k) Periodic testing of emergency equipment
(l) Emergency suspension of Title 15 regulations and notice to the Board of State and Community Corrections as required in 15 CCR 1012
(m) Inspections and operations reviews

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280). These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

12.6 PEOPLE WITH DISABILITIES

12.6.01 Americans with Disabilities Act (ADA)

The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis

B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature

C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained

D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults

12.6.01 Part B - Agency Training Details *(field will expand automatically)*

Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
(a) Continuous, direct sight and sound supervision.
(b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.
(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Crisis Intervention Incidents

12.6.02 Part B - Agency Training Details *(field will expand automatically)*

FIRST RESPONDERS:
Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are like those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
(d) Attempt to determine if weapons are present or available.

1. Prior to making contact, and whenever possible and reasonable, conduct a search of the Department of Justice Automated Firearms System via the California Law Enforcement Telecommunications System (CLETS) to determine whether the person is the registered owner of a firearm (Penal Code § 11106.4).

(e) Consider the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
(f) Secure the scene and clear the immediate area as necessary.
(g) Employ tactics to preserve the safety of all participants.
(h) Determine the nature of any crime.
(i) Request a supervisor, as warranted.
(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
(k) If circumstances reasonably permit, consider and employ alternatives to force.

12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

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

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communications with Persons with Disabilities

12.6.03 Part B - Agency Training Details *(field will expand automatically)*

FIELD RESOURCES:
Individual officers and employees are encouraged to utilize resources immediately available to them in any contact with a known or suspected disabled or impaired person. Examples of this would include such simple methods as:
(a) Hand gestures or written communications exchanged between the employee and a deaf or hearing impaired individual.
(b) Facing an individual utilizing lip reading and speaking slowly and clearly.
(c) Slowly and clearly speaking or reading simple terms to any visually or mentally impaired individual.

Examples of methods that may be enough for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
(b) Exchange of written notes or communications.
(c) Verbal communication with an individual who can speech-read by facing the individual and speaking slowly and clearly.
(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

12.6.04 Non-compliance as a Warning Sign

The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

12.6.04 Part B - Agency Training Details *(field will expand automatically)*

Some people with developmental disabilities simply doesn't have the cognitive skills to comply with even reasonable, lawful orders. The police responding to a call are often not familiar with the person that they've gotten the call about, and many developmental disabilities aren't accompanied with easily distinguishable physical characteristics; the possibility that law enforcement will be unaware that they're dealing with intellectual disabilities is quite high during the chaotic early moments of an encounter:

-Many police in this situation interpret non-compliance as active resistance, particularly when the individual is a young, strong man acting erratically, and their training drives them to advance on their use of force continuum.

-Some people with developmental disabilities and mental illness just don't have the reasoning ability to grasp the danger of resisting police.

-There are people with cognitive disabilities that can be loud, verbally aggressive, and disruptive.

12.6.05 Standard Tactical Assessments and Safeguards

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

A. His/her own abilities to physically control the person
B. Escape routes
C. Use of cover
D. Call for backup
E. The T.A.C.T. Model
1. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
2. Atmosphere (Reduce distractions/Respect personal space)
3. Communication (Establish contact/Develop rapport)
4. Time (Slow down/Reassess)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Crisis Intervention Incidents

12.6.05 Part B - Agency Training Details *(field will expand automatically)*

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.
(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
(d) Attempt to determine if weapons are present or available (CLETS).
(e) Consider the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
(f) Secure the scene and clear the immediate area as necessary.
(g) Employ tactics to preserve the safety of all participants.
(h) Determine the nature of any crime.
(i) Request a supervisor, as warranted.
(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
(k) If circumstances reasonably permit, consider and employ alternatives to force.

12.7 MENTAL ILLNESS CASES

12.7.01 State Law and Agency Policy

The trainee shall review and explain state law and agency policy regarding mental illness cases.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.01 Part B - Agency Training Details *(field will expand automatically)*

AUTHORITY:
When determining whether to take a person into custody, officers are not limited to determining the person is an imminent danger and shall consider reasonably available information about the historical course of the person's mental disorder, which may include evidence presented from any of the following (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05):
(a) An individual who is providing or has provided mental health treatment or related support services to the person
(b) A family member
(c) The person subject to the determination or anyone designated by the person

-Officers will generally transport subject to Desert Regional Medical Center for the 72 hours hold of evaluation, however AMR can also be utilized if medically deemed necessary.

1. If need arises, subject will be transported in ambulance with restraints.
2. Officer can accompany subject in ambulance or follow ambulance if requested.
3. Original Application for 72-hour Detention for Evaluation & Treatment goes with AMR to the hospital.

12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

A. Ignoring verbal abuse
B. Avoiding excitement
C. Avoiding unnecessary deception
D. Requesting backup to minimize resistance
E. Requesting an ambulance prior to confronting subject, if necessary
F. Keeping the disturbed person in sight constantly
G. Continual alertness
H. Seizing firearms for safekeeping

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.02 Part B - Agency Training Details *(field will expand automatically)*

CONSIDERATIONS AND RESPONSIBILITIES:
Any officer handling a call involving an individual who may qualify for a 5150 commitment should consider, as time and circumstances reasonably permit:
(a) Available information that might assist in determining the cause and nature of the person's action or stated intentions.
(b) Community or neighborhood mediation services.
(c) Conflict resolution and de-escalation techniques.
(d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Officers should consider a 5150 commitment over arrest when mental health issues appear to be a mitigating factor for people who are suspected of committing minor crimes or creating other public safety issues.

SEVERE MENTAL ILLNESS SYMPTOMS:
1. Change of attitude towards friends and relatives.
2. Unusual or bizarre mannerisms.
3. An increase or decrease in efficiency.
4. Argumentative or uncooperative.
5. Development of hostility to suggestions and growing hostility and distrust.
6. Disorganized thinking and morbid interest in potential tools of destruction as guns and knives.
7. Subjected to hallucinations and delusions.

HANDLING THE DISTURBED PERSON:
1. Find out what you can about the person:
   A. Recent change in medication.
   B. Recent release from hospital.
   C. Undergoing treatment.
2. Call for assistance
3. Delay of time will serve a double purpose:
   A. Passage of time may calm them down.
   B. Allows time to formulate a plan of action.
   C. How will person be removed?
   D. Who will enter?
   E. All escape routes covered.

4. Use of Force:
   A. Use as little as possible.
   B. Force or harsh words may only make matters worse.
   C. Attempt to assure person you will not harm them.
5. Ignore verbal abuses; remember this person is sick, confused and frightened.
6. Avoid excitement.
7. Disperse large crowds.
8. Do not deceive.
9. Restrain and calm person down.
10. While the form of assistance may differ, always bear in mind that the help you give to a mentally ill person is just as vital as administering first aid to an injured person.

Confiscation of weapons:
Pursuant to 8102 of the Welfare and Institutions Code, any peace officer shall confiscate any firearm or any other deadly weapon(s) found to be in the possession of or under the control of a person who has been either detained for the examination of his or her mental condition, or arrested for the examination of his or her mental condition. Upon confiscation of a firearm or other deadly weapon(s), the reporting officer shall provide that person with an official receipt describing the weapon(s) and its serial number. The firearm or other deadly weapon shall not be released from the custody of the CSU Monterey Police Department except upon order of the Superior Court. The reporting officer shall take an incident report, citing section 8102 W&I as the reason for the confiscation.
Police holds:
1. Minor Crimes
   A. Issue citation and leave at hospital
2. Felonies
   A. Subject evaluated and requires psychiatric care
   B. If 72-hour hold is placed, obtain the name of the crisis worker placing the hold, and request that this agency be notified prior to the subject being released. This should be documented in the officer's crime report.
3. Any person, who has committed a criminal and bookable offense, can be booked into jail. Notify jail staff of the person's mental state and request that mental health evaluate them prior to being released from jail.

Non-emergency situations:
1. If there is no immediate need for police action under 5150 WIC.
2. Complainant advised to contact nearest mental health clinic for assistance.
3. For information, they can call Behavioral Health Adult Services.

12.7.03 Mental Health Facility or Regional Center

The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.03 Part B - Agency Training Details *(field will expand automatically)*

Tour of Desert Regional Medical Center, Eisenhower Medical Center, and JFK Medical Center Emergency Departments for secure detainment of individuals placed on 72-hour hold.

12.7.04 72-Hour Hold

The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

A. Danger to himself/herself

B. Danger to others

C. Gravely disabled

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.04 Part B - Agency Training Details *(field will expand automatically)*

5150 W&I AUTHORITY:
An officer having probable cause may take a person into custody and place the person in an approved mental health facility for 72-hour treatment and evaluation when the officer believes that, as a result of a mental disorder, the person is a danger to him/herself or others or the person is gravely disabled (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5585.50).

-AMR usually transports subject to either Natividad Medical Center (NMC) or Community Hospital of the Monterey Peninsula (CHOMP) for 72 hours hold of evaluation.

1. If need arises, subject will be transported in ambulance with restraints.
2. Officer can accompany subject in ambulance or follow ambulance if requested.
3. Original Application for 72-hour Detention for Evaluation & Treatment goes with AMR to the hospital.

12.7.05 Required Procedures for WIC 5150

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment

B. Advisement of Miranda rights, as appropriate, when criminal action is involved

C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person

D. The person must be informed of the officer's name and agency and the reason the person is being detained

E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.05 **Part B - Agency Training Details** *(field will expand automatically)*

ADVISEMENT:
The officer taking a person into custody for evaluation shall advise the person of:

(a) The officer's name and agency.
(b) The fact that the person is not under criminal arrest but is being taken for examination by mental health professionals and the mental health staff will advise him/her of their rights.
(c) The name of the facility to which the person is being taken.
(d) If the person is being taken into custody at his/her residence, he/she should also be advised that he/she may take a few personal items, which the officer must approve, and may make a telephone call or leave a note indicating where he/she is being taken. The officer should also ask if the person needs assistance turning off any appliance or water.

The advisement shall be given in a language the person understands. If the person cannot understand an oral advisement, the information shall be provided in writing.

12.7.06 Alternative Methods

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention
B. Arrest
C. Referral for mental health services
D. Referral to local developmental disabilities agency
E. No police action required

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.06 Part B - Agency Training Details *(field will expand automatically)*

CRIMINAL OFFENSES:
Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken on a 5150 commitment should resolve the criminal matter by issuing a warning or a Notice to Appear as appropriate. When an individual who may qualify for a 5150 commitment has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.
(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the 5150 commitment.
(c) Facilitate the individual's transfer to jail.
(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 5150 commitment. In the supervisor's judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

12.7.07 Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

A. Application for 72-Hour Detention for Evaluation and Treatment (Form MH 302)
B. Verbal admonishment and supplementary written documentation as specified in WIC 5150
C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.07 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.07 **Part B - Agency Training Details** *(field will expand automatically)*

DOCUMENTATION:
The officer shall complete an application for a 72-Hour detention for evaluation and treatment, provide it to the facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report. The application shall include the circumstances for officer involvement; the probable cause to believe the person is, as a result of a mental health disorder, a danger to others or him/herself or gravely disabled; and all information used for the determination of probable cause (Welfare and Institutions Code § 5150; Welfare and Institutions Code § 5150.05).

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

REPORT:
Officers shall complete a written report, documenting the probable cause established to take a person into custody for 72-hour psychiatric evaluation and treatment. The report shall be documented as a “5150” incident report in our records management system. The person taken into custody shall be entered as a “Detained” party.

12.7.08 Demonstrating Knowledge of Proper Procedure

Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

12.7.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments

12.7.08 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate their ability to handle a 5150 W&I incident in safe, effective manner without assistance from their FTO. Proper forms should be filled out correctly with no errors and report completed in a timely manner.

12.7.09 Address Issues Related to Stigma

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

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

12.7.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Mental Illness Commitments, Crisis Intervention Incidents

12.7.09 Part B - Agency Training Details *(field will expand automatically)*

STIGMA: Research suggests that most people hold negative attitudes and stereotypes towards people with mental illness. From a young age child will refer to others as "crazy" or "weird"; these terms are used commonly throughout adulthood as well. Often the negative stereotypes involve perceptions that people with mental illness are dangerous. This perception is fueled by media stories that paint violent perpetrators as "mentally ill" without providing the context of the broad spectrum of mental illness. These negative attitudes often manifest as social distancing with respect to people with mental illness. When people feel that an individual with mental illness is dangerous, that results in fear and increased social distance. This social distancing may result in the experience of social isolation or loneliness on the part of people with mental illness. This stigma and social distancing have the potential to worsen the well-being of people with mental illness in several ways.

AUTISM SPECTRUM DISORDER:
According to the Diagnostic and Statistical Manual of Mental Disorders (DSM-5), a guide created by the American Psychiatric Association used to diagnose mental disorders, people with ASD have:

- Difficulty with communication and interaction with other people
- Restricted interests and repetitive behaviors
- Symptoms that hurt the person's ability to function properly in school, work, and other areas of life

GENETIC DISORDERS: i.e.: Down Syndrome- Delayed development and behavioral problems are often reported in children with Down syndrome. Affected individuals' speech and language develop later and more slowly than in children without Down syndrome and affected individuals' speech may be more difficult to understand. Behavioral issues can include attention problems, obsessive/compulsive behavior, and stubbornness or tantrums.

DE-ESCALATION: Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis. Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for enough avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

CRISIS TEAM- ON CALL:
Behavioral Health offers on-call crisis workers for Officers.

See next page for Attestation

ATTESTATION FOR SECTION 12

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 13

Patrol Procedures

13.1 – 13.28 COMPETENCY REQUIREMENTS

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13.2 Observation Skills
13.3 Preventing and Detecting Crime
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13.7 Vehicle Stops
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13.19 Bombs/Explosive Devices
13.20 Aircraft Crashes
13.21 First Aid
13.22 Sick, Injured, or Deceased Persons
13.23 Lost, Found, and Recovered Property
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13.26 Hostage Situations and Barricaded Suspects
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13.28 Animal Control
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

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13.1.02 Preventive Patrol Methods
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SECTION 13 PATROL PROCEDURES

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

13.1 POLICE PATROL TECHNIQUES

13.1.01 Types of Police Patrol

The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Patrol Function

13.1.01 Part B - Agency Training Details *(field will expand automatically)*

FUNCTION:

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of the City of Palm Springs, respond to calls for assistance, act as a deterrent to crime, enforce state and local laws and respond to emergencies 24 hours per day seven days per week.

Patrol will generally provide the following services within the limits of available resources:
(a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order, and the discovery of hazardous situations or conditions
(b) Crime prevention activities such as residential inspections, business inspections, community presentations, etc.
(c) Calls for service, both routine and emergency in nature
(d) Investigation of both criminal and non-criminal acts
(e) The apprehension of criminal offenders
(f) Community Oriented Policing and Problem Solving (COPPS) activities such as citizen assists and individual citizen contacts of a positive nature
(g) The sharing of information between the Patrol and other divisions, bureaus and units within the Department, as well as other outside governmental agencies
(h) The application of resources to specific problems or situations within the community, which may be improved or resolved by Community Oriented Policing and problem solving strategies
(i) Traffic direction and control

13.1.02 Preventive Patrol Methods

The trainee shall review and explain basic preventive patrol methods utilized by an officer:

A. Frequent checks and contacts with business premises
B. Frequent checks of suspicious persons
C. Fluctuating patrol patterns
D. Maintenance of visibility and personal contact
E. Daily individual patrol and community action plan

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.02 Part B - Agency Training Details *(field will expand automatically)*

Preventive patrol is a form of police service that directly attempts to eliminate opportunity for misconduct. It involves walking or driving around the area and keeping a look out for potential problems. Preventive patrol purports to increase police presence in areas of expected crime in order to act as a deterrent. The notion behind preventive patrol is the belief that patrol prevents and deters crime, and is a core operational strategy of policing.

Preventive patrol is often adopted as a measure of community caretaking functions that include the duty to reduce the opportunities for the commission of some crimes. The objectives of preventive patrol include:
(i) deterrence of crime
(ii) apprehension of criminals
(ii) satisfaction of the public demands for services related to crime
(iv) development of a sense of security and confidence In the law enforcement agency
(v) recovery of stolen property.

13.1.03 Foot Patrol and Bicycle Patrol

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

A. Increased personal contact between police and citizens
B. Increased observation ability
C. Increased ability to gather information

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Bicycle Patrol Unit

13.1.03 **Part B - Agency Training Details** *(field will expand automatically)*

Advantages of foot/bicycle patrol:
-Citizens get to know their officers and vice versa
-Officers get a much better understanding of the lay of the land
-Increase of trust and understanding by impromptu citizen contacts

PURPOSE AND SCOPE: Bicycle Patrol-
The Palm Springs Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas and their quiet operation can provide a tactical approach to crimes in progress.

Patrol bicycles may be used for regular patrol duty, parking control, or special events. Bicycle patrol officers will not conduct traffic enforcement stops on moving motor vehicles. The use of the patrol bicycle will emphasize their mobility and visibility to the community. Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow. Requests for specific deployment of bicycle patrol officer shall be coordinated through the Bicycle Patrol Unit supervisor or the Watch Commander.

13.1.04 Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

A. Increased speed and mobility
B. Increased visibility
C. Availability of additional equipment
D. Increased transportation capability
E. Decreased response time
F. Communications

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Function and Responsibility

13.1.04 Part B - Agency Training Details *(field will expand automatically)*

The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

Police motorcycles are able to quickly navigate congested traffic and quickly get to an accident scene. In addition to speed enforcement and traffic accident investigations, motorcycle patrol units can be seen enforcing school zone traffic and red-light enforcement in targeted areas where there are higher accident rates. Citizens positively respond to the visibility motorcycle patrol officers bring to their community.

One of the greatest benefits of motorcycle patrol is the connection to the community. Several studies have shown that citizens feel more comfortable approaching a motorcycle officer for assistance. One of the reasons noted was that motorcycle officers are not hidden in a patrol vehicle. Citizens reported they feel motorcycle officers are part of the community because of their visibility. Motorcycle patrol units are visible in the community conducting funeral escorts and providing dignitary escorts as well as ceremonial duties such as leading community parades.

Motorcycle police patrol has a long tradition and the reason for this longevity is the diversity and adaptability to current social trends that make the motorcycle unit an indispensable and relevant part of any modern law enforcement agency.

13.1.05 Positive Daily Contacts

The trainee shall explain the importance of positive daily personal contact with citizens.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.1.05 Part B - Agency Training Details *(field will expand automatically)*

It is important for the police to be visible in their communities and know their residents. Many people do not interact with the police outside of enforcement contexts. This can result in people developing negative associations with the police – for example, if the only contact they have ever had with police consisted of receiving a traffic citation or calling the police to report being the victim of a crime. Finding opportunities to interact with community members in a non-enforcement context helps to reduce bias on the part of community members and police officers. Getting to know community residents helps both groups to break down personal barriers and overcome stereotypes, and allows officers to learn which residents of a neighborhood are law-abiding and which ones are not.

13.2 OBSERVATION SKILLS

13.2.01 Perception Skills

The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.2.01 Part B - Agency Training Details *(field will expand automatically)*

Ways to improve your perception skills:

-SLOW DOWN. Newer officers tend to drive too fast and not focus on the small stuff. When on patrol, Officers should be driving slow enough to visually inspect businesses, persons, vehicles, areas, etc. Officers should be looking inside their local gas stations, banks, stores, etc. to make sure business appears normal.

-GET OUT OF YOUR PATROL CAR: Conduct foot patrols of areas/businesses you are unfamiliar with. Learn the layout of buildings and parking lots. Know the exit/entrances and escape routes. For example, 3135 Seacrest Ave (Cypress Gardens Apartments): Officers should know escape routes (west= KFC parking lot, north= rear of Walgreens/Taco Bell, south= 3109 Seacrest, east= Seacrest Ave).

-FAMILIARIZATION: Become familiar with things you are not used to seeing. If you do not know vehicle types (emblems), learn them! Take the time to become familiar with what emblems means (Toyota, Honda, Hyundai, Buick, Subaru, etc). Sometimes you will be following a car and only the vehicle emblem is on the trunk. Officers should know what the emblem means, so they can provide accurate descriptions of vehicles.

-KNOW WHERE THINGS ARE: By becoming familiar with your community, you will learn what belongs there. Where cars usually park, what belongs/what doesn't belong. This allows officers to notice when things are out of place and take the appropriate action.

13.3 PREVENTING AND DETECTING CRIME

13.3.01 Crime Prevention Techniques

The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.01 Part B - Agency Training Details *(field will expand automatically)*

-Proactive arrests: weapon violations, DUI, violent crime, etc.
-Community policing with daily contacts- Discuss how local businesses/homeowners can prevent crime by using locks, security cameras/guards, better lighting, removing personal/valuable items from vehicles, refer community members to our police department webpage for "Crime Prevention Information", etc).
-Field Interviews/Contacts with suspicious persons/vehicles.
-Higher number of police officers/saturated patrols/foot/bicycle patrols.
-Community education: Keep the community educated with local crimes being committed (ie: Facebook updates, media, contacts, etc).

13.3.02 Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

A. General population information
B. Appropriate geographic information
C. Recent criminal activity
D. Specific factors that may influence patrol functions (e.g.. location of emergency hospitals, high-activity areas, community activities and events, etc.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.02 Part B - Agency Training Details *(field will expand automatically)*

-Trainee should know the City of Palm Springs has an ethnic and culturally diverse population.
-Trainee demonstrate where the city jurisdiction starts/ends. Explain what agencies border the City of Palm Springs (Cathedral City PD, Riverside County Sheriff, CHP, State Parks, etc).
-Through roll call training and recent crime log/crime analysis, Officers can focus their attention on specific areas that have recent criminal activity.

13.3.03 Preparing for a Patrol Shift

The trainee shall explain and demonstrate how to prepare for a patrol shift, including:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.03 Part B - Agency Training Details *(field will expand automatically)*

A. Gathering information through crime reports, local BOL's, and briefings/roll call
B. Gathering needed materials (i.e. report forms, citation books, etc.)
C. Obtaining and checking equipment
D. Planning work around identified priorities
E. Preparing daily patrol and community action plan
F. Preparing patrol vehicle for use

13.3.04 Frequent Checks

The trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.04 Part B - Agency Training Details *(field will expand automatically)*

-Local businesses: Casino, downtown corridor, gas stations, liquor stores, retail stores, banks, 24-hour restaurants, etc
-High-crime areas: Analysis through crime reports
-Local Bars
-High Traffic areas: Main thoroughfare's
-Residential areas: Apartment complexes, darker -poor lit areas, etc.

13.3.05 Night Patrol

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

A. Broken glass
B. Open doors and windows
C. Pry marks
D. Suspicious vehicles
E. Persons on foot
F. Differences in normal lighting (on or off)
G. Unusual sounds
H. Access to rooftop or upper floors

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Field Interviews & Photographing of Field Detainees

13.3.05 Part B - Agency Training Details *(field will expand automatically)*

Officers may stop individuals for the purpose of conducting an FI where reasonable suspicion is present. In justifying the stop, the officer should be able to point to specific facts which, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:

(a) The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act.
(b) The actions of the suspect suggest that he/she is engaged in a criminal activity.
(c) The hour of day or night is inappropriate for the suspect's presence in the area (suspicious vehicles= parked in daytime parking lots at night, parked in areas known for high drug activity (hotel parking lots, Dunes Drive, etc).
(d) The suspect's presence in the particular area is suspicious.
(e) The suspect is carrying a suspicious object.
(f) The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon.
(g) The suspect is located in proximate time and place to an alleged crime.
(h) The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity.

What makes a vehicle appear suspicious? Broken window(s)s, vehicle alarm(s) sounding, fresh/significant damage, vehicles driving slowly with no headlights during darkness, etc.

-At night= People don't usually hangout in their car during nighttime hours. *Hints that a vehicle is occupied at night= Fogged up windows, trash/food directly on ground below driver/passenger side window(s), cigarette smoke, etc.
-As you drive by, light up the vehicle with your spotlights so you can see inside. If conducting a vehicle check, careful not to block vehicle in with your patrol car (unless you can articulate a detention). Vehicle checks are usually a form of a consensual contact, unless you have further information.

Trainee's should be driving slowly at night, with their windows rolled down, so they can hear and see unusual activity.

13.3.06 Determining If a Parked Vehicle Has Been Recently Operated

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.06 Part B - Agency Training Details *(field will expand automatically)*

-Is the hood warm?
-Is there excessive dust on the windows?
-Spiderwebs on tires?
-Leaves on windshield?
-Etc.

13.3.07 Conducting Surveillance

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

A. Invisible deployment
B. Radio security
C. Use of surveillance/vision devices

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.07 Part B - Agency Training Details *(field will expand automatically)*

A. Invisible Deployment: Undercover officers, drones, body cameras (covert mode), recorders, etc.
B. Radio Security: Turn car radio off, use earpieces to avoid audible radio transmissions, etc.
C. Use of Surveillance/vision devices: What special equipment does our PD offer? (FLIR, nightvision, binoculars, etc).

13.3.08 Locating Vehicle Identification Numbers

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.3.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.3.08 Part B - Agency Training Details *(field will expand automatically)*

The four most common locations for VIN on a vehicle:
-Front of engine block under the hood
-Driver's side interior dash
-Front end of frame (older cars)
-Driver's side door jam (inside)

Motorcycle vehicle identification numbers are usually stamped into the steering neck of the motorcycle. This is located just above the front fork, which is where the steel wraps around the front tire to maneuver it, and behind the headlight, if a headlight is equipped. The VIN can also be located on the motor near the bottom of the cylinders. Turn the handlebars to the left and look on the right side of the frame where the steering head goes through the frame.

13.4 ADDITIONAL PATROL SAFETY

13.4.01 Plain Clothes Officers

The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:

A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence

B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Off-Duty Law Enforcement Actions

13.4.01 Part B - Agency Training Details *(field will expand automatically)*

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

13.4.02 Plain-Clothes and Off-Duty Arrests

The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Off-Duty Law Enforcement Actions

13.4.02 Part B - Agency Training Details *(field will expand automatically)*

DECISION TO INTERVENE-OFF-DUTY INCIDENTS:
There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:
(a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
(b) The inability to communicate with responding units.
(c) The lack of equipment, such as handcuffs, OC or baton.
(d) The lack of cover.
(e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
(f) Unfamiliarity with the surroundings.
(g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.
Officers should consider waiting for on-duty uniformed officers to arrive, and gather as much accurate intelligence as possible instead of immediately intervening.

If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible. Whenever practicable, the officer should loudly and repeatedly identify him/herself as an Palm Springs Police Department officer until acknowledged. Official identification should also be displayed.

13.4.03 Hazards of Silhouetting

The trainee shall explain and/or demonstrate ways to avoid the hazards of "silhouetting."

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.03 Part B - Agency Training Details *(field will expand automatically)*

Silhouetting:

- Placing your self, others or your patrol unit in a position so as to provide the suspect(s) with a definite identifiable target.
- Provides suspect(s) with knowledge of how many officers are present, fire power, and approach.
- Allows suspect(s) to plan course of action.
- Attempt to select location for vehicle stop.
- Back-up units secure headlights, reds and ambers upon approach of primary unit.
- Hold flashlight well in front and away from body. Do not point toward other officers.
- Do not stand in doorways and hallways or peer openly through broken or otherwise open windows.
- Avoid walking directly in front of your patrol headlights, spotlights, etc. so it does not give away your position

13.4.04 Telltale Noises

The trainee shall explain and/or demonstrate how to avoid making telltale "police noises" such as:

A. Vehicle noises

B. Radio noises

C. Keys and whistle noises

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.04 Part B - Agency Training Details *(field will expand automatically)*

-Quick acceleration of patrol engine
-Radio transmissions/Scanner
-Sirens
-Secure keys
-Use hand signals

13.4.05 Keeping Subject's Hands in View

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.4.05 Part B - Agency Training Details *(field will expand automatically)*

One of the first things police officers learn is that a suspect's "hands" pose the greatest threat. When dealing with a suspect, an officer should be acutely aware of the ability, or inability, to see the person's hands to ensure he is not clutching or reaching for a weapon. This is a proper concern and when officers encounter someone with their hands in their pockets, the officers should immediately assume an elevated level of awareness and act accordingly.

The average suspect can present a gun — from a pocket, from a waistband, from a vehicle console, from his side, from under his body — and fire in any direction in just one-quarter of a second. That's faster than the average officer can shoot, even if his weapon is on target, his finger is on the trigger, and he has already decided to fire. That's because of the time it takes to mentally process and impel a reaction to the suspect's action.

13.4.06 Initiating Foot Pursuits

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

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.06 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Foot Pursuits

13.4.06 **Part B - Agency Training Details** *(field will expand automatically)*

DECISION TO PURSUE:
Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:
(a) Containment of the area.
(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
(c) A canine search.
(d) Thermal imaging or other sensing technology.
(e) Air support.
(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

13.4.07 Mutual Aid and Jurisdiction

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

A. Use of official vehicles outside the agency's jurisdiction

B. Responding to calls for assistance outside the agency's jurisdiction

C. Assisting other agencies with arrests within agency jurisdiction

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.4.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Outside Agency Assistance

13.4.07 Part B - Agency Training Details *(field will expand automatically)*

Generally, requests for any type of assistance from another agency should be routed to the Watch Commander's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Watch Commander may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance, however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

13.5 PEDESTRIAN STOPS

13.5.01 Consensual Encounters and Reasonable Suspicion

The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Field Interviews & Photographing of Field Detainees

13.5.01 **Part B - Agency Training Details** *(field will expand automatically)*

Detention - Occurs when an officer intentionally, through words, actions or physical force causes an individual to reasonably believe he/she is being required to restrict his/her movement. Detentions also occur when an officer actually restrains a person's freedom of movement.

Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

CITIZEN CONTACTS:
A police officer can approach and speak to anyone at a location where he/she has a lawful right to be, i.e., sidewalks, restaurants, parks, apartment complexes, etc. no reason is required. A police officer must realize that during these "contacts," an individual is under no obligation to stop for the officer, or even speak to the officer, if the individual does not wish to. However, if during the initial contact, articulable facts arise to justify a detention (resonable suspicion), the situation changes.

13.5.02 Lawful Pedestrian Stop

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

A. The existence of suspicious activity

B. The time of day or night

C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Field Interviews & Photographing of Field Detainees

13.5.02 Part B - Agency Training Details *(field will expand automatically)*

A police officer has a right and duty to temporarily detain a citizen.

1. Where it appears some activity on the part of the citizen is out of the ordinary, and
2. There is some indication that the activity relates to crime, and
3. Specific facts indicate that some criminal activity has, or will take place.

B. Mere hunch or suspicion is not itself sufficient cause to stop and question.

C. The circumstances must be such that the activity of the detained person can be distinguished from the activity of the ordinary person.

1. The officer has a right to make a cursory search for concealed weapons under certain circumstances.
2. Terry vs. Ohio, et al.

Officers may conduct a pat-down or limited weapons search of someone you have detained, but only of outer clothing and only if you have "specific facts" which make you feel in danger. Standard procedure is not good enough. You must reasonably suspect that the person is armed or may be armed, although you do not need to be positive.

The courts are supportive of officer safety, but officers must articulate a potentially dangerous situation to justify a pat-down search. The courts have ruled dealing with a suspected dangerous felon is definition enough. Officers must be careful not to exceed the permissible scope of the frisk. Officers are only permitted to look for weapons so your search must be limited to that purpose. If a weapon is discovered, seize it. If you are not sure and the item could be a weapon, you are permitted to search further. HOWEVER, once you realize or decide that an object is not a weapon, you must move on. Any additional feeling, grabbing or manipulating of an item is outside the scope of a Terry pat-down for weapons and will be considered an illegal search resulting in the suppression of evidence.

13.5.03 Tactical Variables

The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:

A. Whether or not to stop the person
B. When and where to stop the person
C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.03 Part B - Agency Training Details *(field will expand automatically)*

A. Should I stop the person?
- -Do you have cover units available?
- -Are other units on a priority call?
- -Do you have a reason to stop the subject (articulable facts) or consensual?
- -Are calls pending?

B. When/Where to stop the Subject:
- -Plan ahead! If you know/plan to stop and talk to someone, think ahead and plan accordingly.
- -Try to contact the subject in a safe location.

C. Method of Stopping the Subject:
- -Plan ahead if you plan to approach on foot. Position/park your patrol vehicle and approach in a safe location-out of the roadway.
- -If in a vehicle- How do you approach the pedestrian (front vs. rear)? *Careful to remember, if you block the subject in with your patrol car the contact is no longer consensual.

13.5.04 Positions When Interviewing Suspicious Person(s)

The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.04 Part B - Agency Training Details *(field will expand automatically)*

Position of Advantage- Interview stance (bladed-with dominant leg kept to the rear-safeguarding weapon), triangulate with cover officer, request a subject to sit along the curbline or push bars of patrol car, etc.

13.5.05 Field Interview Form

The trainee shall properly and legibly complete the field interview (FI) report form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Field Interviews & Photographing of Field Detainees

13.5.05 Part B - Agency Training Details *(field will expand automatically)*

Field Interviews:
-Complete an FI card without any errors and enter into the records management system without any assistance.

13.5.06 Use of CLETS (California Law Enforcement Telecommunications System)

The trainee shall explain the role and use of the CLETS in determining a person's wanted status.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.06 Part B - Agency Training Details *(field will expand automatically)*

Purpose of CLETS: The California Law Enforcement Telecommunications System (CLETS) will provide all law enforcement user agencies with the capability of obtaining information directly from federal, state and local computerized information files. In addition, the system will provide fast and efficient point to point delivery of messages between agencies.

INQUIRIES INTO WPS (Wanted Persons System): Inquiries into WPS may be made using the subject's name (NAM) , sex (SEX), date of birth (DOB) or age (AGE), CII number (CII), FBI number (FBI), Social Security number (SOC), or operators license number (OLN). For name only searches, NAM and SEX are required for WPS. NAM and a numeric identifier (DOB, SOC, etc.) are required for NCIC.

Using Name, Sex, and DOB, will access the Wanted Persons, Restraining Order, Automated Property, Automated Firearm Systems, or combinations thereof. An inquiry using the WPS message keys will access both the Wanted Persons System and Restraining Order System. The WPS makes it possible for an agency to inquire on their own warrant records. This can be accomplished by using the File Control Number (FCN), Originating Agency Case Number (OCA) and the Warrant Number (WAR).

Positive matches may include Caution Codes, which have been entered to indicate special handling of the subject. Caution Codes include Armed and Dangerous, Mentally Disturbed, Suicidal Tendencies, Escape Risk, and SEE MISCELLANEOUS (MIS) Field. A computer match on a person or property is not probable cause for arrest or confiscation in and of itself. "CONFIRMATION" is necessary (THROUGH MCSO). Computer information does give you probable cause to detain and investigate further.

13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.5.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.5.07 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in field with no officer safety issues noted. Trainee should fill out a FI card and enter without any assistance.

13.6 SEARCHING PERSONS

13.6.01 Degrees of Searches of Persons

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

A. Visual/cursory search
B. Pat-down search
C. Field search (standing, kneeling, prone)
D. Strip search
E. Body cavity search

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Custodial Searches

13.6.01 Part B - Agency Training Details *(field will expand automatically)*

A. VISUAL/CURSORY SEARCH:
-Visual search consists of an officer visually inspecting a subjects body from head to toe. Paying special attention to waistband and hands.
-Cursory search is for weapons if officers have a factual basis for suspecting the person may be armed.

Always do a visual search of the individual first, to make sure that both the police officer and the suspect are properly positioned, to maintain control of the suspect's hands, to use the appropriate techniques to react to any sudden actions of resistance, and to handcuff the suspect quickly if needed. Police personnel are advised to focus particularly on the waistband as a location for hidden weapons and to be prepared for resistance or assault when doing a takedown.

B. PAT-DOWN SEARCHES:
A pat-down search of a detained subject may be conducted whenever an officer reasonably believes that the person may possess an object that can be utilized as an offensive weapon or whenever the officer has a reasonable fear for his/her own safety or the safety of others. Circumstances that may establish justification for performing a pat-down search include, but are not limited to the following:
(a) The type of crime suspected, particularly in crimes of violence where the use or threat of deadly weapons is involved.
(b) Where more than one suspect must be handled by a single officer.
(c) The hour of the day and the location or neighborhood where the stop takes place.
(d) Prior knowledge of the suspect's use of force and/or propensity to carry deadly weapons.
(e) The appearance and demeanor of the suspect.
(f) Visual indications which suggest that the suspect is carrying a firearm or other weapon.
(g) The age and gender of the suspect.
Whenever possible, pat-down searches should be performed by officers of the same gender.

C. STANDING/KNEELING/PRONE: Position suspect at a disadvantage. Practice and demonstrate to FTO each position.

D. STRIP SEARCH - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

No individual in temporary custody at any Palm Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband.

E. BODY CAVITY SEARCH: A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Physical body cavity searches shall be subject to the following (Penal Code § 4030):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Watch Commander and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
(b) Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.
(c) Except for the physician or licensed medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
(e) All such searches shall be documented, including:
1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Watch Commander's approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.
(f) Copies of the written authorization and search warrant shall be retained and shall be provided to the individual who was searched or other authorized representative upon request. A record of the time, date, place of the search, the name and sex of the person conducting the search and a statement of the results of the search shall also be retained and made available upon request to the individual or the individual's authorized representative.

13.6.02 Principles of Searches of Persons

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

A. Constant alertness
B. Maintain control and position of advantage (contact and cover)
C. Thoroughness of the search
D. Safeguarding weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.02 Part B - Agency Training Details *(field will expand automatically)*

Positioning and balance-
It is important you:
• maintain your balance
• position yourself to your advantage
• position the person you are searching to their disadvantage

Position yourself slightly behind the person you are going to search (in the '4 o'clock' or '8 o'clock' position depending on which side you are standing). Stand in the 'ready' position with your weaker leg forward and your weight evenly distributed. This is a stable position from which you can more easily control the person you are searching or retreat from if necessary.

This:
• lets you search from an outside position which puts you outside the fighting arc (the distance in which the person you are searching can attack you)
• prevents the person being searched from seeing what you are doing
• helps to prevent them attacking you
• gives you protection to your groin area
• puts your back leg in the 'loaded' position ready for unarmed skills if you need to use them, for example, a knee strike

You can keep the person you are searching off balance by asking them to stand in a way that means that their hip is not in line with their feet (which is a stable position). For example, you could ask them to lean forward slightly and look away from you.

Maintaining control-
You can control the person you are searching by:
• positioning yourself to your advantage and working with other officers (psychological dominance)
• using your communication skills
• keeping them off balance
• preventing them from moving, for example:
    o if you have restrained them

13.6.03 Weapons and Contraband Concealment

The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.03 Part B - Agency Training Details *(field will expand automatically)*

-Waistband
-Socks/Shoes
-Bra (Under large breasts, inside the bra/wire area, between the breasts)
-Groin area
-Pockets
-Buttocks area
-Hair

13.6.04 Legal Pat-Down Search

The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Field Interviews & Photographing of Field Detainees

13.6.04 Part B - Agency Training Details *(field will expand automatically)*

Pat-Down Search - This type of search is used by officers in the field to check an individual for weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

Trainee should demonstrate in-field while using safe searching techniques without any assistance.

13.6.05 Field Search

The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.05 Part B - Agency Training Details *(field will expand automatically)*

Demonstrate in-field or through scenario training conducted by FTO.

13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

A. Protecting the searching officer from outside interference and from those subjects being searched

B. Assisting in control of the person(s) being searched, as needed

C. Continuous observation of the person(s) being searched

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.06 Part B - Agency Training Details *(field will expand automatically)*

-The cover officer's duties include monitoring all incoming radio communications without taking eyes off the contact officer and the suspects.

-The cover officer also constantly observes and watches both the area and the suspects, including any escape routes. They also prevent the destruction of evidence and, by their demeanor and positioning, actively discourage any assaults suspects might be contemplating.

-Finally, the cover officer maintains a position of readiness by being prepared and equipped to go hands on at a moment's notice to prevent an assault, ambush, disarming or other extreme threat that may arise during the contact.

13.6.07 Serve as Backup Officer

The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.6.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.6.07 Part B - Agency Training Details *(field will expand automatically)*

Demonstrate in-field.

If primary officer is searching, FTO's should make sure the Trainee's attention is not distracted by the search. He/She should demonstrate the ability to multi-task between the subject(s) and surrounding area.

13.7 VEHICLE STOPS

13.7.01 Types of Vehicle Stops

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

A. Traffic violations
B. Investigative
C. High-risk

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.01 Part B - Agency Training Details *(field will expand automatically)*

A. Traffic Violations: Include vehicle code violations witnessed by Officer. Officers should become famililar with the most common types of vehicle code violations including, but not limited to: no front plate (explain to trainee certain states require only 1 versus 2 plates- AZ, GA, NM, FL, etc), license plate lamp, no side mirror, tinted windows, seatbelt, headlight/tail light out, etc.

B. Investigative Stop: A brief stop that is not intrusive. In order to conduct such a stop, a police officer must have reasonable suspicion that a crime has or is going to be committed. This reasonable suspicion must be based on specific and articulable facts. For example, a shoplifter just left the store and the Loss Prevention Officer provided a vehicle description of the suspect involved. The officer enroute, locates a vehicle matching the description in close proximity to the crime. Can the officer conduct an investigative traffic stop? FTO should go over other examples of an investigative stop.

C. High-Risk/Felony Stop: Any stop which poses a significant risk to the officer when dealing with the occupants of a motor vehicle. Situations that may fall into this category are known or suspected felons, an armed individual or any potentially dangerous person.

13.7.02 Vehicle Stop Locations

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

A. Traffic hazards
B. Escape routes
C. Number of people present
D. Lighting conditions
E. Proper position of primary and backup units

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**			**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

13.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.02 Part B - Agency Training Details *(field will expand automatically)*

1. Be aware of the possibility that all vehicles you stop may contain a fleeing and armed felon.
2. If possible, pick a spot near a store or building in a well-lit area which will block avenues of escape. Time is on your side.
3. Consideration should be given to making the stop out of heavy traffic flow. This reduces the chances of causing accidents and increase officer safety from traffic collision standpoint.
4. Maintain a safe distance behind the vehicle when you use your red lights and/or siren, as they often panic a driver. Be alert for quick stops, and do not pull alongside the vehicle. Use PA System if necessary.
5. The officer (driver) should approach the driver or passenger side of the vehicle with caution, noting the actions of the occupants and giving special attention to the position of the occupants' hands. Observe the rear seat and floorboards for possible weapons and other objects.
6. The officer (back-up) should position himself to the right rear of the vehicle and observe the occupants. Never cross between the vehicle and the police unit. Never stand directly behind the vehicle. The back-up officer should be in a position to maintain constant observations of the occupants. If the primary officer drops back to the patrol car, the cover officer should remain at the offender's vehicle and continue watching them.
7. If a search of the vehicle is necessary, remove the occupants one at a time. Consider requesting the occupants to exit out the right side of the vehicle. This prevents them from stepping into traffic or running into traffic as escape device. This also allows the back-up officer to maintain control.
8. The occupants should be given a pat-down search for weapons by the unit officers immediately upon exiting, if the circumstances allow a search to be conducted.
9. The officer conducts the search of the vehicle. It should be systematic and thorough; giving special attention to small recesses and places that may be used to leave as is "secret" contraband (e.g., in or under the dashboard, heater vents, etc.) Any evidence found should be placed in the police unit and out of the reach of suspects. Do not stop the search when an article of contraband or evidence is recovered as complete search may reveal evidence of another crime, or the same crime.

13.7.03 Vehicle Information Prior to Stop

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.03 Part B - Agency Training Details *(field will expand automatically)*

Notify Communications of the location, license number, vehicle description and number of occupantnts before initiating the stop, or before making contact with the driver or occupants of the vehicle. Watch the actions of the driver and passengers while the vehicle is coming to a stop. Any furtive actions may indicate an attempt to hide contraband, arm him/herself, and/or destroy evidence. If the vehicle does not have a plate, provide the make/model and don't forget to run the VIN.

Some advantages of recording the license number prior to the stop:

-If suspect flees, Dispatch already has a complete vehicle description.

-BOL can be placed to other local agencies.

-Allows officers to focus on the traffic stop and not vehicle description once they initiate the stop. This allows officers to maintain better officer safety--eyes on vehicle/occupant, behavior, control of the stop, etc.

13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

A. Not so great as to encourage an escape attempt

B. Not so close as to present a hazard

C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.04 Part B - Agency Training Details *(field will expand automatically)*

After the vehicle is stopped, the police unit should be 8-16 feet to the rear, with the left front fender 2 feet to the left of the left rear fender of the stopped vehicle. (NOTE: Distances are different from known felony stops of suspect vehicle. See FELONY STOPS.) Use spotlights and headlight high beams to illuminate the interior of the vehicle. Driver spotlight is directed to the driver side mirror. Passenger spotlight is directed to the rearview mirror.

13.7.05 Gaining Driver's Attention

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

A. Use of emergency lights
B. Use of siren
C. Use of horn
D. Use of headlights
E. Use of hand signal
F. Use of public address (PA) system
G. Proper use of spotlight to include:
   1. Not blinding the driver while vehicle is moving
   2. Illuminating the interior of the stopped vehicle
   3. Focusing on rear and side mirrors to blind the occupants of the officer's approach

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.05 Part B - Agency Training Details *(field will expand automatically)*

Discuss the above topics and have the Trainee demonstrate each.

FTO should go over scenarios of when a motorist fails to stop accordingly. For example, the elderly population, tourists, continues until they find a safe location to pull over, etc.

13.7.06 Hazards of Vehicle Stops

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

A. Location of the stop
B. Reason for the stop
C. Officer's approach
D. Position the officer takes
E. Contact with the violator
F. Visibility

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.06 Part B - Agency Training Details *(field will expand automatically)*

A. Location of the stop: Try your best to plan ahead and get the motorist to stop in a safe location, out of main traffic.

B. Reason for the stop: Is it an infraction or more serious violation? Consider waiting for a cover unit to position themselves behind you prior to initiating the traffic stop.

C. Officer's approach: Driver vs. Passenger side approach. Stay out of traffic, element of surprise approaching on passenger side, etc.

D. Position the officer takes: Use of B-pillar, do not stand directly square to driver's window, always watch the hands, etc.

E. Contact with the violator: notice stress factors, hands, nervous (sweating, unable to follow directions), etc.

F. Visibility: Keep an eye out for traffic behind you, do not silhouette yourself and/or cover unit, have rear ambers/emergency lights on during traffic stops to warn other motorists to slow down or move over, etc.

13.7.07 Observing Vehicle Occupants

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

A. Attack from suspects

B. Destruction or concealment of evidence

C. Escape of occupants

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.07 Part B - Agency Training Details *(field will expand automatically)*

Officers should always maintain a constant visual on the vehicle/occupants. If the primary officer contacts the driver/occupants and notes any suspicious behavior, it is recommended they remain by the vehicle, maintaining constant observations, until their cover-unit arrives. Once cover or back-up arrives they can take your place and ensure a constant visual on the occupants. If officers fail to maintain constant observations, occupants can retrieve weapons, destroy contraband, flee, etc. Do not run driver's license checks on subjects at the vehicle; try to wait for cover and drop back to patrol car.

13.7.08 Directing Occupants During a Stop

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.08 Part B - Agency Training Details *(field will expand automatically)*

Some examples include:

Remaining in the car-

Advantages- keeps all occupants contained, allows you to complete the necessary paperwork without having occupants near you, cover unit(s) can maintain constant observation on the vehicle/occupants while you complete your paperwork, etc.

Disadvantages: Can no longer watch the subject's hands, can destroy evidence without you seeing, can flee (unless you retrieve the keys), gives them time to formulate a plan (escape, story, etc), etc.

Exiting the vehicle-

Advantages: Can complete a weapons search of person, can constantly observe the subject and make sure evidence/weapons do not get concealed/destroyed, easy to communicate, when subject exits-officers can visually inspect where he/she was seated, separates parties, can't flee in the vehicle, etc.

Disadvantages: Subject can readily fight or flee on foot once outside the vehicle, must maintain constant observation of subject and other occupants as well, etc.

13.7.09 Approaching Vehicles Other than Automobiles

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

A. Motorcycles and bicycles
B. Campers and vans
C. Buses
D. Trucks
E. Tractor/Trailers

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

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Additional Information:

13.7.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.09 Part B - Agency Training Details *(field will expand automatically)*

A. Motorcycles and Bicycles: Approach and request the subject remain on the motorcyle/bicycle. If on a motorcycle, officers can ask the subject to remove their helmet (sometimes they can't hear the officer due to ear plugs or music)- just keep in mind the helmet can be used as a weapon. Generally, they will place their helmet on the gas tank or handle bars. Ask the subject where their license, insurance and registration are located. Advise them, "Without reaching for it, can you please tell me where your license and information are located?" Most riders carry their paperwork in a compartment. Careful to consider weapons and other harmful items, might be stored in the same location. Officers can request the rider to simply stand-by until their cover-unit arrives. Once your back-up officer arrives, then you can request the rider to dismount and sit along the curbline or push bars of your patrol car. You can also request to retreive the paperwork yourself (with the riders permission).

B. Campers and vans: Officers should be constantly aware of the windows and curtains in a van, especially any type of rear door movement when approaching a van type vehicle. It is suggested on a traffic stop that the driver be called back to the unit, and that occupants exit the right side of the van in the event a search becomes necessary.

C/D/E: Request the driver to exit once your cover unit is on scene. Often times large vehicles are too loud and high up that Officers have a difficult time contacting the driver. You can request the driver to turn off the vehicle, keep their hands on the steering wheel OR open the door so you can see inside. Discuss the reason for the traffic stop, but wait to ask for their paperwork (unless you can safely see where the violator is reaching).

13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

A. Embarrassment
B. Anger
C. Fear
D. Rationalization or excuse for violation
E. Refusal to sign citation

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.7.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.10 Part B - Agency Training Details *(field will expand automatically)*

Violators will for the most part always make excuses and/or reason why they committed a traffic violation. For example, "I didn't know, I didn't see the stop sign, I'm in a hurry, I usually always wear my seatbelt- I just forgot today," etc.

Officers should say the same thing on traffic stops and simply explain the violation and ask if there was any legal reason why they committed the offense. Officers should have a plan if the violator refuses to sign the citation. Take verbal judo steps, explain the procedure and consequences, request a supervisor, etc.

13.7.11 Do Not Argue with Violator

The trainee shall explain why an officer should not argue with a violator.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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Trainee:								

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Additional Information:

13.7.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.11 Part B - Agency Training Details *(field will expand automatically)*

-The art of persuasion versus telling/arguing with a subject. Officers are trained in verbal judo tactics and should be able to effectively demonstrate their communication abilities with violators.

-Remember these tips: Don't provoke or ridicule people- instead try to diffuse and treat with respect, start out in a professional fashion-you can always move to appropriate force if necessary, use verbal judo- good tactical communciation skills such as, "Is there anything I can say or do that will get you to comply with my commands?" ,don't take it/make it personal, etc.

13.7.12 Discretion during Traffic Stops

The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.7.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.12 Part B - Agency Training Details *(field will expand automatically)*

FTO can provide scenarios where a warning would be more beneficial versus a citation. For example, educating vs. enforcing.

13.7.13 Procedure Advantages

The trainee shall explain the advantages of the following procedures:

A. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop

B. Not accepting the violator's wallet in response to a request for a driver's license

C. Checking the signature of the violator on the citation

D. Issuing the proper copy of the citation to the violator

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

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Additional Information:

13.7.13 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.13 Part B - Agency Training Details *(field will expand automatically)*

-Make sure the address on the subject's driver's license is current.

-The insurance and registration should also be valid. FTO should show trainee how to run the vehicle registration using the MDT and show/explain where they can find "Insurance on File" or "Insurance unknown." If the registration shows that there is insurance information on file, that means the violator has shown proof to the DMV that the vehicle is currently insured. Vehicle's must show valid insurance to DMV otherwise their registration will not be completed during the renewal process. *The violater is still responsible for showing the Officer current insurance/registration card(s).

-Do not take the violator's wallet. You don't want the subject claiming he had $100 inside and when you returned it to him, the money was gone. Simply ask the subject to remove the documents for you.

-Check that their signature is in the appropriate box.

-Provide them with the yellow carbon copy. Be sure to write any notes on the back of the green carbon copy.

13.7.14 Signature Is a Promise to Appear

The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
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Additional Information:

13.7.14 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.14 Part B - Agency Training Details *(field will expand automatically)*

Explain to driver that by signing the citation they are not admitting to guilt and just promising to take care of the citation via mail or before a magistrate. The driver's signature should look like the signature on their driver's license. A simple line or scribble is not sufficient. Their full signature is required.

13.7.15 Promoting a Positive Image

Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

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Additional Information:

13.7.15 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.7.15 Part B - Agency Training Details *(field will expand automatically)*

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining whether to issue a citation or warning.

13.8 FELONY/HIGH-RISK VEHICLE STOPS

13.8.01 Important Considerations

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

A. Seriousness of the crime(s)
B. Availability of Backup
C. Where to make the stop (location)
D. Tactics to be used after making the stop
E. Number of suspects involved
F. Placement of subsequent units at the stop itself
G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop
H. Use of public address (PA) system
I. Use of additional resources (K-9 units, air support, etc.)

Reference(s): | **Case #** *(If applicable)* | **Incident #**

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Trainee:								

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Additional Information:

13.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.01 Part B - Agency Training Details *(field will expand automatically)*

When conducting a felony stop, the following procedures should be applied as necessary:
-Seriousness of crime: Officer should be advising what the "want" and/or violations are. Any additional information the officer knows about the violator should be relayed.
-Where are your cover-units responding from? Do you need outside assistance? Wait for cover-units to arrive prior initiating the high-risk stop (if possible).
-Advise Communications how many occupants are inside the vehicle. This information could require additional units to respond.
-After the stop= Consider the following possiblities: Occupants will flee on foot once the vehicle yields, vehicle fails to yield and a pursuit is initiated, failure to comply with your commands (exiting the vehicle), etc.
-In order to obtain a good position of cover, the officer (primary unit) should turn the front wheels of the unit to the left to prevent ricocheting rounds from striking any portion of the body exposed below the bottom of the door, i.e., lower left leg or foot. Remember the engine block and door jam offer cover, not the door.
-When conducting a felony stop at night (has some effect in daylight) use the high beams and spotlights to flood the interior and areas immediately surrounding the suspect vehicle. This “blinds” the suspects and allows for visual control of their movements. The left spotlight of the primary unit is directed at the driver’s side view mirror. The right spotlight is directed to the area of the passenger’s side view mirror. The secondary unit uses high beams for general illumination, with the left and right spotlights directed toward the suspect vehicle in order to blind all occupants as they are removed from the suspect vehicle.
-Advantages of using the PA system include all occupants having a better chance of hearing/understanding you. More witnesses hearing your commands (clearly), less confusion, etc.
-Once stop is initiated and the vehicle yields, Officers should advise Communications the direction their vehicles are facing (line of fire). Additional units can and should block traffic so innocent bystanders do not get in the line of fire.
-Trainee should know additional resources that are available to our Police Department including: canines, air support (H70-CHP), drones, etc.

13.8.02 Vehicle Positioning

The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

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Additional Information:

13.8.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.02 Part B - Agency Training Details *(field will expand automatically)*

Primary Unit: After stopping the felony suspect vehicle, the position of the primary unit should be 40 to 45 feet to the rear and directly in line with the suspect vehicle. This allows the officer to illuminate the interior and areas surrounding the suspect vehicle, obtaining the maximum effect from the high beams and spotlights of the unit. Spotlights should be directed down the sides of the vehicle, while the take down lights should be directed to back doors.

Cover-Unit: The back-up (secondary unit) is positioned adjacent and to the left of the primary unit, at an angle which would block traffic approaching from the rear. The distance between the two units must allow the ability to exit the units. The back-up (secondary unit) should be positioned to obtain maximum cover as previously stated. Depending on the situation, the back-up officer has the option of using a shotgun/rifle, but must not position himself in an area behind the officer of the primary unit.

A variation of the methods and procedures explained would be used when a third unit is available. The third unit would be positioned directly to the rear of the primary unit. They would make sure that all of their lights had been turned off prior to positioning the unit. In addition these officers would have watched for a second suspect vehicle in the area. The officers in the third unit would take custody of the suspects as described previously.

13.8.03 Ordering Suspect(s) from the Vehicle

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

Reference(s):								**Case #** *(If applicable)*	**Incident #**
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Trainee:									

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Additional Information:

13.8.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.03 Part B - Agency Training Details *(field will expand automatically)*

Controlling the stop: Take control by giving verbal commands. You are controlling how and where the occupants exit the vehicle. Escort all occupants (one at a time) to your cover-units so he/she can be safely secured.

13.8.04 Use of Verbal Commands

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

A. Keep hands in sight at all times
B. Exit the vehicle (in accordance with agency policy)
C. Assume position of disadvantage outside of the vehicle

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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Trainee:								

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Additional Information:

13.8.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.04 Part B - Agency Training Details *(field will expand automatically)*

Procedures for ordering suspects from vehicles will vary depending on the situation, i.e., the availability of secondary units, and the location the primary unit has selected to make the stop. Remembering that time is on your side, and after determining the number of assisting units, officers may consider the following method of removing suspects and taking them into custody.

1. When primary and secondary units are used: The officer of the primary unit should initially instruct all occupants of the suspect vehicle to raise their hands above their heads, interlace their fingers and then place their hands on top of their heads or place palms on windows. All actions taken by the supsects at your direction should be done with the left hand (90% of population is right handed).

2. All occupants of the suspect vehicle are ordered to exit beginning with the driver. As you instruct the driver in exiting the vehicle order him/her to drop the keys out window prior to exiting. Instruct the driver to open the door with his left hand of the window is down, if not, then have the driver roll it down as he exits. Once outside, have him raise his hands above his head spreading his fingers, followed by closing the door with his left foot. EACH suspect is ordered from the vehicle in the same manner.

3. The officer of the primary unit will direct each suspect a they exit the vehicle to place his hands over his head and make a full turn . If you observe a weapon, tell him to remain in this position, and that you are aware that he is armed. Direct the suspect to back up towards the units or your voice. The officer of the secondary unit will take him into custody when he passes behind the headlight area of the units.

4. If you do not see a weapon on the suspect, order him to slowly turn in a full circle. This allows you to check further for visible weapons. NOTE: Hands are stretched overhead not interlaced and in back of head.

5. Stop the suspect in a position with his back towards you. Instruct him to begin moving backwards towards you, your voice, or the units.

6. When the suspect(s) reach the area of the unit's front fenders and behind the headlights; the secondary unit's officer will take control by handcuffing, searching, and removing all weapons (key, if driver). The suspect will be taken to an area to the rear and between the units and placed in the rear of the police unit. The officer will remain with the suspect using the rear of the secondary unit for protection. All remaining suspect(s) will be ordered out in the same manner, one at a time. As each one reaches the area behind the headlights, they will be handcuffed by the officer of the secondary unit, who will search and control them.

13.8.05 Waiting for Backup

The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.

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Additional Information:

13.8.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.05 Part B - Agency Training Details *(field will expand automatically)*

When conducting a felony stop, the officer of the primary unit shall determine certain factors before making the stop:

-The location of the nearest back-up (secondary unit), surrounding areas/objects available for additional cover, the density of vehicular/pedestrian traffic. All of which will have an effect on the outcome of the stop. The action taken by the officers involved and variations of that action will depend on these factors prior to making a felony stop.

-SLOW DOWN: Use time to your advantage- Determine the nearest back-up unit, coordinate a plan with that unit as to where you will be effecting the stop and any action that will be required of the back-up (secondary unit) officers.

13.8.06 Roles of Primary and Backup Officer(s)

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

A. Has radio responsibilities
B. Assumes shotgun responsibilities (if applicable)
C. Communicates to the occupants
D. Searches the occupants and/or vehicle

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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Trainee:								

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Additional Information:

13.8.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.06 Part B - Agency Training Details *(field will expand automatically)*

A & C: The driver of the primary unit has the responsibility of giving commands to the occupants of the suspect vehicle. Assisting officers or cover officers say nothing unless they observe firearms, contraband or the suspects making furtive movements. Whether using the PA System (preferred pre-set volume control) or issuing verbal commands, they must be clear and simple to understand. Remember to use time to your advantage. Do not allow the situation to deteriorate by attempting to bring the incident to a quick conclusion, which it is not necessary.

B. The secondary unit and any additional units arriving thereafter assume the responsibility in deploying other weapon systems such as less lethal (kinetic munitions), shotgun, rifle, canine, etc.

D. After all visible suspects have been removed from the suspect vehicle, there are two methods available in order to conduct a search of the trunk and interior of the vehicle.

1. The officer of the primary unit assisted by the back-up officer, and using available cover, will approach the suspect vehicle while other officers provide additional cover. Taking a low and to the side position, they proceed, preferably to the side which reduces the chances for cross-fire. Once the vehicle and trunk are cleared of occupants, the back-up officer will conduct the search. *The use of canines should also be discussed.

13.8.07 Demonstrating a Felony/High-Risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.8.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.8.07 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate either in-field or through a controlled scenario. FTO will make sure the trainee exercised good officer safety, good verbal commands, proper positioning and communication with other units and Communications, secure all occupants, etc.

13.9 SEARCHING VEHICLES

13.9.01 Safe and Effective Vehicle Search

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

A. Proper control and removal of occupants

B. A systematic method of conducting a search

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.9.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.9.01 Part B - Agency Training Details *(field will expand automatically)*

A. Never search a vehicle with occupants inside. Officers need to safely remove all occupants prior to conducting a search. Occupants should be removed one at a time in a safe, effective manner and positioned to a disadvantage. Cover-units will standby and maintain constant observations of occupants.

B. Trainee's should be experienced in completing a systematic search of a vehicle. It is recommended their cover-units do not assist. Let the trainee search by quadrants (driver side-top to bottom, left rear driver's side- top to bottom, passenger side, right rear passenger side and middle, and trunk/hood, etc). Trainee's should be conducting vehicle searches in the same fashion each time. Consistency is what FTO's should be seeing amongst their trainee's.

13.9.02 Demonstrating Vehicle Search

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.9.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.9.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee's should complete in the field. During the search he/she should demonstrate efficiency, consistency and safety. *During a search, Trainee's should be wearing gloves for safety.

13.10 SEARCHING BUILDINGS/AREAS

13.10.01 Principles of a Safe and Effective Building Search

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

A. Containment of the building
B. Containment of area(s) already searched
C. Utilization of a systematic method
D. Safe searching techniques
E. Appropriate use of specialized assistance (K-9, air support, etc.)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.10.01 Part B - Agency Training Details *(field will expand automatically)*

BUILDING SEARCHES AND TACTICS:

Tactical Approach:

- Nature of the Crime: Before or as arriving on scene, learn every piece of information possible (number of suspects, type of weapons, injured victims/witnesses/suspects, suspect/witness/victim/vehicle descriptions, possible crimes involved, history of known suspects, etc.).
- Use of lights/siren: Should you respond with lights/siren, advantages/disadvantages of people knowing you are coming, early shut down, what is our agency policy?
- Coordination and Communication: Coordinate routes with responding officers, cover possible escape routes, coordinate outer and inner perimeter if necessary, avoid shutting down routes of incoming resources (officers, fire, medical, etc.).
- Approaching Immediate Area: Use a quiet and cautious approach, think tactically when approaching (cover and concealment), listen for noises, turn off lights on approach if possible, use slow speeds to avoid engine noise, turn down radio volume, turn off interior lights, confirm the location, stop at a safe distance away from location. Secure your vehicle and gear.
- Cover and Concealment: Cover is anything that may stop or deflect a bullet. Concealment is anything that prevents a suspect from observing the officer.
- First Unit on Scene: Takes primary role of setting up perimeter. Give descriptions of scene (gates, vehicles, lights, etc.). Take a position to observe the scene, communicate and coordinate other units, request additional resources if needed.

Establishing a Perimeter:

- Purpose of a Perimeter: Contain and isolate the crime scene, prevent escape, prevent unauthorized entry, can aid in apprehension.
- Types of Perimeters: Inner Perimeter is the immediate area around the incident, varying sizes depending on the purpose of the perimeter. Outer Perimeter is the area surrounding the inner perimeter, established to further contain or isolate the crime scene, may assist in apprehension if the suspects break the inner perimeter, provides protection and cover for inner perimeter officers, provides traffic control.
- Size of Perimeter: Should be as big as needed to contain and isolate. If the resources are available, the bigger the better. The perimeter can always be reduced if needed but it is difficult to expand and still know the suspects are inside the perimeter.
- Integrity of the Perimeter: A perimeter is only as good as the discipline of the officers assigned to maintain it. Always remain where you are assigned until officially relieved. Do not leave unless exigent circumstances require immediate action (being shot at, going to aid another officer, etc.). Communicate any changes or observations regarding the perimeter to other units and Dispatch. The amount of time that has elapsed between the incident occurring and the officer's arrival should factor into how big the perimeter should be. The possible distance traveled by the suspect should be determined by the amount of time, mode of the suspects travel (bicycle, vehicle, foot), time of day, weather conditions, traffic, etc. Other factors in determining a perimeter size and necessity is type of crime (misdemeanor, felony, known crime, etc.), number of suspects, etc.

- Prior to making entry, attempt to contact an owner or responsible party if at all possible.

- Make every attempt to locate the suspect's entry point.
- A building search and entry should occur with no less than 2 officers. Do not begin a search on your own. Time is on your side so wait the extra time until another officer arrives if at all possible depending on the circumstances.
- Attempt to make contact with the suspects prior to making entry. Use your voice, loud speaker, or other methods. Attempt to have the suspects exit the building to you with your commands. Once you give the order to exit, give the suspects time to acknowledge or exit.
- Prior to beginning a search, notify dispatch and perimeter officers that you are beginning your search.

- Officer Safety- No matter how big the area to be searched, always do so with officer safety in mind. Do not sacrifice officer safety to make the search go quicker.
- Make a strategic plan if possible. Do not start searching unless you have made a plan and communicated it with other officers involved.
- Communicate during the entire search. This can be done both verbally and with hand signs. The communication must be clear and concise (i.e.: "I have a door on the right and a door on the left. I'm going to check the door on the right first").
- Use K9's if possible. The K9 Handler will take lead of the search. All other officers will assist.
- Make a tactically sound entry by having your weapon ready. Select a position to the side of the door, window, or entry point.
- Only one point of entry should be made. Avoid, if at all possible, making entry from two or more points. This will prevent confusion when coming across individuals during the search and having to identify if they are officers or suspects.
- Open the door completely. Prior to entering, if tactically safe, stop and listen for movement. Prior to entering the doorway, clear as much of the interior as possible from the outside by slicing the pie.
- When entering, do so quickly. Move away from the entrance quickly to avoid silhouetting and getting out of other officers' field of fire. Use available objects for cover when possible. Allow eyes to adjust to interior lighting when practical.
- Visually and physical clear areas one at a time before moving to another area.
- Make use of available light. If there is access to a light switch, turn them on when practical. Use flashlights to illuminate areas when practical.
- Visually scan one area at a time across the area. Look not only from side to side but also high and low.
- All areas capable of concealing a suspect should be searched (closets, under beds and blankets, etc.).
- If a structure is multi-story, confine the search to one floor at a time. Once a floor is cleared, that floor should be secured to prevent suspects from moving from one area to another area that has already been searched.
- Open door completely. Push doors all the way open to the wall to prevent suspects from hiding behind them. If a door will not open fully, look between the hinges and the door before entering.
- Officers not involved in the actual search of a room/area should provide cover to protect the searching officers.
- Assume that you will find a suspect. Do everything possible to prevent yourself from being surprised when you do encounter a suspect.

Confronting a Suspect:

- Communicate effectively in a calm and assertive voice. Avoid using expletives. Understand that yelling at suspects can elevate the anxiety level for officers and suspects. If commands are not being followed, an officer should raise their voice to ensure the suspect is hearing the commands.
- Take control of the suspect. When possible, only deal with one suspect at a time. Give simple and direct commands. Have the suspect move toward the officers if at all possible. Move the suspect to an area that has already been secured/cleared. Do not create crossfire situations by placing the suspect between officers. Always have a clear view of the suspect's hands.
- If possible, the contact officer should handcuff and search the suspect while the cover officer maintains surveillance. Both officers should ensure that they do not turn their backs on an area that has not been cleared while dealing with a suspect.
- Question the suspect to determine if there are additional suspects or weapons. Frame questions in a positive manner ("Where is your partner?" rather than "are you here alone?").
- Remove the suspect from the building as soon as possible. If possible, have another officer enter the building to take custody of the suspect. If members of the search team must remove the suspect, post an officer in the building to ensure secured areas are not compromised.
- If a suspect runs into another room, do not chase. Secure the immediate area and reevaluate the situation. Call for additional resources if necessary (K9, etc.).
- If a suspect is encountered and secured, do not abandon the search. Remember, there can always be more than one or more suspects.
- Once suspects are removed and the building or area has been cleared, secure the building or area as a crime scene for evidence collection.
- Once a search and investigation has concluded, every attempt should be made to secure the building. If this is not possible, security checks should be requested through dispatch and conducted by officers.

Searching Open Areas:

- When searching an open area (fields or yards), suspects may attempt to hide. Under these circumstances, officers should develop a systematic search plan prior to beginning (identify the size of the area, establish inner/outer perimeter, request additional resources if necessary).
- Various patterns can be used. Zone searches are divided into sections or zones. Each zone is systematically searched one at a time. Strip searches are when officers are lined up side by side with an appropriate distance between them depending on the terrain. Officers search in a straight line across the search area looking for suspects or evidence.

13.10.02 Demonstrating Safe and Effective Building Searches

Given an incident, the trainee shall safely and effectively conduct a building/area search.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.10.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.10.02 Part B - Agency Training Details *(field will expand automatically)*

FTO should provide training and make sure the Trainee's tactics are in line with those of other field officers and agency training.

-Conduct at least two building searches- scenario based training either at EFO (East Field Office) or at a location where other officers can get involved.

13.11 HANDLING CRIMES IN PROGRESS

13.11.01 Responding to Crimes in Progress

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

A. Proceeding directly to the scene as quickly and silently as possible
B. Proceeding directly to the scene utilizing emergency lights and/or siren
C. Proceeding to the location most likely to intercept fleeing suspects
D. Proceeding to the scene and coordinating arrival and/or deployment with other units
E. Distance to location
F. Availability of assisting units
G. Nature of crime
H. Traffic and environmental conditions
I. Concern for possible lookouts and/or accomplices
J. Watching for fleeing suspects
K. Parking and securing vehicle
L. Apprehension of suspect(s)
M. Broadcasting additional information
N. Securing the scene

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.11.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.11.01 Part B - Agency Training Details *(field will expand automatically)*

ROBBERIES IN PROGRESS:

A robbery in progress is potentially the most dangerous call that a police officer can receive. These calls are best handled in a teamwork method. Safety of officers and citizens is of prime consideration during 211 in-progress calls. Response to 211 calls requires teamwork and communication applied in a professional manner.

A. Response and Arrival to 211 in Progress Call: Respond on an adjacent street if possible so as to avoid detection. Be alert and observe closely the immediate area of the 211 and your response route. Pay special attention to possible lookouts (persons who appear nervous, persons who attempt to leave the scene as you arrive). Also, be observant for possible getaway vehicles (auto leaving scene at high rate of speed, driving erratically, or driving with lights out, vehicles double-parked near scene parked with someone at the wheel, etc.)

B. Deployment: The following are procedures that should be used if you have only one unit responding: Park the patrol unit as far out of traffic as possible and back from the actual establishment, and transmit to Communications that you are "on scene" and whether or not you can see any signs of criminal activity. Exit the unit and proceed to a place of cover where you have a view of the interior of the establishment.

1. On any 211 call, the officers do not enter the establishment. Once the officer or officers are in position a call will be made from dispatch to the business to ascertain the actual condition of the business. An employee will be instructed to step outside and contact a police officer. Dispatch will provide the officer a clothing description of the employee. Contact should be made with the employee to confirm the status of the business.

2. Entering the establishment (perimeter secured): At least two officers will enter and take action as required: Notify other officers/Communications if it is an actual 211, but the suspects have fled. Give a Code-4 if there is no merit to call. If additional units are responding, second unit on scene will become the cover unit and all other units will fan out in the area for search for the suspect(s).

C. Apprehension Action: Obtain initial description of suspect(s), suspect vehicle, and direction of travel. Remember that in an initial description only basic details are best, so as to get the information out to the other officers as soon as possible.

1. BROADCAST SUSPECT VEHICLE INFORMATION AS SOON AS POSSIBLE. (Vehicles, color, make and items, body damage, etc.)
2. People –Race, sex, hair (head/facial), color and type of clothing and any unusual information.
3. Weapons – Description of suspect weapon, which suspect maybe in possession of weapon.

Obtain the additional descriptions and information needed for the report and start the actual crime scene investigation. Broadcast any additional important information and secure scene. Call for additional units as needed (Search units, patrol Sergeant, Investigations, etc). If a stop is to be made, remember that a determining factor should be the close proximity of the time and place of the stop to the actual crime. If a stop is to be made on the apparent suspect vehicle, remember to follow normal high risk traffic stop safety precautions. Don't assume anything.

D. Field show-up: This is a very critical phase in any crime investigation. Some precautions must be followed so as not to jeopardize the case in court.

1. AVOID TRANSPORTING DETAINED PERSONS TO THE VICTIM OF WITNESS IF AT ALL POSSIBLE. Witness is transported to detained person(s) location. *If the detained person is transported, the question to in-custody arrest will arise.

2. Victim/witness should view suspect(s) separately and be advised that the detained subject may or may not be involved.

13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

A. Coordination of responding units
B. Using a quiet and/or "blacked-out" approach
C. Containment of the area
D. Parking and securing the vehicle
E. Locating "warm" vehicles
F. Advantages and disadvantages of immediately contacting the reporting party (RP)
G. Controlled search of the area or location
H. Looking for telltale signs, footprints, barking dogs, etc.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.11.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.11.02 Part B - Agency Training Details *(field will expand automatically)*

RESPONDING TO PROWLER CALLS: Prowler calls are very dangerous to both the police and the public, for you will not know who the suspect(s) are, or why they are there. Keep Communications informed of the situation at the scene. ABOVE ALL, USE CAUTION!

1. Respond as quickly as possible; drive within the lawful speed; and never use red light or siren unless there is an immediate threat of injury or death to innocent persons. Take into consideration any other units detailed to assist, and plan accordingly. The primary unit should coordinate the tactical response of other assisting units. Try to arrive from opposite directions. When nearing the location, check for suspicious-looking persons, record license numbers of cars parked nearby, etc. Consider time and walking distance of the suspect. Approaching a location with headlights out is a hazardous practice due to the possibility of striking unknown objects. Weigh the options of a blacked out versus an approach with the unit's high beams on.
2. Figure exact location en route to scene to avoid unnecessary use of spotlight or flashlight to locate address. If necessary to use flashlight, avoid flashing it ahead, but look for numbers on opposite side of street from location of incident. Turn radio down, but not off. Park away from the location and approach on foot.
3. Guard against unnecessary noise such as slamming car doors, loud police radio, etc. Use caution when walking around a house. The occupants may confuse you with the prowler and take some type of offensive action. Officer should contact the occupants before entering the rear yard either in person or via Communications.
4. Two one-man units or one two-man unit should be detailed to the scene of all prowler calls. They should go directly to the scene, make a quick check of the grounds, contact the victim to get main details (description of suspect direction of flight, etc.) determine if a crime has occurred, and make a crime broadcast if anything helpful is learned.
5. Check the premises for physical evidence such as footprints, dropped articles, etc.
6. Be careful of low clothes lines, excavations, and victim walking around with loaded gun or other weapon, looking for suspect.
7. Other units detailed to assist, or others in the vicinity, should patrol perimeter of the area, taking into consideration the distance a suspect can travel from the time of report.
8. If the suspect is apprehended, have him identified by the victim. The victim should be taken to the suspect, and should be advised of proper field live show-ups. Do not let suspect see the victim when identification is made.
9. Check to see if blinds are up in bedroom or bath, and advise complainant about "peeping Tom" cases. Offer further patrol services.
10. Even though the call may be unfounded, this is an excellent opportunity to engender, develop and build good public relations.

13.12 DOMESTIC VIOLENCE

13.12.01 Legal Issues and Officer Duties

The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:

A. Difference between domestic violence and domestic dispute
B. Impact of domestic violence on victims, children, and suspects
C. Essential elements of Penal Code Sections 13700 and 13519
D. Duty to provide maximum protection to the victim from abuse (emergency protective order)
E. Provide safety to other persons and property
F. Verification and enforcement of active restraining orders and stay-away orders
G. Responsibility and authority with tenancy issues related to domestic violence
H. Determine if a crime has been committed and if arrest is mandatory
I. Completion of appropriate documentation and required reports
J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office
K. Taking temporary custody of firearms

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Domestic Violence

13.12.01 Part B - Agency Training Details *(field will expand automatically)*

INVESTIGATIONS: The following guidelines should be followed by officers when investigating domestic violence cases:

(a) Calls of reported, threatened, imminent or ongoing domestic violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.
(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.
(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
(d) When practicable and legally permitted, video or audio record all significant statements and observations.
(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Bureau in the event that the injuries later become visible.
(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable. Officers at the scene shall provide to the victim written notification pursuant to 13701() of Penal Code. All victims of domestic violence shall be provided the Victim's of Domestic Violence Information/Resource pamphlet. *Make sure if the victim elects to remain confidential that he/she signs the confidentiality form.
(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate. Does the victim desire an EPO (Emergency Protective Order)?
(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence. If the domestic violence involved threats of bodily harm, any firearm discovered in plain view or pursuant to consent or other lawful search must be taken into temporary custody (Penal Code § 18250).
(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include: Marital status of suspect and victim, whether the suspect lives on the premises with the victim, claims by the suspect that the victim provoked or perpetuated the violence, the potential financial or child custody consequences of arrest, the physical or emotional state of either party, use of drugs or alcohol by either party, denial that the abuse occurred where evidence indicates otherwise, a request by the victim not to arrest the suspect, location of the incident (public/private), speculation that the complainant may not follow through with the prosecution, the racial, cultural, social, professional position or sexual orientation of the victim or suspect.

13.12.02 Inherent Dangers

The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.02 Part B - Agency Training Details *(field will expand automatically)*

FAMILY DISTURBANCES/DOMESTIC VIOLENCE: The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved. The following procedures should be followed:

1. Proceed to the scene normally unless otherwise notified by the dispatcher. As two officers should always be sent on this type of call, arrange to meet and work as a team. When a two-man unit is dispatched, officers should have prearranged plans as to who will interview who, and when to separate parties. (Officers should attempt to remain within hearing distance in case a problem arises.)

2. Use caution on such calls as more officers are killed or wounded on this type of call than on any other.

3. On arrival at the scene, attempt to determine the nature of the call before entering. Remember, a primary function of the police is to protect the lives of those who might be endangered.

4. Calm the persons involved by separating them and talking to them one at a time, advising them as to points of law. If not an emergency, suggest that one of them leave for the night, or sleep in a separate room. During the course of the interviews, avoid allowing either party to leave officer's immediate presence. Many people feel threatened by officer's presence and might try to arm themselves.

Domestic violence involving abuse by a spouse, parent, trusted adult, or one's own child is particularly traumatic. Victims wrestle with feelings of fear, loyalty, love, guilt and shame. Victims face conflicts not experienced by those attacked by strangers.

Adults are torn between a desire to shield and help a loved one and their responsibility toward their own safety or others in the household. Children face alone the terrible truth that those who should protect them are, in fact, a source of harm. A victim of domestic violence is no less a victim than one set upon by strangers. To tolerate family violence is to allow the seeds of violence to be sown into the next generation.

13.12.03 Separating Parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.12.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.12.03 Part B - Agency Training Details *(field will expand automatically)*

Once officers have arrived at the scene of the incident, the officers should separate the victim and suspect as soon as safely possible and interview them separately. Take the victim out of hearing range and away from eye contact with the suspect. This will greatly decrease the likelihood that she will be intimidated by the suspect. It also increases the likelihood of her cooperation with the officers.

In making decisions about when and how to separate the parties and while conducting the interviews, do not jeopardize officer safety. Safety of the officers and parties involved requires the officers to maintain control of the parties during the interview.

13.12.04 Differences between Criminal Law and Civil Law

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.12.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Domestic Violence

13.12.04 Part B - Agency Training Details *(field will expand automatically)*

TENANCY ISSUES

(a) Officers may request a person who is not in lawful possession of the premises to leave when:
1. The complainant is in lawful possession of the premise (as exhibited by rent receipts, lease, deed, verification by apartment manager, etc.)
2. The complainant has requested that the person leave the premises
(b) The officer will stand by until the suspect removes essential belongings
(c) If the suspect does not leave upon request, an arrest should be made under Penal Code §602.5
(d) If the complainant requesting removal of the suspect cannot show proof of lawful possession, the officer should refer the complainant for a Temporary Restraining Order or other appropriate civil remedy
(e) If appropriate, a domestic violence situation involving a tenancy issue may be resolved through the proper application for an Emergency Protective Order.

13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Domestic Violence

13.12.05 Part B - Agency Training Details *(field will expand automatically)*

Officers shall not cite and release for the following offenses (Penal Code § 853.6(a)(3)):

1. Penal Code § 243(e)(1)

2. Penal Code § 273.5

3. Penal Code § 273.6 if violence or threats of violence have occurred or the suspect has gone to the workplace or residence of the protected party.

4. Penal Code 646.9, stalking.

5. Other offenses specified in Penal Code § 1270.1, such as serious or violent felonies.

13.12.06 Enforcement of Protective Orders

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Domestic Violence

13.12.06 Part B - Agency Training Details *(field will expand automatically)*

PROTECTIVE ORDER VIOLATIONS: Absent exigent circumstances, if probable cause exists to believe an offender has violated a protective order as defined in Penal Code § 13701(b), an arrest shall be made. These court orders involve the following:
(a) Prohibit threats, harassment or violence
(b) Excludes a party from a dwelling
(c) Prohibit other behaviors specified by the court

These protective orders pertain to parties labeled as petitioner and respondent who are married, formerly married, dating, formerly dated, engaged, formerly engaged, cohabiting, formerly cohabited or have had a child together. The court orders under Penal Code § 13701(b) may be captioned as follows:

• Domestic Violence Protective Order• Criminal Court Protective Order• Emergency Protective Order (EPO)• Order to Show Cause and Temporary Restraining Order (TRO)• Order After Hearing• Restraining Order - Juvenile• Judgment of Dissolution and Order

Any officer determining that there is probable cause to believe that a protective order issued by a tribunal of another state is valid shall enforce such order as if issued in this state. Refer to the Monterey County Law Enforcement Administrator's Association Protocol on Emergency Protective Orders found in the MCLEAA manual for further information. All officers shall familiarize themselves with this protocol.

13.12.07 Handling Domestic Violence Incident

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.12.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Domestic Violence

13.12.07 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demostrate in-field or through a scenario controlled by the FTO.

13.13 VICTIMS OF VIOLENT CRIME

13.13.01 Notification of Victim Assistance

The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code). This description shall minimally include:

A. Who is eligible for such aid (GC 13955-13956)

B. The time limitations upon the victim in filing a claim (GC 13952)

C. Whom to contact (GC 13953 and 13957.7)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Victim and Witness Assistance

13.13.01 Part B - Agency Training Details *(field will expand automatically)*

The Palm Springs Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

CRIME DEFINED: Crime shall mean a crime or public offense as defined in Penal Code § 15, which results in injury to a resident of this state, including such a crime or public offense, wherever it may take place, when such resident is temporarily absent from the state. No act involving the operation of a motor vehicle, aircraft, or water vehicle which results in injury or death shall constitute a crime of violence for the purposes of this article, except that a crime of violence shall include an:

(a) Injury or death intentionally inflicted through the use of a motor vehicle, aircraft, or water vehicle.
(b) Injury or death sustained in an accident caused by a driver in violation of Vehicle Code §§20001, 23152, or 23153.
(c) Injury or death caused by a driver of a motor vehicle in the immediate act of fleeing the scene of a crime in which he/she knowingly and willingly participated.
(d) Injury or death caused by a person fleeing from law enforcement in a vehicle (Government Code § 13955(e)(2)(F)).

CRIME VICTIM LIAISON: The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Palm Springs Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

A. Initial receipt and evaluation of information
B. Preliminary investigation procedures
C. Reporting laws
D. Follow-up investigative procedures
E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Child Abuse

13.13.02 Part B - Agency Training Details *(field will expand automatically)*

INVESTIGATIONS AND REPORTING: In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated. Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
(c) Any relevant statements the child may have made and to whom he/she made the statements.
(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
(f) Whether the child victim was transported for medical treatment or a medical examination.
(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
(i) Previous addresses of the victim and suspect.
(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

QUALIFIED INVESTIGATORS: Qualified investigators should be available for child abuse investigations. These investigators should:
(a) Conduct interviews in child appropriate interview facilities.
(b) Be familiar with forensic interview techniques specific to child abuse investigations.
(c) Present all cases of alleged child abuse to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Welfare and Institutions Code § 18961.7).

13.13.03 Crimes Against the Elderly

The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:

A. Initial receipt and evaluation of information
B. Preliminary investigation procedures
C. Reporting laws
D. Follow-up investigative procedures
E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Adult Abuse

13.13.03 Part B - Agency Training Details *(field will expand automatically)*

INVESTIGATIONS AND REPORTING: All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated. Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
(b) Any relevant statements the victim may have made and to whom he/she made the statements.
(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
(e) Whether the victim was transported for medical treatment or a medical examination.
(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.
(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
(h) Previous addresses of the victim and suspect.
(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.
(j) Results of investigations shall be provided to those agencies (APS, long-term ombudsman) that referred or reported the adult abuse (Welfare and Institutions Code § 15640(f)).
(k) Whether a death involved the End of Life Option Act:
1. Whether or not assistance was provided to the person beyond that allowed by law (Health and Safety Code § 443.14)
2. Whether an individual knowingly altered or forged a request for an aid-in-dying drug or concealed or destroyed a withdrawal or recession of a request for an aid-in-dying drug (Health and Safety Code § 443.17)
3. Whether coercion or undue influence was exerted on the person to request or ingest an aid-in-dying drug (Health and Safety Code § 443.17)

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

A. Recognizing prohibited weapons subject to confiscation
B. Temporary custody of weapons at domestic violence incidents
C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (WIC 5150 WIC)
D. Issuance of receipt for confiscated weapons
E. Holding time, and other laws related to confiscation of weapons

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.13.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Domestic Violence, Mental Illness Commitments

13.13.04 Part B - Agency Training Details *(field will expand automatically)*

DOMESTIC VIOLENCE:

Officers who seize any firearm or other deadly weapon in a domestic violence incident shall issue the individual possessing such weapon a receipt and notice of where the weapon may be recovered, along with the applicable time limit for recovery (Penal Code § 18250; Penal Code § 33800; Family Code § 6389(c)(2)).

DOMESTIC VIOLENCE--RETURN OF FIREARMS:
(a) If, within five days after the seizure, a firearm or other deadly weapon is not retained for use as evidence related to criminal charges brought as a result of the domestic violence incident and the officer has no reason to believe that such firearm or weapon would further endanger the victim or person reporting the domestic violence, the Department shall notify the lawful owner or other person who was in lawful possession of the firearm or weapon of its availability (Penal Code § 12028.5(b)).
(b) If, however, any officer has reasonable cause to believe that a firearm or other deadly weapon seized in a domestic violence incident would likely result in further danger to the victim or person reporting such incident or that further investigation of such firearm or weapon is required through the Department of Justice or other sources, the Department shall within five days of the seizure, notify the owner or other person who was in lawful possession of the firearm or weapon that such firearm or weapon will be retained for up to 60 days of the seizure.
(c) If, after 45 days, the Department has been unable to clear the firearm or other deadly weapon for release, the Department shall commence the process of preparing a petition to the Superior Court to determine if the firearm or other weapon should be returned. Such petition shall be filed within 60 days of the initial seizure or upon timely application to the court for an extension within no more than 90 days (Penal Code § 12028.5(f)).
(d) Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice which conforms to the provisions of Penal Code § 12021.3(e).
(e) The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 12021.3(g)).

MENTAL CONDITION: Whenever a person is taken into custody for a 5150 commitment, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon defined in Welfare and Institute § 8100. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g. safekeeping, evidence, consent).

RELEASE OF FIREARMS AND WEAPONS IN MENTAL ILLNESS MATTERS: Firearms and other deadly weapons confiscated from an individual detained for an evaluation by a mental health professional or subject to the provisions of Welfare and Institutions Code § 8100 or Welfare and Institutions Code § 8103 shall be released or disposed of as follows:

(a) If a petition for a hearing regarding the return of the weapon has been initiated pursuant to Welfare and Institutions Code § 8102(c), the weapon shall be released or disposed of as provided by an order of the court. If the court orders a firearm returned, the firearm shall not be returned unless and until the person presents valid identification and written notification from the California Department of Justice (DOJ) which conforms to the provisions of Penal Code § 33865.
(b) If no petition has been initiated pursuant to Welfare and Institutions Code § 8102(c) and the weapon is not retained as evidence, the Department shall make the weapon available for return. No firearm will be returned unless and until the person presents valid identification and written notification from the California DOJ which conforms to the provisions of Penal Code § 33865.
(c) Unless the person contacts the Department to facilitate the sale or transfer of the firearm to a licensed dealer pursuant to Penal Code § 33870, firearms not returned should be sold, transferred, destroyed or retained as provided in Welfare and Institutions Code § 8102.

**PROPERTY RECEIPTS SHALL BE ISSUED TO OWNER WHEN PROPERTY IS SEIZED.

13.14 HATE CRIMES

13.14.01 Hate Crime Indicators

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

A. Anti-religious slurs and symbols
B. Slurs regarding gender and/or biological sex
C. Racist symbols
D. Racial and ethnic slurs
E. Hate-group symbols
F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hate Crimes

13.14.01 Part B - Agency Training Details *(field will expand automatically)*

Hate crimes - A criminal act committed in whole or in part, because of one or more of the following actual or perceived characteristics of the victim (Penal Code § 422.55; Penal Code § 422.56; Penal Code § 422.57):
(a) Disability (b) Gender (c) Nationality (d) Race or ethnicity (e) Religion (f) Sexual orientation (g) Association with a person or group with one or more of these actual or perceived characteristics.
(h) Examples of hate crimes include, but are not limited to:
1. Interfering with, oppressing or threatening any other person in the free exercise or enjoyment of any right or privilege secured by the constitution or laws because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6).
2. Defacing a person's property because of one or more of the actual or perceived characteristics of the victim (Penal Code § 422.6(b)).
3. Terrorizing a person with a swastika or burning cross (Penal Code § 11411).
4. Vandalizing a place of worship (Penal Code § 594.3).

The federal Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act expands federal hate crimes to include crimes motivated by a victim's actual or perceived sex, sexual orientation, gender identity or disability (18 USC § 249).

13.14.02 Consequences of Hate Crimes

The trainee shall identify and discuss the possible consequences of hate crimes including:

A. Psychological effect on victim
B. Denial of basic constitutional rights
C. Community divisiveness
D. Potential escalation of violence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.14.02 Part B - Agency Training Details *(field will expand automatically)*

People victimized by violent hate crimes are more likely to experience more psychological distress than victims of other violent crimes. Specifically, victims of crimes that are bias-motivated are more likely to experience post-traumatic stress, safety concerns, depression, anxiety and anger than victims of crimes that are not motivated by bias.

Hate crimes send messages to members of the victim's group that they are unwelcome and unsafe in the community, victimizing the entire group and decreasing feelings of safety and security. Furthermore, witnessing discrimination against one's own group can lead to psychological distress and lower self-esteem.

Escalation Pyramid:

-Stereotyping and Prejudice

-Discrimination

-Scapegoating

-Violence and Hate Crimes

-Genocide.

13.14.03 Enforcement Requirements

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

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**			**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test				☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

13.14.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hate Crimes

13.14.03 Part B - Agency Training Details *(field will expand automatically)*

INVESTIGATIONS: Whenever any member of this Department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:
(a) Officer(s) will be promptly assigned to contact the victim, witness, or reporting party to investigate the matter further as circumstances may dictate
(b) A supervisor should be notified of the circumstances as soon as practical
(c) Once "in progress" aspects of any such situation have been stabilized (e.g., treatment of victims, apprehension of present suspects, etc.), the assigned officer(s) will take all reasonable steps to preserve available evidence that may tend to establish that a hate crime was involved

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
1. Officers should contact the property owner to remove any evidence that cannot be physically removed (i.e., painted words or signs on a wall) by the officer once the offense is documented.

(e) The assigned officer(s) will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.
1. No victim of or a witness to a hate crime who is not otherwise charged with or convicted of a crime under state law may be detained for or turned over to federal authorities exclusively for any actual or suspected immigration violation (Penal Code § 422.93(b))
2. Statements of victims and witnesses should be audio or video recorded if practicable (see the Portable Audio/Video Recorders Policy).

(f) Depending on the situation, the assigned officer(s) or supervisor may request additional assistance from detectives or other resources to further the investigation
(g) The assigned officer(s) will include all available evidence indicating the likelihood of a hate crime in the relevant report(s). All related reports will be clearly marked as "Hate Crimes" and, absent prior approval of a supervisor, will be completed and submitted by the assigned officer(s) before the end of the shift
(h) The assigned officer(s) will provide the victim(s) of any suspected hate crime with a brochure on hate crimes (Penal Code § 422.92). Such brochures will also be available to members of the general public upon request. The assigned officer(s) should also make reasonable efforts to assist the victim(s) by providing available information on local assistance programs and organizations
(i) The assigned officer(s) and supervisor should take reasonable steps to ensure that any such situation does not escalate further (e.g., Possible Temporary Restraining Order through the District Attorney or City Attorney Penal Code § 136.2 or Civil Code § 52.1 as indicated).

13.14.04 Handling Hate Crimes

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.14.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hate Crimes

13.14.04 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate how to handle a report of a suspected hate crime. He/She should be able to recognize the crime was motivated by hatred or other bias and take the appropriate steps to assist the victim(s). They should minimally take a report, interview all involved parties, collect evidence, notify their supervisor, provide victims with resources and take preventative measures to ensure that any such situation does not escalate further.

13.15 GANG AWARENESS

13.15.01 Characteristics and Recognizing Gangs

The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Suspicious Activity Reporting

13.15.01 Part B - Agency Training Details *(field will expand automatically)*

Criteria Used To Identify Gang Members: An individual is identified as a gang member based on verifying at least three of the following criteria and is currently involved in criminal activity:

A. Admits gang membership or association
B. Is observed to associate on a regular basis with known gang members
C. Has tattoos indicating gang membership
D. Wears gang clothing, symbols, etc. to identify with a specific gang
E. Is in a photograph with known gang members and/or using gang-related hand signs
F. Name is on a gang document, hit list or gang related signs
G. Is identified as a gang member by a reliable source
H. Arrested in the company of identified gang members or associates
I. Corresponds with known gang members or writes and/or receives correspondence about gang activities
J. Writes about gangs (graffiti) on walls, paper, etc.

Criminal Street Gang Defined: An ongoing organization association or group of three or more persons, whether formal or informal,

A. Having as one of its PRIMARY activities the commission of one or more of the following:

1. ADW (245)
2. Robbery (211)
3. Homicide or manslaughter (187)
4. Sale or possession for sale of narcotics
5. Shooting at an inhabited dwelling or occupied motor vehicle (246)
6. Arson (450)
7. Witness or victim intimidation (136.1)
8. Grand theft of any vehicle (487h)
9. Discharging or permitting discharge of a firearm from a motor vehicle
10. Burglary (459)
11. Rape (261)
12. Looting (463)
13. Money laundering (186.10)
14. Kidnapping (207)
15. Mayhem (203)
16. Aggravated mayhem (205)

17. Torture (206)
18. Felony extortion (518)
19. Felony vandalism (594)
20. Carjacking (215)
21. Sale, delivery or transfer of a firearm
22. Possession of a pistol, revolver, or other firearm capable of being concealed upon the person in violation of

B. Which has a common name or common identifying sign or symbol.

C. Whose members individually or collectively engage in or have engaged in a pattern of criminal street gang activity

According to law enforcement reports and self-reported data, gang members commit a higher percentage of crime than non-gang members. In many communities, more than three-quarters of crimes are committed by gang members. Gang-involved youth are more likely to engage in substance abuse and high-risk behavior which leads to a wide range of potentially long-term health and social consequences. Youth who join a gang are more likely to drop out of school, experience teen parenthood, and face problems with family members or unstable employment. These youth also develop an increased propensity for violenceand, in turn, are more likely to be victims of violence.

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including:

A. Street gangs
B. Motorcycle gangs
C. Prison gangs
D. Cult/ritualistic gangs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.15.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.02 Part B - Agency Training Details *(field will expand automatically)*

Street Gang Defined- A common definition of a gang is a group of three or more individuals who engage in criminal activity and identify themselves with a common name or sign. Gang, youth gang, and street gang are terms widely used, and often interchangeably, in mainstream coverage. A denotable group of persons, typically young males, who:

A. Are generally perceived as distinct by their neighborhood, school or law enforcement.
B. Recognize themselves as a distinct group invariably with a group name.
C. Work toward unlawful or anti-social means.

Motorcycle Gangs: Outlaw motorcycle gangs are sophisticated organizations who utilize their affiliation with a motorcycle club as a conduit for criminal activity. The nature of their activity is generally conspiratorial, and their goals are attained through use of violence and intimidation. Because 0f their expertise in sophisticated weaponry and their international intelligence networks, outlaw ~otorcycle gangs pose a formidable threat to society in general and specifically to law enforcement.

Big Five= Hells Angels, Pagans, Outlaws, Bandidos, Sons of Silence.
Associated Criminal Activity= Motorcycle thefts, Prostitution, Money Laundering, Gang Violence, Illegal weapons, Narcotics.

Prison Gangs: Prison gangs are criminal organizations that originated within the penal system and they have continued to operate within correctional facilities throughout the United States. Prison gangs are also self-perpetuating criminal entities that can continue their operations outside the confines of the penal system. Typically, a prison gang consists of a select group on inmates who have an organized hierarchy and who are governed by an established code of conduct. Prison gangs vary in both organization and composition, from highly structured gangs such as the Aryan Brotherhood and Nuestra Familia to gangs with a less formalized structure such as the Mexican Mafia (La Eme). Prison gangs generally have fewer members than street gangs and Outlaw Motorcycle Gangs(OMGs) and are structured along racial or ethnic lines. Nationally, prison gangs pose a threat because of their role in the transportation and distribution of narcotics. Prison gangs are also an important link between drug-trafficking organizations (DTOs), street gangs and OMGs, often brokering the transfer of drugs from DTOs to gangs in many regions. Prison gangs typically are more powerful within state correctional facilities rather than within the federal penal system.

Cult/Ritualistic Gangs: Normally a cult has a charismatic leader who develops ideas and beliefs that attract followers: Charles Manson, Jim Jones, David Koresh, Marchal Applewhite, etc.

Specific Cults= Satanic Cults, Davidians, Heaven's Gate, Wikkans, Marilyn Manson, Drac's

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

A. Peer pressure
B. Common interests
C. Protection/Safety
D. Familial and/or generational influence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.15.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.03 Part B - Agency Training Details *(field will expand automatically)*

Six major risk factors that contribute to gang involvement in urban environments:

•Lack of jobs for youth •Poverty compounded by social isolation •Domestic violence •Negative peer networks •Lack of parental supervision •Early academic failure and lack of school attachment/attendance.

These risk factors increase the odds that a young person will join a gang, but is not a guarantee as we see members joining from suburbs and seemingly stable family environments. The reasons why young people join gangs can vary from simple to more complex.

Some reasons include:

•A Sense of "Family" - Young people might feel that they don't receive enough support or attention at home. They may be trying to escape a negative home life, or may be looking for a father figure. Gangs often make promises to give unconditional support, and to become the "family" they never had.
•Need for food or money - Gangs may present themselves as a means of survival to youth who lack basic essentials such as food, clothing and shelter. More and more, gang members use their affiliation to make a profit through illegal activities, such as selling drugs and auto theft.
•Desire for protection - Communities with high gang activity often see young people join a gang just to survive. It is often easier to join the gang than to remain vulnerable and unprotected in their neighborhoods.
•Peer Pressure - Kids and teens face constant pressure to fit in, and they may not have the support they need to avoid the pressures to join a gang. Peer pressure can come in the form of intimidation, coercion, a dare, harassment, friendly persuasion, or repetitious begging.
•Family history or tradition - Families can have gang involvement spanning over multiple generations. This is one of the toughest forms of pressure to escape, as the gang lifestyle is deeply rooted in family traditions and values.
•Excitement - Some young people get a rush out of defying authority, or committing crimes. They may be attracted to the gang lifestyle, as it lives outside the law and participates in many illicit behaviors.
•To Appear Cool - Gangs have mastered the art of manipulation to attract potential recruits. They wear the latest fashion trends, throw the hottest parties, and drive the coolest cars. They can appear to have the 'perfect' lifestyle to a young kid who's looking to fit in somewhere. The offer an image of "cool" that has been glorified by the media and entertainment industry.

13.15.04 Common Characteristics of Gangs

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

A. Cohesiveness
B. Code of silence
C. Rivalries
D. Revenge

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.15.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.04 Part B - Agency Training Details *(field will expand automatically)*

Gang mentality has 4 parts:

1. Code of silence: Only the weak call 911. There is no cooperation with the police, and they right the wrongs.
2. Compelled to act: No act of disrespect goes unanswered or unpunished. Fights spark from dirty looks, hand signs or a simple remark.
3. Rivalry: Most often thought of as conflict between groups, it is also within groups as young members want to prove themselves while older members want to retain control.
4. Cohesiveness: Gangs replace the need for family, physical survival, security, social acceptance and emotional response. Most members believe their family members threaten the gang's cohesiveness.

13.15.05 Methods Gangs Use to Distinguish Themselves

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

A. Tattoos
B. Attire and accessories
C. Use of monikers
D. Use of hand signs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Additional Information:

13.15.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.05 Part B - Agency Training Details *(field will expand automatically)*

Tattoos-
Tattoos can indicate gang affiliation or geographic origin. Tattoos can be crude or elaborate, and placed on any part of the body. They can be numbers like 666 (mark of the beast), 14, 13 , or 88 (the eighth letter of the alphabet, H). For white supremacists, 88 refers to HH or "Heil Hitler." The tattoos may also indicate the gang name by using letters of the alphabet to abbreviate it. Or, letters of the alphabet may be used to indicate a particular gang philosophy. For example, SWP could mean Supreme White Power or Salvadorians With Pride. The tattoo can be of a cartoon-type character like a bulldog or a well-known criminal. Gang tattoos have included pictures of wild animals like panthers or tigers, or mythical animals like dragons.

Other gang tattoos can be a five-point crown or a five-point star. These symbols normally mean nothing to a non-gang member. However, to gang members they are a code that identifies their gang, their gang rivals and their gang affiliation, and is a way to affirm their membership. Some gang members' bodies have become just another canvass for gang graffiti.

Gang Attire-
Many gang members wear distinct clothing styles. Clothing is like a street uniform. It helps identify peer and rival gang members. Stylized gang clothing is a non-verbal way of indicating gang membership.

Some common gang attire, such as the three-quarter-length cutoff pants and knee-high socks, has become a popular dress style for many young people throughout the country. Many of these young people are not gang members. When a non-gang member wears gang-type clothing, real gang members can believe that the wearer is involved in a gang and may put the wearer of gang clothing in harm's way.

Other gangs prefer baggy or "sagging" pants or baseball caps turned at an angle. Some wear particular brands of shoes, pants, shirts or professional sports gear. The gang may pick a college or professional sports team whose logo, uniform color combination or initials have specific meaning to them. Wearing this type of clothing can help conceal their membership and association from parents, teachers and police.

Another example of stylized gang clothing is plaid Pendleton shirts which can be worn loose or un-tucked. The Pendleton shirts become a form of gang uniform. A gang may even choose a certain color. Gang graffiti, symbols, messages or names can also be written or embroidered on tee-shirts, sweat shirts, jackets, pants and baseball caps. Other identifying items include belt buckles with the gang's initials, key chains, starter jackets (team jackets) and red or blue bandanas called "rags." The color of the clothing depends on the type of gang. Kaki-colored pants with a white tee-shirt are considered a neutral uniform. Some gangs are no longer wearing their colors in order to deceive law enforcement.

Not all gang members are obvious in their dress or manner, so some are not immediately recognizable by their attire. Anyone can wear gang-style clothing. For that reason, wearing gang-style clothing itself should not be used as the only evidence to support gang membership.

Hand Signs-
Hand signs can be used as a greeting to a peer gang member, a way of challenging a rival gang or a form of intimidation to non-gang members. Hand signs vary, depending on what type of gang is using them. Commonly, letters of the alphabet or numbers are formed by using the fingers and hands. Gang members display hand signs at citizens, police and other gang members. Sometimes, this action is referred to as "throwing a sign." Occasionally, a story is told using hand signs; some gangs refer to this as "stacking.

Moniker-
Gang members commonly, but not always, have a nickname or moniker. The name may highlight a real or imagined special physical, personal or psychological trait. A gang member called "Silent," for example, may be known for being quiet all the time. A gang member with the name, "Psycho," may be known for acting crazy or violent. However, it is not necessary to have a moniker to be a member of a gang. Similarly, just because a young person has a nickname doesn't mean that child is a gang member.

13.15.06 Gang Graffiti

The trainee shall indentify gang graffiti factors significant to law enforcement, including:

A. Identifying individuals and/or a specific gang
B. Indentifying gang boundaries
C. Indications of pending and/or past gang conflicts

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

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Additional Information:

13.15.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.06 Part B - Agency Training Details *(field will expand automatically)*

Graffiti is the newspaper of the gangs and is used to announce deaths, retaliations, wars, membership roles and other important information. Gangs use graffiti to identify themselves and their territory. With graffiti, they mark their territory or turf, declare their allegiance to the gang, advertise the gang's status or power, announce their presence, challenge rivals and announce working relationships between gangs. Graffiti is also used to intimidate the residents who live in a gang- controlled area. Graffiti can also be used to communicate messages and to show alliances or conflict between gangs. The graffiti may indicate the gang's name; the member's nickname; a declaration of loyalty; a memorial to a slain gang member; threats, challenges or warnings to rival gangs; or a description of criminal acts in which the gang has been involved. Gang graffiti can be found on neighborhood walls, fences and mailboxes. It may also be found on clothing, athletic shoes, notebooks, plastic glasses, photographs and bedroom walls. The following list of common graffiti which you may see:

X3	13
X4	14
Sur	South
C/K	Crip Killer
B/K	Blood Killer
SCRAP	Insult to Southern Gang member
SLOB	Insult to Northern Gang member
X OUT	Crossing out rival graffiti
R.I.P.	Rest In Peace
Norte	North
187	Kill/Killed

In addition, taggers can use graffiti to gain fame and notoriety. Taggers choose names, slogans and pictorial graphics in an attempt to create an identity and make themselves known. Their principal crime is vandalism and their targets are often highly visible like public transportation vehicles, billboards, benches, walls and freeway signs. Hispanic gang graffiti is often written in blocked or Old English letters and tends to be very stylized. Some Asian gangs, particularly Laotian and Cambodian gangs, use the block style of graffiti. African-American and White gang graffiti tend to be similar to one another using a simple style of writing, although Skinhead graffiti may include racist symbols or other graphically violent language. The color of the graffiti may be an indicator of gang affiliation. Crips use blue and Bloods use red. Graffiti may also take on specific characteristics of a particular gang like a unique symbol or use of numbers or letters.

Gangs purposely vandalize and destroy public and private property in order to enhance their reputation. Of equal concern with property damage is the violence associated with gang graffiti. Some adults believe they do not have to worry as much about graffiti in the neighborhood. They believe the graffiti is from a tagging crew rather than an indication of gang presence. However, the presence of any type of graffiti can be an indicator that a gang is present and can be an important source of information for both law enforcement and community members. Graffiti is

gang-related whether it is written by street gang members, taggers or tag bangers.

When a neighborhood is marked with a gang's graffiti, that graffiti indicates territorial dominance, and the entire area and its inhabitants become potential targets for violence, because rival gangs sometimes identify everyone in the neighborhood as part of the gang and, therefore, a potential threat and target. Anyone on the street or in his or her home can become a target for drive-by attacks by rival gang members.

13.15.07 Criminal Activities by Gangs

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

A. Sale and use of narcotics
B. Crimes involving physical violence
C. Auto thefts and vehicle burglaries
D. Other theft-related crimes

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.15.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.07 Part B - Agency Training Details *(field will expand automatically)*

Gang members engage in a higher level of serious and violent crime than their non-gang-involved peers. Research about gangs is often intertwined with research about gun violence and drug crime. It is clear that gangs, guns, drugs and violence are interconnected.

Hispanic Gangs-

NORTENOS- (Spanish for "Northerner") are a group of Latino street gangs with origins in northern California (north of Bakersfi eld). Members were initially part of the CA prison gang, Mexican Mafi a, but later formed their own group when they were not protected or treated fairly in prison. Separation can be attributed to a "shoe incident" which created Nuestra Familia (Our Family). Outside of prison members are called Norteños who associate with the sombrero, the machete and the "Huelga" bird (symbol of the United Farm Workers). They use the color red and the number "14", "XIV", "X4" and the letter "N" - 14th letter of the alphabet. Their biggest rival are the Sureños but they also fi ght against Crip sets.

SURENOS- (Spanish for "Southerners") are a group of Mexican-American street gangs with origins in southern California (south of Bakersfield). The gang has allegiance to the CA prison gang, Mexican Mafia, aka "La Eme". Sureños identify with "13", "XIII", "X3", the letter "M" - 13th letter in the alphabet - as homage to the Mexican Mafia. They typically use the color blue, but may use other colors as well such as black or brown, dependant on the set. The "cholo" type of dress was adopted, but nowadays is far less observed as anonymity of gang affiliation has become more commonplace. Their biggest rivals are Norteños, but it is not uncommon for Sureños sets to fight each other.

Asian Gangs

With the end of the Vietnam conflict and the massive relocation of southeast Asian families to California, we have experienced an upswing of gang activity among the southeast Asian youth. The major reasons for this are protection and lack of acceptance due to cultural differences. The Asian groups have followed patterns set by the black street gangs and have gone as far as establishing co-founded and cooperated drug sales operations. Where Hispanic gangs are "turf" oriented and their gang wars may date back forty years or more, the Asian groups are nomads in nature, and will align with almost any group for financial gain. Alliances with Asian groups are normally short-lived. Asian groups also have a tendency to be very well armed and much more violent than most other gangs.

White Gangs:

SKIN HEADS-Skin Heads are racist, who want to form a pure, white race. They will commit hate crimes against minority groups. They are exceptionally anti-police. Most Skin Heads will have tattoos such as Swastikas, "pure wood," "pecker wood," "white pride," or something which refers to their Caucasian heritage.
SHARPS-Sharps are an anti-Skin Head group, made up of former Skin Heads. Sharp stands for "Skin Heads Against Racial Prejudice." Normally,

they only become a police problem when they have confrontations with traditional Skin Head groups.

STONERS-Stoners are persons who have become so heavily involved in heavy metal music that they only live to "get high" and listen to heavy metal music parties, scenes of satanic worship, animal sacrifices, or suicides involving occult members.

Black Gangs:

Black street gangs are new in comparison to the Hispanic gang history of California. The Crips were formed in the late 1960's as a criminal enterprise. In the early 1970's, the Pirus were formed in Compton as a direct result of the formation of the Crips a few years earlier. Within a few years, several Piru groups merged together to form the Bloods. Both the Bloods and the Crips should be viewed as criminal organizations which were formed to control and expand the crack cocaine market beyond south central Los Angeles. The Bloods and Crips fight violent wars between themselves, but the motivation is financial and deals with the control of the drug trade in a specific area. Bloods and Crips identify themselves with red (Blood) or blue (Crip) bandannas, and the letters "B" or "C." Occasionally, the Roman Numeral III has been used for Crip and II for Blood.

13.15.08 Reducing Gang Activity

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

A. Identifying gang activity
B. Coordination with allied agencies
C. Reduction of the opportunity for criminal activities
D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC 186.22)

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
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Trainee:										

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Additional Information:

13.15.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.15.08 Part B - Agency Training Details *(field will expand automatically)*

Evaluations of gang prevention programs have identified key factors in designing and implementing positive interventions. These factors include:

- Working with the local community.
- Engaging city leaders.
- Partnering with social service agencies.
- Involving community members who have the respect of local gang leaders and members.
- Addressing gang-related issues at multiple levels.

Interagency collaboration, especially at the local level and across several levels of government, gives civic leaders a multidisciplinary perspective on issues related to preventing gang joining and gang-related crime.

13.16 MISSING PERSONS

13.16.01 Requirements for Handling Missing Persons

The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, adult and juvenile.

Reference(s): Penal Codes 784.5, 14205(a)–(c), 14206, and 14207(a)–(c)

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Missing Persons

13.16.01 Part B - Agency Training Details *(field will expand automatically)*

The Palm Springs Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. The Department gives missing person cases priority over property related cases and will not require any time frame to pass before beginning a missing person investigation (Penal Code § 14211).

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay (Penal Code § 14211). This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to render immediate assistance shall promptly dispatch or alert a member who can take the report. A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any other question of jurisdiction (Penal Code § 14211).

INITIAL INVESTIGATION: Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call for service as soon as practicable.
(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
(c) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
(d) Broadcast a "Be on the Look-Out" (BOLO) bulletin if the person is under 21 years of age or there is evidence that the missing person is at risk. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 21 years of age or may be at risk (Penal Code § 14211).
(e) Ensure that entries are made into the appropriate missing person networks as follows:
1. Immediately, when the missing person is at risk.
2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report.
(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
(g) Collect and/or review:
1. A photograph and a fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
(h) When circumstances permit and if appropriate, attempt to determine the missing person's location through his/her telecommunications carrier.
(i) Contact the appropriate agency if the report relates to a previously made missing person report and another agency is actively investigating that report. When this is not practical, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

13.16.02 Search Procedures

The trainee shall explain the agency's policy regarding search procedures for missing persons.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Additional Information:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Missing Persons

13.16.02 Part B - Agency Training Details *(field will expand automatically)*

An immediate search and supervisory notification shall be made when:

a. The missing person is senile, has Alzheimer's disease, is developmentally disabled, or otherwise unable to care for his own safety (at risk);

b. There is an indication of foul play, accident, or extreme danger, and there are leads available; or,

c. In any case a patrol supervisor deems such a search appropriate.

The scope of the search and resources deployed is at the direction of the patrol sergeant or sector commander.

13.16.03 Thorough Search of a Missing Child's Home and Nearby Area

The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Additional Information:

13.16.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Missing Persons

13.16.03 Part B - Agency Training Details *(field will expand automatically)*

If a child is reported missing as soon as it occurs, there will typically be an "All cars respond" notice sent out. Every available officer from the jurisdiction will converge to search the area, canvas neighbors, and try to develop leads. A few officers will probably begin with a top-to-bottom, check-everywhere search of the child's house and immediate surrounding area. It is amazing how many "lost child" calls end up being a case of the child being asleep under a bed or behind a couch in the home somewhere.

Assuming the child is not found immediately, officers and detectives will begin following up on various leads to see if they can find the child. In many cases, community members will come together to form search parties to look for the child (or, in the worst case, the child's body) throughout the town.

Responding officers may issue an Amber Alert in cases where it's deemed appropriate.

13.16.04 Amber Alert

The trainee shall review and explain the criteria and initiation process for an Amber Alert.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments *(field will expand automatically)*

Additional Information:

13.16.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Public Alerts

13.16.04 Part B - Agency Training Details *(field will expand automatically)*

CHILD ABDUCTION CRITERIA: The following conditions must be met before activating an AMBER Alert (Government Code 8594(a)):
(a) Abduction has been determined to have occurred.
(b) The victim is 17 years of age or younger, or has a proven mental or physical disability.
(c) The victim is in imminent danger of serious injury or death.
(d) There is information available that, if provided to the public, could assist in the child's safe recovery.
PROCEDURE FOR AMBER ALERT: In the event of a confirmed child abduction, the following procedures designed to alert the media shall be followed.
(a) The Public Information Officer, Watch Commander or Detective Supervisor will prepare an initial press release that includes all available information which might aid in locating the child:
1. The child's identity, age and description
2. Photograph if available
3. The suspect's identity, age and description, if known
4. Pertinent vehicle description
5. Detail regarding location of incident, direction of travel, potential destinations, if known
6. Name and phone number of the Public Information Officer or other authorized individual to handle media liaison
7. A telephone number for the public to call to provide leads and information
(b) Fax the press release to the local television and radio stations.
(c) The information in the press release should also be forwarded to the County Communications so that general broadcasts can be made to local law enforcement agencies.
(d) The individual responsible for making notifications shall also consider the following resources as the circumstances dictate:
1. Emergency Alert System sites (EAS)
2. California Highway Patrol (CHP)
3. California Law Enforcement Telecommunication System (CLETS) message to activate the Emergency Digital Information System (EDIS)
4. FBI local office
5. Prompt entry of information into the California Department of Justice Missing and Unidentified Persons System (MUPS)/National Crime Information Center (NCIC)
6. National Center for Missing and Exploited Children, 800-843-5678
(e) The investigation unit supervisor investigating the abduction or other individual responsible for making notifications shall prepare and fax to the previously described locations, followup press releases with updates regarding the search and investigation, or immediately upon locating the abducted child.

Any questions regarding the AMBER Alert program, or the other resources available during a child abduction, call ENTAC at (916) 657-8287.

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.16.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Missing Persons

13.16.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be able to demostrate the proper handling of receiving and taking a missing person report. Trainee's can refer to the Palm Springs PD checklist to help assist them through the report process.

13.17 FIRES

13.17.01 Types of Fires

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

A. Dry combustibles
B. Flammable liquids
C. Electrical
D. Combustible metals

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.01 Part B - Agency Training Details *(field will expand automatically)*

Class A=Fires involve ordinary combustible materials, such as cloth, wood, paper, rubber, and many plastics. Extinguishers with an A rating are designed to extinguish fires involving these ordinary combustible materials.

Class B=Fires involve flammable and combustible liquids such as gasoline, alcohol, oil-based paints, lacquers. Therefore, extinguishers with a B rating are designed to extinguish fires involving flammable and combustible liquids.

Note: Do not attempt to extinguish a fire involving flammable gas unless there is reasonable assurance the source of fuel can be promptly shut off. In fact, if the only fuel burning is the leaking gas, the best method for extinguishing the fire is to shut off the fuel supply. Extinguishing a flammable gas fire, without shutting off the fuel, will allow unburned gas to escape into the atmosphere, which may permit a dangerous accumulation of gas to develop, and an explosion may occur if the gas is exposed to an ignition source.

Class C=Fires involve energized electrical equipment. Extinguishers with a C rating are designed for use with fires involving energized electrical equipment.

Class D=Fires involve combustible metals, such as magnesium, titanium, and sodium. Extinguishers with a D rating are designed to extinguish fires involving combustible metals.

Note: Common extinguishing agents may react with a combustible metal fire causing the severity of the fire to increase. The most common method for extinguishing a combustible metal fire is to cover the burning material with a dry powder, such as sand, which will not react with the material. If you store or use combustible metals, contact the Fire Prevention Services office for a consultation regarding the proper type and amount of extinguishing agent you should have available.

Class K=Class K fires involve vegetable oils, animal oils, or fats in cooking appliances. Extinguishers with a K rating are designed to extinguish fires involving vegetable oils, animal oils, or fats utilized in commercial cooking appliances.

Note: Extinguishers with a K rating are normally required where deep-fryers and/or griddles are utilized to prepare large quantities of food. An example would be a commercial kitchen similar to those found in restaurants and cafeterias.

Multipurpose Extinguishers: Most portable extinguishers are rated for use with more than one classification of fire. For example, an extinguisher with a BC rating is suitable for use with fires involving flammable liquids and energized electrical equipment. An extinguisher with an ABC rating is suitable for use with fires involving ordinary combustibles, flammable liquids and energized electrical equipment. An extinguisher that is rated for use with multiple hazards should include a symbol for each hazard type.

13.17.02 Initial Steps at a Building Fire

The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

A. Request for the fire department
B. Request for additional law enforcement assistance if needed
C. Immediate evacuation of any occupants
D. Isolation of the immediate area
E. Establishment of a perimeter for crowd control

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.02 Part B - Agency Training Details *(field will expand automatically)*

HANDLING FIRE CALLS:

1. Use caution while responding to a fire call, as the Fire Department will be responding Code-3, possibly from multiple stations and directions.
2. The first unit on the scene should immediately assess the situation and, if necessary, request additional resources for crowd and traffic control. A field supervisor should be advised and if it is a major incident, a command post should be established. If possible, speak with Fire Department personnel to ascertain their command post location.
3. Officers should keep in mind fires may be arson or set to conceal another more serious crime. Officers should watch for suspicious persons or vehicles around the fire scene. Officers should also keep their eyes open for possible items of evidence, or witnesses. The trainee shall discuss the preservation of evidence for arson investigation per 450 and 451 PC.
4. Officers have a responsibility to assist the Fire Department and to protect the public; this means keeping foot and vehicular traffic out of the area and the streets open, accessible for additional Fire Department personnel. Officers should establish a perimeter, at a safe distance from the scene, and keep all non-emergency persons outside of the perimeter. If necessary, officers should handle the evacuation of nearby homes and/or businesses.
5. The news media should be directed to the command post, prior to entry into the fire scene, unless you are otherwise directed by a supervisor.
6. If the fire is of a criminal or suspicious nature, the Fire Department is responsible for the investigation. The responsibility for writing a crime report rests with the Fire Department.
7. In the event a body or bodies are found in the location, the fire scene should be handled as a homicide scene until facts establish the death(s) is/are not a homicide. A supervisor must be notified.

For further information, refer to policies and proceedures covering investigating homicides, maintaining crime scenes, Report Preparation, and Death Investigation.

13.17.03 Search for Victims

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.03 Part B - Agency Training Details *(field will expand automatically)*

Interactions on Scene with Fire/Police Personnel:

-Structure Fires – Don't be a hero, smoke is very toxic and the heat will be intense
-Don't Break windows or doors- this allows more oxygen to the fire and may make the situation worse
-Don't Park in front of the address (or a Fire Hydrant) – hinders fire operations, you will get blocked in (out of service)
-Plan for Traffic Control – setting this up early will make the scene for emergency personnel safer
-Always watch for possible downed electrical power lines – power lines may separate from the house or power poles and may make it difficult to see when walking through smoke
-Given an update on conditions if possible on your arrival – How much fire (smoke or flames seen)? Where is the structure located? Is it a house or business? Is everyone out of the structure?
-Never let anyone go back inside a burning structure
-Scan faces in the crowd- the fire maybe be an arson and the suspect may be watching
-Don't remove any equipment off the Fire Trucks

Fire Extinguisher Usage- Point, Aim, Squeeze, Sweep (from perimeter of fire to inside fire)

13.17.04 Building Unsafe to Enter

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.04 Part B - Agency Training Details *(field will expand automatically)*

Collapse indicators include:

- Previous fire damage.
- Windows, doors, floors and stairs out of level.
- Sagging wooden floors.
- Excessive snow or water on a roof.
- Cracking noises coming from a building.
- Interior collapse.
- Plaster sliding off of walls in large sheets.

13.17.05 Handling a Fire Incident

Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.17.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.17.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee demostrate in-field or scenario.

13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

13.18.01 Responsibilities and Actions Required

The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hazardous Material Response

13.18.01 Part B - Agency Training Details *(field will expand automatically)*

Hazardous Material Defined: A hazardous material is a substance which by its nature, containment and reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

Incident Commander:

A. Command of department resources at a police situation rests with the ranking supervisor.

B. The designated department supervisor (the SWAT commander) will assume command and is designated as the "Incident Commander" (field commander).

C. The "Incident Commander" at the scene of any hostage, barricaded subject, or major unusual occurrence scene (i.e. riot, etc.) will generally be responsible for command of the overall coordination of the incident and departmental resources by the following guidelines:

1. Obtaining current information from on-scene officers.
2. Establishing policy for handling situation.
3. Evaluate situation and plan for variable conditions.
4. Establish command post.
5. Evaluate the need for crowd control and evacuation routes.
6. Cause notification of special units and/or other agencies who may have specialized training expertise.
7. Determine personnel needs and coordinate their activities.
8. Determine equipment needs.
9. Establish mobilization location and response route.
10. Establish press release location.
11. Plan for relief of personnel.
12. Critique situation throughout the situation.
13. After situation is handled debrief and critique for positive and negative feedback.

Note: The "Incident Commander" must first concern themself with evacuating the injured and those in direct line of fire, cordoning the area, maintaining control of the area, and directing units responding to scene. Generally, SWAT/SRU personnel would be directed to assume responsibility for apprehending the subject(s).

Officer-In-Charge of SWAT/SRU:

Special Weapons and Tactics Team or Special Response Unit (SWAT/SRU) Officer-in-Charge will generally be responsible for:

1. Establishing communication with field commander and coordinate activities.
2. Providing staff support to Incident Commander.

3. As directed, making assignments to personnel on SWAT/SRU team.
4. Evaluating crowd control variable.
5. Arranging for special equipment.
6. Controlling inner and outer perimeter.
7. Controlling assault and SWAT/SRU tactics.
8. Deploying the use of chemical agents.

Hostage Negotiation Team:

The Incident Commander will decide, with input from the HNT Commander, whether to deploy the HNT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the HNT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the HNT. The Incident Commander and the HNT Commander or the authorized designee shall maintain communications at all times.

The trainee shall also discuss the role, use and location of the Emergency Operations Center (EOC). The trainee will also discuss role of Unified Command among other public safety divisions.

13.18.02 Hazardous Materials Policy and Procedures

The trainee shall review and explain the agency's policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.18.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hazardous Material Response

13.18.02 Part B - Agency Training Details *(field will expand automatically)*

HAZARDOUS MATERIAL RESPONSE: Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and citizens. The following steps should be considered at any scene involving suspected hazardous materials:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).

(b) Notify the Fire Department.

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.

(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(f) Notify the Department of Toxic Substances Control. This notification is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

A. Recognition
B. Safety/Isolation/Area containment
C. Notification of proper authorities
D. Basic first responder limitations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hazardous Material Response

13.18.03 Part B - Agency Training Details *(field will expand automatically)*

In most major responses, the first unit at the scene must:

A. Initiate Containment: Deploying units is essential. If a supervisor is not on scene, start directing units where they should go.

B. Set up a command post:

1. This can be temporarily located and moved at a later time.

2. Often your initial response to the call places the command post too close to the action to be effective. Advise the responding supervisor where the best place for a permanent command post is.

3. Critical to success in attaining a solution to a major incident will be a strong command post and control. The senior officer in the first unit at the scene should take charge of the situation until relieved by a sergeant or person of higher rank. There will be no shifting of command to a more senior officer as this adds to confusion. Prior to being relieved of command, the officer in charge shall be certain the supervisor assuming control understands all the facts of the incident. Conversely, it is incumbent upon the supervisor to have all available information.

4. An officer in charge, regardless of rank, may, within reason, order any of the Department's resources. Participation in the problem causes lack of control. Officer in charge should not participate in the incident until relieved of command.

C. Ascertain the extent of the problem-

1. Type of situation: Natural disaster, Hostage situation or Barricaded Suspect, Active Shooter, Sniper, Aircraft crash, Officer involved shooting.

2. Extent of the situation: Injuries, Mass casualty incident, Hostages, Number of suspects or persons involved, Able to reach the scene.

3. Extent of further hazard: Direct incoming units to assigned positions clear of Kill Zones, etc.

4. Immediate needs: Additional personnel (Supervisor, SWAT/SRU, Hostage negotiator, traffic/crown control, Helicopter, K9, EOC, AMR, FIRE).

D. Communications:

1. Advise station of situation and needs.

2. Maintain communication.

E. Outside agencies:

1. Often outside agencies will respond to a major incident. They should not be used to handle the actual call. If needed, use them for perimeter, traffic and pedestrian control.

2. Intermixing causes loss of command and control.

F. The basic concepts of responses to major incidents are simple:

1. Contain

2. Control

3. Communicate

4. Coordinate

If these principles are followed, it is more likely the incident will be handled successfully

13.18.04 Major Accident/Disaster Scene

The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

A. Requesting needed assistance and equipment
B. Providing for emergency medical aid
C. Undertaking immediate coordination with appropriate outside agencies
D. Establishing a secure perimeter
E. Establishing safe ingress and egress corridors
F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/ gases, etc.)
G. Identifying and admitting only authorized personnel
H. Dealing with the media

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Crime and Disaster Scene Integrity

13.18.04 Part B - Agency Training Details *(field will expand automatically)*

SCENE RESPONSIBILITY: The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

FIRST RESPONDER CONSIDERATIONS: The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

13.18.05 Unusual Occurrences

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

A. Downed electrical wires
B. Malfunctioning traffic signals
C. Roadway hazards
D. Damaged fire hydrants
E. Gas leaks
F. Chemical spills
G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
H. Military incidents requiring police intervention
I. Wilderness-Urban Interface fires

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Emergency Utility Service, Hazardous Material Response

13.18.05 Part B - Agency Training Details *(field will expand automatically)*

OFFICER'S RESPONSIBILITY: Upon observing a damaged or malfunctioning signal, water main, light pole, etc. the officer will advise Dispatch of the location and problem. The dispatcher should make the necessary notification to the proper maintenance agency. If the situation will require the call out of public works employees, the Watch Commander shall be notified.

ELECTRICAL LINES: City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The Electric Company or Public Works should be promptly notified, as appropriate.

BROKEN WATER LINES: The City does not operate the water system. The Desert Water Agency is the responsible party for any break or malfunction in the water system. From the water meter to the citizen's residence or business is the customer's responsibility.Public Works can only turn off the valve at the meter. The citizen can normally accomplish this. If a break occurs on the District side of the meter, emergency personnel should be called as soon as practical by Dispatch.

HAZARDOUS RESPONSE:

(a) Attempt to identify the type of hazardous substance. (Identification can be determined by placard, driver's manifest or statements from the person transporting).

(b) Notify the Fire Department.

(c) Provide first-aid for injured parties if it can be done safely and without contamination.

(d) Begin evacuation of the immediate area and surrounding areas, depending on the substance. Voluntary evacuation should be considered; however, depending on the substance, mandatory evacuation may be necessary.

(e) Notify the local health authority. Such notification is mandatory when a spilled or released item is a pesticide (Health and Safety Code § 105215).

(f) Notify the Department of Toxic Substances Control. This notification is mandatory when an officer comes in contact with, or is aware of, the presence of a suspected hazardous substance at a site where an illegal controlled substance is or was manufactured (Health and Safety § 25354.5).

13.18.06 Handling of Hazardous Occurrence/Major Disaster

Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.18.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Emergency Utility Service, Hazardous Material Response

13.18.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee will demonstrate competency either in-field or through a controlled scenario with their FTO. Trainee should be able to control the scene and take the necessary first responder steps to ensure the safety of the public and personnel. The trainee should know what departments/services to notify in such incident(s).

13.19 BOMBS/EXPLOSIVE DEVICES

13.19.01 Agency Policy and Procedures

The trainee shall review and explain the agency's policy and procedures for handling explosives.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Response to Bomb Calls

13.19.01 Part B - Agency Training Details *(field will expand automatically)*

BOMB THREAT: When a member of this department receives notification of a bomb threat at a location in the City of Palm Springs, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:
(a) The location of the facility (b) The nature of the threat (c) Whether the type and detonation time of the device is known (d) Whether the facility is occupied and, if so, the number of occupants currently on-scene (e) Whether the individual is requesting police assistance at the facility (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.

2. Search for a device without evacuation of personnel.

3. Evacuation of personnel without a search for a device.

4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Watch Commander is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

A. Hazards of using the police radio and/or cellular phone
B. Request for technician or Explosive Ordnance Disposal (E.O.D)
C. Isolation of the device and the area
D. Evacuation of civilian personnel
E. Possibility that more than one explosive device

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Response to Bomb Calls

13.19.02 Part B - Agency Training Details *(field will expand automatically)*

FOUND DEVICE: When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed: (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging. (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team. (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios

2. Cell phones

3. Other personal communication devices

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance. (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone. (f) A safe access route should be provided for support personnel and equipment. (g) Search the area for secondary devices as appropriate and based upon available resources. (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route. (i) Promptly relay available information to the Watch Commander including:

1. The time of discovery.

2. The exact location of the device.

3. A full description of the device (e.g., size, shape, markings, construction).

4. The anticipated danger zone and perimeter.

5. The areas to be evacuated or cleared.

13.19.03 Handling of Bomb Scene

Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.19.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Response to Bomb Calls

13.19.03 Part B - Agency Training Details *(field will expand automatically)*

EXPLOSION/BOMBING INCIDENTS: When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:
(a) Assess the scope of the incident, including the number of victims and extent of injuries.
(b) Request additional personnel and resources, as appropriate.
(c) Assist with first aid.
(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
(e) Assist with the safe evacuation of victims, if possible.
(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
(g) Preserve evidence.
(h) Establish an outer perimeter and evacuate if necessary.
(i) Identify witnesses.

NOTIFICATIONS: When an explosion has occurred, the following people should be notified as appropriate:

• Fire department • Bomb squad • Additional officers • Field Supervisor • Chief of Police • Operations Commander • Administrative Services Commander • Watch Commander • Detectives • Forensic Science Services • Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) • Other government agencies, as appropriate

13.20 AIRCRAFT CRASHES

13.20.01 Agency Policy

The trainee shall review and explain the agency's policy on aircraft crashes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Aircraft Accidents

13.20.01 Part B - Agency Training Details *(field will expand automatically)*

OFFICER RESPONSIBILITY: Officers should treat an aircraft crash site as a crime scene until it is determined that such is not the case. If a military aircraft is involved, additional dangers, such as live ordnance or hazardous materials, may be present. The scene may require additional security due to the potential presence of confidential equipment or information. The duties of the field officer at the scene of an aircraft accident include the following:

(a) Determine the nature and extent of the accident.

(b) Request additional personnel and other resources to respond as needed.

(c) Provide assistance for the injured parties until the arrival of Fire Department personnel and/or other emergency personnel.

(d) Cordon off and contain the area to exclude unauthorized individuals as soon as practicable.

(e) Provide crowd control and other assistance until directed otherwise by a supervisor.

(f) Ensure the Coroner's office is notified if a death occurs.

Entering an aircraft or tampering with parts or debris is only permissible for the purpose of removing injured or trapped occupants, protecting the wreckage from further damage or protecting the public from danger. If possible, the investigating authority should first be consulted before entering or moving any aircraft or any crash debris. Photographs or sketches of the original positions should be made whenever feasible.

Under a Unified Command, the Palm Springs Police and Fire Departments will be responsible for control of the accident scene until the injured parties are cared for and the accident scene has been rendered safe for containment. Thereafter, police personnel will be responsible for preserving the scene until relieved by the investigating authority. Once the scene is relinquished to the investigating authority, personnel from this agency may assist in containment of the scene until the investigation is completed or assistance is no longer needed.

An airport service worker or the airport manager may respond to the scene to assist the on-scene commander with technical expertise, should it be needed during the operation.

13.20.02 Tactical Considerations

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

A. Civil Aviation/Non-Military Aircraft
   1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate

B. Military Aircraft
   1. Military authorities are in charge
   2. There may be dangerous weapons issues
   3. There may be classified materials present
   4. Police cannot authorize news media to enter

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.20.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Aircraft Accidents

13.20.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee shall also be able to describe the following Alerts set forth by the Monterey County Emergency Communication Center:

ALERT 1: Precautionary Standby- This complaint type is used for airport activity when there is a report of possible trouble with an incoming plane. The fire department and police are sent to stand-by at the runway.

ALERT 2: Emergency Landing- Also used for airport activity when we receive a report of a possible emergency landing of a plane. Fire, police and EMS stand-by at the runway.

ALERT 3: Aircraft Crash: Information required: number of persons on board (passengers and crew members), name of the carrier, any flames and/or smoke seen & location.

NATIONAL TRANSPORTATION SAFETY BOARD: The National Transportation Safety Board (NTSB) has the primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft incident, the appropriate branch of the military will be involved in the investigation. The NTSB is concerned with several aspects of a crash as described in this section.

Every effort should be made to preserve the scene to the extent possible in the condition in which it was found until such time as NTSB or other authorized personnel arrive to take charge of the scene.

Military personnel will respond to take charge of any military aircraft involved, whether or not injuries or deaths have occurred. If the accident did not result in a death or injury and the NTSB elects not to respond, the pilot or owner may assume control of the aircraft.

Removal of the wreckage shall be done under the guidance of the NTSB or military authorities or, if the NTSB is not responding for an on-site investigation, at the discretion of the pilot or the owner.

THE COMMUNICATIONS CENTER RESPONSIBILITIES: Dispatchers are responsible to make notifications as directed once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. Generally, the dispatcher will need to notify the following agencies or individuals when an aircraft accident has occurred.

(a) Fire Department

(b) The affected airport tower

(c) Closest military base if a military aircraft is involved

(d) Ambulances or other assistance as required

When an aircraft accident is reported to the Police Department by the airport tower personnel the dispatcher receiving such information should

verify that the tower personnel will contact the Federal Aviation Administration (FAA) Flight Standards District Office and the National Transportation Safety Board (NTSB). In the event that airport personnel are not involved, the dispatcher should notify the FAA and the NTSB.

13.21 FIRST AID

13.21.01 Knowledge and Skills

The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.01 Part B - Agency Training Details *(field will expand automatically)*

An Officer has an obligation to render first aid when the circumstances allow taking into consideration scene security and other associated factors. An Officer should not provide a level of first aid beyond what his/her training provided. If the person is conscious, an Officer should request consent prior to administering any level of first aid. If the person is unconscious, consent is implied. In most situations where first aid is necessary, requesting for fire and ambulance to respond is appropriate. The perishable skill of first aid application will be reviewed according to agency and POST requirements.

13.21.02 Agency Policy

The trainee shall review and explain the agency's policy on administering first aid.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.02 Part B - Agency Training Details *(field will expand automatically)*

The primary objective in responding to an injury accident or rescue call is to provide care for the injured. A secondary purpose is to assure the community that such care will be provided rapidly and effectively whether by the Police, the Fire Department, or other emergency units. The Paramedics' philosophy is to stabilize the victim as much as possible at the scene, then have them transported to the hospital. The Paramedics are best trained and equipped to handle medical emergencies. It is imperative that police officers be familiar with objective symptoms of certain injuries and be aware when to call for paramedics' assistance.

WHEN TO REQUEST PARAMEDICS: The paramedics wish to be called for the following injuries or circumstances (even when victim initially refuses medical treatment):

1. All head injuries
2. Abdominal injuries
3. Chest Injuries
4. When victim loses consciousness
5. Symptoms of shock are present
6. All heart attacks
7. Broken legs and arms (e.g. when a femur breaks, the victim will lose two or more units of blood, and may possibly go into shock).
8. When circumstances surrounding injury warrant. The circumstances if the injury will often dictate whether or not the paramedics should be called. Presume an injury has occurred (e.g. if the damage in a traffic collision is major and the steering wheel is bent or broken) even if the victim states that he is not injured. The victim may be in a state of shock and in fact, seriously injured. Call for the paramedics when any doubt exists.

If the police arrive at a scene of an injury before other dispatched units or the paramedics, the officer should advise Police Dispatch of prevailing conditions such as:

1. Heart cases - Any known history regarding the heart condition of the victim
2. Bleeding – How bad and from what area of the body
3. Unconscious – Possible cause and is the victim breathing
4. Traffic collision with injuries – The number injured, infant/toddler
5. Man Down – (a.) A child or an adult (b.) A drunk or a seizure (c.) A coronary or an overdose

13.21.03 Proficiency Requirements

The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

Reference(s): Health & Safety Code 1797.183 and Penal Code 13518

Case # *(If applicable)* **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.03 Part B - Agency Training Details *(field will expand automatically)*

Peace officers must recognize they have a responsibility to act in good faith and to provide emergency medical services (EMS) to the best of their abilities and within the scope of their training.

The first person at the scene of an emergency situation is often a peace officer. When the situation involves a medical emergency, peace officers assume the role of EMS first responder.

Primary responsibilities: As first responders, peace officers should assume the primary responsibility for: • ensuring peace officer safety as well as the safety of ill or injured individuals and the public • evaluating the emergency situation • taking necessary enforcement actions related to the incident • initiating actions regarding the well-being and care of ill or injured persons [CA Health & Safety Code § 1797.183 (2017)].

All peace officers described in Section 13518 of the Penal Code, except those whose duties are primarily clerical or administrative, shall be trained to administer first aid and cardiopulmonary resuscitation (CPR). The training shall meet standards prescribed by the authority, in consultation with the Commission on Peace Officers Standards and Training, and shall be satisfactorily completed by those officers as soon as practical, but in no event more than one year after the date of employment. Satisfactory completion of either refresher training or appropriate testing, which meets the standards of the authority, in cardiopulmonary resuscitation and other first aid, shall be required at periodic intervals as determined by the authority.

13.21.04 Potential Consequences of Improper Application

The trainee shall explain why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

13.21.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.04 Part B - Agency Training Details *(field will expand automatically)*

Negligence exists when a person breaches their duty of care owed to another through an act or omission which results in an injury or a loss. This is not the same as carelessness because someone might be exercising as much care as they are capable of, yet still fall below the level of competence expected of them.

*Officers must stay up to date with their training so they apply the techniques correctly and can be protected from civil litigation.

13.21.05 Handling a First Aid Emergency

Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

Reference(s):						**Case #** *(If applicable)*	**Incident #**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.21.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in-field.

13.21.06 Occupational Exposure to Blood and Airborne Pathogens

The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.21.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Communicable Diseases

13.21.06 Part B - Agency Training Details *(field will expand automatically)*

INITIAL POST-EXPOSURE STEPS: Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).(b) Obtain medical attention as appropriate. (c) Notify a supervisor as soon as practicable.

REPORTING REQUIREMENTS: The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (8 CCR 5193):

(a) Name and Social Security number of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease and Work-Related Injury Reporting Policy).

13.22 SICK, INJURED, OR DECEASED PERSONS

13.22.01 Providing Aid and Transportation

The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.22.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Temporary Custody of Adults

13.22.01 Part B - Agency Training Details *(field will expand automatically)*

MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members (15CCR 1220). At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Palm Springs Police Department. They should be released or transferred to another facility as appropriate.

Most subjects who need to get transported to the hospital are taken there via AMR. Officers generally do not transport sick or injured persons to the hospital unless he/she is taken into custody and needs a jail check.

13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

A. Apparent homicide, suicide, or occurring under suspicious circumstances
B. Resulting from the use of dangerous or narcotic drugs
C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
D. Apparently accidental or following an injury
E. By disease, injury, or toxic agent during or arising from employment
F. While not under the care of a physician during the period immediately prior to death
G. Death related to disease that might constitute a threat to public health

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.22.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Death Investigation

13.22.02 Part B - Agency Training Details *(field will expand automatically)*

INVESTIGATION CONSIDERATIONS: Actions be taken: Paramedics shall be called in all suspected death cases unless the death is obvious (decapitated, decomposed, etc.). A supervisor shall be notified in all death investigations Additionally, all death cases shall be reported to the Investigation Bureau supervisor as soon as practicable. Notification may be made through electronic mail or telephone call. Suspicious circumstance or homicide deaths shall be reported immediately to the Investigations Bureau supervisor in the most expedient manner.
CORONER REQUEST: Government Code § 27491 and Health & Safety Code § 102850 direct the Coroner to inquire into and determine the circumstances, manner and cause of certain deaths. The Coroner shall be called in any of the following cases:
(a) Unattended deaths (No physician in attendance or during the continued absence of the attending physician. Also, includes all deaths outside hospitals and nursing care facilities).
(b) Deaths where the deceased has not been attended by either a physician or a registered nurse, who is a member of a hospice care interdisciplinary team, as defined Section 1746(g) of the Health and Safety Code in the 20 days prior to death.
(c) Physician unable to state the cause of death. Unwillingness does not apply. Includes all sudden, unexpected and unusual deaths and fetal deaths when the underlying cause is unknown.
(d) Known or suspected homicide.
(e) Known or suspected suicide.
(f) Involving any criminal action or suspicion of a criminal act. Includes child and dependent adult negligence and abuse.
(g) Related to or following known or suspected self-induced or criminal abortion.
(h) Associated with a known or alleged rape or crime against nature.
(i) Following an accident or injury (primary or contributory). Deaths known or suspected as resulting (in whole or in part) from or related to accident or injury, either old or recent.
(j) Drowning, fire, hanging, gunshot, stabbing, cutting, starvation, exposure, alcoholism, drug addiction, strangulation or aspiration.
(k) Accidental poisoning (food, chemical, drug, therapeutic agents).
(l) Occupational diseases or occupational hazards.
(m) Known or suspected contagious disease and constituting a public hazard.
(n) All deaths in operating rooms and all deaths where a patient has not fully recovered from an anesthetic, whether in surgery, recovery room or elsewhere.
(o) In prison or while under sentence. Includes all in-custody and police involved deaths.
(p) All deaths of unidentified persons.
(q) All deaths of state hospital patients.
(r) Suspected Sudden Infant Death Syndrome (SIDS) deaths.
(s) All deaths where the patient is comatose throughout the period of the physician's attendance. Includes patients admitted to hospitals unresponsive and expire without regaining consciousness. The body shall not be disturbed or moved from the position or place of death without permission of the coroner.

13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

A. Limits to which an officer may search a dead person

B. Legalities involved in transporting an obviously dead person in an ambulance

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.22.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Death Investigation

13.22.03 Part B - Agency Training Details *(field will expand automatically)*

SEARCHING DEAD BODIES: The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code § 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code § 27491.3). If such a donor card is located, the Coroner or a designee shall be promptly notified. Should exigent circumstances indicate to an officer that any search of a known dead body is warranted prior to the arrival of the Coroner or a designee; the investigating officer shall first obtain verbal consent from the Coroner or a designee (Government Code § 27491.2).

Whenever possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain at the scene with the officer pending the arrival of the Coroner or a designee. The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Coroner or a designee, a receipt shall be obtained. This receipt shall be attached to the death report.

13.23 LOST, FOUND, AND RECOVERED PROPERTY

13.23.01 Disposition of Property Other than Evidence

The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

A. Property recovered by officer
B. Property found by citizen
C. Property (real or personal) of injured, ill, or deceased persons
D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.23.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Property Procedures

13.23.01 Part B - Agency Training Details *(field will expand automatically)*

PROPERTY HANDLING: Any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room along with the property form. Care shall be taken to maintain the chain of custody for all evidence.

Where ownership can be established as to found property with no apparent evidentiary value, such property may be released to the owner without the need for booking. The property form must be completed to document the release of property not booked and the owner shall sign the form acknowledging receipt of the items.

13.24 CROWD CONTROL

13.24.01 First Amendment Rights

The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.01 Part B - Agency Training Details *(field will expand automatically)*

POLICY: The Palm Springs Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also reserving the peace, protecting life and preventing the destruction of property.

GENERAL CONSIDERATIONS: Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

• Lawful, constitutionally protected actions and speech.

• Civil disobedience (typically involving minor criminal acts).

• Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

13.24.02 Agency Philosophy and Law Enforcement Objective

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.02 Part B - Agency Training Details *(field will expand automatically)*

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

13.24.03 Maintaining Objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual's rights to free speech and assembly.

Reference(s):								**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**	
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date		
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test	
Trainee:									

Comments *(field will expand automatically)*

Additional Information:

13.24.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.03 Part B - Agency Training Details *(field will expand automatically)*

**The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual's rights to free speech and assembly.

13.24.04 Restoring Order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
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Comments *(field will expand automatically)*

Additional Information:

13.24.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: First Amendment Assemblies, Control Devices and Techniques

13.24.04 Part B - Agency Training Details *(field will expand automatically)*

**The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

TEAR GAS GUIDELINES: Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

13.24.05 Crowd Management Incidents

The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.05 Part B - Agency Training Details *(field will expand automatically)*

Crowd management:

**The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

PLANNED EVENT PREPARATION: For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

INFORMATION GATHERING AND ASSESSMENT: In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner. Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

A. Crowd Management at large planned/organized gatherings
   1. Protests/Demonstrations/First Amendment activities
   2. Labor disputes
   3. Concerts
   4. Sporting events/celebrations
   5. Holiday celebrations
   6. Cultural programs
   7. Religious gatherings
   8. Community activities

B. Incident Planning
   1. Establishing a command post
   2. Coordination of resources
   3. Planning, preparation, and coordination with event promoters
   4. Deploying sufficient personnel with proper equipment
   5. Establishing a unified chain of command
   6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
   7. Preparing to handle multiple arrests
   8. Planning and coordinating the response of medical personnel or additional resources, if needed.
   9. Making contingency plans for response if a riot situation ensues
   10. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
   11. Authorized/designated law enforcement personnel interacting with the media

C. Containment
   1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
   2. Using officers to control the entry and exit of the crowd within the perimeter

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.06 Part B - Agency Training Details *(field will expand automatically)*

OPERATIONAL PLANS: An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event. The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.
(b) Staffing and resource allocation.
(c) Management of criminal investigations.
(d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields).
(e) Deployment of specialized resources.
(f) Event communications and interoperability in a multijurisdictional event.
(g) Liaison with demonstration leaders and external agencies.
(h) Liaison with City government and legal staff.
(i) Media relations.
(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
(k) Traffic management plans.
(l) First aid and emergency medical service provider availability.
(m) Prisoner transport and detention.
(n) Review of policies regarding public assemblies and use of force in crowd control.
(o) Parameters for declaring an unlawful assembly.
(p) Arrest protocol, including management of mass arrests.
(q) Protocol for recording information flow and decisions.
(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
(s) Protocol for handling complaints during the event.
(t) Parameters for the use of body-worn cameras and other portable recording devices.

MUTUAL AID AND EXTERNAL RESOURCES: The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Mutual Aid and Outside Agency Assistance Policy).

13.24.07 Crowd Control Incidents

The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.07 Part B - Agency Training Details *(field will expand automatically)*

Crowd control incidents:

**The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.

13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations.
A discussion of agency philosophy and policies will minimally include the following:

A. Isolation and containment
   1. Establishment of a perimeter around the crowd
   2. Consideration of barricades and placement of additional personnel to maintain the perimeter
   3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crow

B. Law enforcement presence
   1. Coordination of resources
   2. Communication
   3. Deploying sufficient personnel with proper equipment
   4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
   5. Use of force options
   6. Law enforcement documentation of its own response (video/audio)
   7. Making selective arrests (arrest teams/ communication)
   8. Establishing a unified chain of command
   9. Preparing to handle multiple arrests
   10. Planning and coordinating the response of medical personnel or additional resources, if needed
   11. Authorized/designated law enforcement personnel interacting with media

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments *(field will expand automatically)*

Additional Information:

13.24.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.08 Part B - Agency Training Details *(field will expand automatically)*

ARRESTS: The Palm Springs Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Cite and Release Policy).

13.24.09 Crowd Dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments *(field will expand automatically)*

Additional Information:

13.24.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.09 Part B - Agency Training Details *(field will expand automatically)*

UNLAWFUL ASSEMBLY DISPERSAL ORDERS: If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

13.24.10 Clarity of Purpose, Objective, Mission, and Policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments *(field will expand automatically)*

Additional Information:

13.24.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.10 Part B - Agency Training Details *(field will expand automatically)*

The Palm Springs Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

A. Specific operational tactics and basic formations
B. Additional resources, equipment, and personnel that may be required for a response
C. Assignment of specific tasks
D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
E. Dispersal orders
F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
G. Clarity on the agency policy for the use of deadly force

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Additional Information:

13.24.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.11 Part B - Agency Training Details *(field will expand automatically)*

RIOT CONTROL: The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

1. Specific operational tactics/formations.
2. Additional resources, equipment, and personnel that may be required for a response.
3. Assignment of specific tasks.
4. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law.
5. Dispersal orders.
6. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, pepperball rounds, taser, kinetic energy munitions, etc.).
7. Clarity on the agency policy for the use of deadly force.

13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

A. Containment
   1. Flexible outer perimeter controlling ingress and egress of the crowd
   2. Denying access and preventing others from joining the existing crowd

B. Isolation
   1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse

C. Dispersal
   1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress

D. Restoration of order
   1. Medical aid
   2. Detention, arrest, cite and release, transportation of arrestees
   3. Criminal investigation
   4. Authorized/designated law enforcement personnel interacting with the media

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Additional Information:

13.24.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.12 Part B - Agency Training Details *(field will expand automatically)*

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

1. Containment: (A.) Flexible outer perimeter controlling ingress and egress of the crowd. (B.) Denying access and preventing others from joining the existing crowd.
2. Isolation: Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse.
3. Dispersal: Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress.
4. Restoration of order: (A.) Medical aid (B.) Detention, arrest, cite and release, transportation (C.) Criminal investigation (D.) Authorized/designated law enforcement personnel interacting with the media.

13.24.13 Law Enforcement Conduct

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments *(field will expand automatically)*

Additional Information:

13.24.13 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.13 Part B - Agency Training Details *(field will expand automatically)*

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

13.24.14 Use of Force in Response to Incidents Involving Crowds

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.24.14 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.14 Part B - Agency Training Details *(field will expand automatically)*

USE OF FORCE: Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Techniques, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER® devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and Techniques and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this Department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

13.24.15 Agency-Issued Riot Equipment

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g.,. helmets, shields, flex cuffs, and other equipment).

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.24.15 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

13.24.15 Part B - Agency Training Details *(field will expand automatically)*

AGENCY ISSUED RIOT EQUIPMENT:

**The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, kinetic energy munitions and other gear/equipment).

KINETIC ENERGY PROJECTILE GUIDELINES: This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

TEAR GAS GUIDELINES: Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Watch Commander, Incident Commander or Crisis Response Unit Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation if needed.

13.25 NEWS MEDIA RELATIONS

13.25.01 Common Practices for Release of Information

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.25.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Media Relations

13.25.01 Part B - Agency Training Details *(field will expand automatically)*

RESPONSIBILITIES: The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police, however, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Watch Commanders and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

MEDIA REQUEST: Any media request for information or access to a law enforcement situation shall be referred to the designated department media representative, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

(a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from a supervisor or the designated department media representative;
(b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department;
(c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.
(d) The Monterey County Chief Law Enforcement Association Protocol on Joint Press Releases is incorporated by way of addendum to this manual. All officers shall familiarize themselves with this protocol.

13.25.02 Press Credentials

The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.25.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Media Relations

13.25.02 Part B - Agency Training Details *(field will expand automatically)*

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions (Penal Code § 409.5(d)):

(a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
(b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.

13.25.03 Media Access to Areas Closed to the Public

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.25.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Media Relations

13.25.03 Part B - Agency Training Details *(field will expand automatically)*

Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the department Public Information Officer or other designated spokesperson.

Whenever the presence of media or other aircraft pose a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted.

No member of this Department who is under investigation shall be subjected to media visits or interviews without the consent of the involved employee (Government Code § 3303(e)).

A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be coordinated through a supervisor or the Public Information Officer.

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

A. Statements as to the character or reputation of a victim, an accused person, or prospective witness
B. Admissions, confessions, or alibis attributed to an accused person
C. Performance or results of a test taken by a victim, suspect, or witness
D. Refusal of a victim, suspect, or witness to take any test(s)
E. The presumed credibility of an accused person or witness
F. The probability of an accused person entering a guilty plea
G. The opinioned value of evidence against an accused person
H. Information prohibited by agency policy
I. Information that would be detrimental to the investigation of the case
J. Information that may jeopardize the rights of the individual

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments *(field will expand automatically)*

Additional Information:

13.25.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Media Relations

13.25.04 Part B - Agency Training Details *(field will expand automatically)*

SCOPE OF INFORMATION SUBJECT TO RELEASE: The Department will maintain a daily information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Watch Commander. This log will generally contain the following information:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation
(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law

At no time shall identifying information pertaining to a juvenile arrestee (13 years of age and under), victim or witness be publicly released without prior approval of a competent court. The identity of a minor 14 years of age or older shall not be publicly disclosed unless the minor has been arrested for a serious felony and the release of such information has been approved by the Watch Commander (Welfare and Institutions Code § 827.5).

Identifying information concerning deceased individuals shall not be released to the media until notification of next of kin or otherwise cleared through the Coroner's Office.

Any requests for copies of related reports or additional information not contained in this log shall be referred to the designated department media representative, the custodian of records, or if unavailable, to the Watch Commander. Such requests will generally be processed in accordance with the provisions of the Public Records Act (Government Code § 6250, et seq.).

13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

13.26.01 Tactical Considerations

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

A. Safe approach
B. Containment of the scene
C. Requesting appropriate assistance [e.g., hostage negotiator, specialized unit(s), etc.]
D. Evacuation
E. Communication/negotiation with the suspect

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.26.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Hostage and Barricade Incidents

13.26.01 Part B - Agency Training Details *(field will expand automatically)*

FIRST RESPONDER CONSIDERATIONS: First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation. The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available. The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

REQUESTING OUTSIDE ASSISTANCE: The Monterey County Law Enforcement Administrator's Association Protocol "Local Assistance" shall be followed when requesting outside assistance that may be beyond local resources. All personnel shall become familiar with the protocols which may be found in the MCLEAA manual.

COMMUNICATION: When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender. When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

There are different tactics for a barricade versus hostage situation: Trainee should read the policy and review each section. Trainee should be able to summarize the tactics and demonstrate through scenario and/or verbally tested.

13.27 SNIPER ATTACK

13.27.01 Initial Response to Attack

The trainee shall explain the steps which should be immediately taken when confronted with a "set-up", ambush, or sniper attack, including:

A. Seeking cover and/or concealment
B. Calling for assistance
C. Isolating and clearing the area(s)
D. Determining possible location(s) of assailant(s)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.27.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.01 Part B - Agency Training Details *(field will expand automatically)*

The violent "sniping" or "ambush" activities of an individual or a group of individuals pose an extremely serious threat to any community. This community threat is not only expressed as a danger to lives and safety of its members, but to the City's psychological well-being as well.

To deal with sniping-type incidents:
1. To obtain and maintain control at the scene of every sniping incident.
2. To obtain and maintain control of the free movement of individuals in an area surrounding a sniping incident. The dimensions of this area are directly proportional to the capability of the suspect(s) to inflict injury and to the tactical needs of the units assigned to deal with the problem.
3. To attempt, by every means available to attain every tactical advantage over the responsible individuals.
4. To neutralize, by arrest or by the use of necessary force, the violent activities of the sniper(s) through the tactical activities of the SWAT unit assigned to the incident.

The ambush –
1.The first step taken by an officer when they are fired upon by a sniper is to take cover and announce the presence of a sniper to fellow officers.
2. Officers should at the same time make sure that other officers in the area are made aware of the sniper's location if discernible.
3. It shall also be stressed that cover means a place that is safe from rifle fire, i.e. tree, use of automobiles, and other thin material should be avoided.
4. Officers who are under sniper fire and have established positions of secure cover should remain in those positions rather than attempt to maneuver away. This minimizes the chance of the officer being shot while attempting to maneuver and it also provides actual on the scene information from those officers under fire.

Remember, if you have a position of cover, stay there; if you don't, get one.

Officer should:
1. Advise the station as to what has occurred.
2. Request a field sergeant
3. Give the following information:
a. Location of sniper, if known
b. Location of officer
c. If officers/other parties have been shot

Officers should consider the following when returning the sniper's fire with their handguns:
1. The effective range of their handguns
2. Unnecessary exposure to the sniper

3. The potential of hitting uninvolved citizens

Officers at the scene should attempt to block egress of the sniper, if possible, and they should advise Dispatch of the need to send other unit(s) to establish a perimeter around the sniper's location.
1. Only those units which are sent should respond
2. Any person leaving the building must be considered suspect and must be identified and interrogated as to any knowledge of the incident.

Wounded officers should not be rescued with reckless abandon. Proper precautions should be maintained before wounded or dead officers are removed.
1. This is best accomplished after specialist and advance teams are in position
2. The sniper has been isolated, and his effectiveness neutralized.

A command post must be established by the first available unit near the incident in a location which best facilitates controlling the operation.
1. Once a major sniper Incident has been confirmed, the field supervisor on duty must respond to the command post and assume command and make necessary command notifications.
2. Other responding patrol units should not go to the location of the sniping. They should all set up control points which limit ingress and egress by civilians and others in a perimeter of at least a two square block area.
3. This perimeter will be established by either the field supervisor or the command post.
4. The control points are not necessarily limited to any specific location within the two block area, for they must be determined by the units given control responsibility as to those points which best limit ingress and egress and afford adequate cover for the officers.
5. Specialist teams respond to the command post where they are briefed
6. Specialist teams maneuver into position
7. SWAT/SRU teams are requested and respond to the command post where they are briefed. The SWAT/SRU team assumes responsibility and command in the neutralization of the sniper.
8. SWAT/SRU teams begin maneuvering into position.
9. At this time, specialist teams come under the command of the maneuvering SWAT/SRU team. This is necessary for proper coordination.

In unconfirmed sniping incident, it will be necessary for the field supervisor to set up an area of control and send one or possibly two units to the general area of the alleged incident to either confirm that a sniping is occurring or has occurred, or that there was no merit to the complaint. The responding officer(s) should be guided by the following procedures:

1. The officers should not respond directly to the scene of the alleged incident. They should drive to within walking distance and proceed on foot. 2. The officers should plan their response to the general area prior to responding on foot. By planning it is meant that there should be a coordinated plan of approach between all personnel responding.
3. Officers should communicate that they are responding to the general area of the incident and by what route.
4. Officers maneuvering on foot should use techniques of approach which include maneuvering by stealth using cover and concealment, i.e. one

officer observing and covering while the other officer maneuvers, etc.
5. At any time the officers become aware of the fact that a sniper is actually present, the officers should retreat to safety if possible, or locate cover.
6. They should communicate the fact that there is a confirmed sniper incident immediately to the field supervisor or the command post.
7. They should communicate all information regarding the incident that is possible for them to discern, i.e. location of the sniper, type of building, if there are any injured, etc.
8. The officers should secure the area so that specialized units can perform their mission.
9. The response by all units should be without light and siren.

13.27.02 Tactical Actions by Driver under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

A. Accelerating/reversing out of the "kill zone"
B. Turning into nearest available cover
C. Abandoning the target vehicle
D. Awareness of possible secondary attack/ambush

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.27.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.02 Part B - Agency Training Details *(field will expand automatically)*

During recent years, the civil unrest that has prevailed in our country has progressed to a state of rebellion that is developing into the first stages of guerrilla warfare. Daily, there are reports of terror tactics such as bombings, kidnapping, ambushes and assassinations. Solving all the social problems or fortifying ourselves from an attack may not be totally possible. However, we can and should establish a plan and develop tactics to lessen the potential danger of falling victim to an ambush. An ambush is a surprise attack. Without surprise, an ambush will fail. It is usually a brief encounter and does not require the capture and holding of ground. The ambush is one of the oldest stratagems of battle. The refinements of modern weapons, motor vehicles, and aircraft have had little effect on ambush patterns and techniques.

A. Ambush Sites: Probable Places for an Ambush Include:

1. Often-used routes to and from the Police Department
2. Coffee stops.
3. Phony calls
4. Streets and alleys

B. Types of Ambush: There are two types of ambushes – deliberate ambush and immediate ambush.

Deliberate Ambush= A deliberate ambush is one that is planned and executed as a separate operation. Time will allow planning, preparation and rehearsal. Some examples are: Luring a police officer or a group of officers into a prepared ambush position (man running and you give chase); When the suspect knows the exact location of a police command post or the area where a large number of police officers assemble; Routine calls for service.

C. Essentials for a Successful Ambush

1. Instantaneous action against a surprised force held within a well-covered area
2. Sound discipline
3. Planning, preparation and rehearsal
4. Security in preparation and execution
5. Concealment
6. Good control and discipline, particularly at night

D. What to Expect in an Ambush

1. Surprise, close range shooting
2. Physical obstacles such as walls, buildings, etc.
3. Molotov cocktails
4. Booby traps, grenades, pipe bombs

5. Blockaded streets (vehicles shoved into the street)
6. Secondary ambushes on withdrawal routes (personnel with weapons or booby traps with trip wires)

Counter-Ambush-
The Best Way to Avoid an Ambush:

1. Remain alert and take precautions on possible ambush locations. Look for an absence of pedestrians, traffic, noise, no house, or business lights.
2. Pass by the address of the call and drive on if it does not look right. Get a back-up unit if you and your partner are going to be out of the car.
3. Watch for narrow pedestrian passageways and do not walk through gates or bushes together. Wait for one to go through the next cover or the door of the house before you use the same route. This should be routine on your part.
4. Routine movement must be reduced to a minimum (enemy watches police moves and he will try to take advantage of this knowledge).
5. Avoid often-used routes.
6. Avoid often-used and exposed coffee spots.
7. Avoid being boxed in your vehicle by dead ends and especially by other police vehicles.
8. Phony calls
9. Be extra alert on hot calls and do not congregate in groups after all calls.
10. Don't park in same location if responded before.

Counter Ambush Actions-
There is no hard and fast rule for breaking out of an ambush. A force laying in ambush has the advantage of selecting the location and time. The ambushed force is at a disadvantage, but this can be minimized by good training and a plan of immediate action. The basis of counter ambush is controlled, offensive action.

Breaking Out of an Ambush-
Immediate offensive action must be taken to break out of the danger zone. The danger zone is the area controlled by the enemy's fire; e.g. street, sidewalk, between buildings, etc. Remember, the suspect wants to hold you in this zone.

E. Action If in a Vehicle.
If your vehicle is being fired upon, take the first driveway, opening, or space that you can drive your vehicle into and get out of the immediate danger zone. This action will get you out of the secondary ambush 90% of the time. When possible, turn into the direction of the fire.

Remain on the same side of the street as the suspects. This gives you two advantages. The suspect has to change his position to get another shot at you, and you can possibly out flank him.

Next, radio for help. Advise "Officer need help; ambush, shots fired at this unit." Instruct responding units to avoid using this street. Do not call

the responding units into the danger zone.

Be sure Communications receives you and then abandon the vehicle for position of better cover and wait for help. If you cannot reach Communications, make an effort to get into good cover. If you can, return fire.

Run into any house that looks good; dive into a window or force an entry, then get a phone and use it. Do not return to your vehicle. It may be covered, or it may have been destroyed.

If you are in a business district without driveways, drive up onto the sidewalk and use a doorway, or break a window, or glass door, or any other way to get out of the immediate danger zone or kill zone.

F. Action If On Foot

You have approximately two seconds to act after being fired upon. Reaction time is usually fractions of a second. Immediately return fire into the position of the suspects. Take the first cover out of the danger zone.

Withdrawal routes could be covered. Forget about your locked police car; it could be shot up and useless by the time you get back to it.

Remember; do not lie down in the danger zone. Round to the nearest cover in front of you and get yourself out of the immediate fire area. The entire area may be covered and if you lie where you are and remain there, you will probably become a casualty.

G. Have a Plan

Officers should have a flexible plan formulated. Officers' return fire should be disciplined and controlled. Good cover/concealment should be found in a defensible location.

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

A. Accelerating out of the danger zone if vehicle is still operable

B. Abandon the vehicle
1. After initial flame burst
2. If bomb enters vehicle
3. If vehicle is incapacitated

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.27.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.27.03 Part B - Agency Training Details *(field will expand automatically)*

The best course of action here is to maintain good situational awareness and drive away as soon as you notice the attack underway. Even if your vehicle is hit by a fire bomb, keep driving. The car's movement will allow the burning liquid to drip off of your car and any additional distance you can create between you and your attackers creates a more favorable outcome for you.

Once/if you decide to abandon the vehicle, have a back-up plan. Communicate with your officers and have a unit ready to pick you up. Drive to safety and keep Dispatch updated.

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedures

The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:
   1. Dead
   2. Injured
   3. Noisy
   4. Rabid
   5. Strays
   6. Wild/feral

B. Nuisances created by unsanitary keeping of animals

C. Protective custody of animals

D. Animal bites

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Animal Control Procedures

13.28.01 Part B - Agency Training Details *(field will expand automatically)*

RESPONSIBILITIES: Animal control services are generally the primary responsibility of [Animal Control] and include:
(a) Animal-related matters during periods when [Animal Control] is available.
(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that [Animal Control] is available for investigation and resolution.
(c) Follow-up on animal-related calls, such as locating owners of injured animals.

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine the appropriate actions to control the situation. Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal. (1.) This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal. (2.) With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal. (3.) If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

DECEASED ANIMALS: When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity. Deceased animals on public property should be removed, sealed in a plastic bag, and properly disposed of by the responding member. Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal. When handling deceased animals, members should attempt to identify and notify the owner of the final disposition of the animal.

INJURED ANIMALS: When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a veterinarian and notice shall be given to the owner pursuant to the requirements of Penal Code § 597.1.

ANIMAL BITE REPORTS: Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

A. Whom to notify prior to shooting the animal
B. Who may shoot the animal
C. Proper and most humane method for shooting the animal
D. What report(s) must be completed following the shooting of the animal
E. Proper disposal of the dead animal

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Animal Control Procedures

13.28.02 Part B - Agency Training Details *(field will expand automatically)*

DESTRUCTION OF ANIMALS: When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments *(field will expand automatically)*

Additional Information:

13.28.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

13.28.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be able to demonstrate in-field. FTO will make sure the Trainee knows where the Palm Springs Animal Shelter is located and how to gain access. Trainee's should also know how to place an animal in the kennel and provide food/water.

See next page for Attestation

Part 5 – Section 13: Patrol Procedures

ATTESTATION FOR SECTION 13

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
     - *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 14

Investigations/Evidence

14.1 – 14.10 COMPETENCY REQUIREMENTS

Contents

14.1 Interviewing and Interrogation
14.2 Preliminary Investigation
14.3 Burden of Proof
14.4 Concepts of Evidence
14.5 Rules of Evidence
14.6 Evidence Collection and Preservation
14.7 Lineups
14.8 Sources of Information
14.9 Subpoenas
14.10 Courtroom Testimony and Demeanor
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview
14.1.02 Taking Statements
14.1.03 Contents of a Good Statement
14.1.04 Miranda Warning
14.1.05 Conducting an Interview

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14.2.01 Investigating Cold Crimes
14.2.02 Crimes Against Property
14.2.03 Handling Crimes Against Property
14.2.04 Crimes Against Persons
14.2.05 Handling Crimes Against Persons
14.2.06 Investigating Specific Crimes
14.2.07 Serious Injury or Death Scenes
14.2.08 Evidence Technicians/Criminalists
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14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof

14.4 CONCEPTS OF EVIDENCE

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14.4.02 Evidence and Related Materials
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14.6.05 Storage of Evidence
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14.7 LINEUPS

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14.9 SUBPOENAS

14.9.01 Definition, Authority, and Immunities
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14.10 COURTROOM TESTIMONY AND DEMEANOR

14.10.01 Professional Demeanor and Appearance
14.10.02 Pre-Trial Conference
14.10.03 Principles of Effective Testimony
14.10.04 Dealing with Attorney Personalities
14.10.05 Courtroom Security Policies and Procedures
14.10.06 Perjury and Falsifying Police Reports
14.10.07 Courtroom Testimony Preparation and Demonstration

SECTION 14 INVESTIGATIONS/EVIDENCE

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

14.1 INTERVIEWING AND INTERROGATION

14.1.01 Preparing for an Interview

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

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Investigation and Prosecution

14.1.01 Part B - Agency Training Details *(field will expand automatically)*

AUDIO/VIDEO RECORDINGS: Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Bureau supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes. Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

CUSTODIAL INTERROGATION REQUIREMENTS
Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

TIPS ON WHAT TO AVOID:
A. Talking constantly. You, of course, must be curious and ask questions; but you will never learn anything if you don't stop talking and asking questions and LISTEN. Don't just hear the words and wait for your turn to talk, but actively listen and try to learn what your victim, witness or suspect is really saying.
B. Talking too little or without sufficient self-confidence. If you don't assert yourself, as the police officer that you are, and control the conversation, there are numerous people who will control it for you and talk about anything and everything. This situation has to be avoided if you are to complete your report.
C. Being overly aggressive. Remember that you are speaking to human beings. Your effectiveness as a report taker, and for that matter as an officer in every way, is not measured by the number of complaints you compile.
D. Being meek. If you aren't confident and positive, your effectiveness will be completely lost. You must give an impression that will give the person to whom you are speaking confidence in your ability.

14.1.02 Taking Statements

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
B. Controlling the interview; Minimize rambling by the person being interviewed
C. Avoiding leading questions except when absolutely necessary
D. Putting the person being interviewed at ease
E. Writing statements verbatim (when appropriate) from person being interviewed
F. Not improvising or making assumptions

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Investigation and Prosecution

14.1.02 Part B - Agency Training Details *(field will expand automatically)*

WHAT TOOK PLACE?

If you have been given an assignment with a specific code from Communications, you may already have a direction to proceed with your interview. However, you shouldn't presume that the information you have been given is completely accurate. After all, the dispatcher is receiving the information from a second party, and the dispatcher may not have the whole idea as to what has happened. Therefore, you should keep an open and inquisitive attitude to all assignments. Your first objective in your interview is:

A. WHO are you to speak to, to interview to interrogate? Who is the victim, the witness, the suspect?

B. WHAT took place? Is there a crime report? What crime? To discover this isn't as easy as it sounds. You must not only ask the right questions of the right people, you must also listen! Pay attention.

C. WHEN did this take place?

D. WHERE did this incident take place? Where are the individuals involved and where can they be reached?

E. HOW did this take place? This might take a bit of investigation on your part. Asking questions, making observations and evaluating the information you can compile.

F. WHY? This question is frequently overlooked as being so obvious that it need not be asked. The answer to this question might be the way to solving who did what.

All of this information should be sought by you during the interview(s). The progression may not follow this exactly (it most likely won't), and you may not always have each and every one of these questions answered to your full satisfaction, but you certainly should attempt to obtain what is available.

Obtaining this isn't always easy, and it will not always be obtained in the same way. You are dealing with people, and every person is somewhat different than the other. They see the same incidents differently and they all react differently to police officers and will, therefore, need to be approached in a manner which best suits them and you. We are all different too, which necessitates that there is no single best approach.

14.1.03 Contents of a Good Statement

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

A. What happened
B. When it happened
C. Where it happened
D. Who it happened to
E. How it happened
F. Why it happened
G. How many people were involved
H. Who else was involved

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.1.03 Part B - Agency Training Details *(field will expand automatically)*

INTERVIEWING/INTERROGATION:

A. As soon as possible, separate subjects being interviewed or interrogated.
B. These are two considerations when interviewing or interrogating relating to advising of Miranda Rights.
a. Is the field officer conducting a field investigation to determine if a detained person is a suspect of a known or suspect crime?
b. Is the field officer or investigator conducting an interrogation following a suspect's arrest, seeking a confession, an admission, or any other information to establish the suspect(s) involvement? (Always use the Palm Springs PD Miranda Warning and Waiver form or Riverside County Sheriff's Department Miranda Advisement Card- do not depend on your memory).
C. FIELD INVESTIGATION
-You may ask investigative type questions of a detained person WITHOUT advising them of their Miranda Rights. It is recommended to advise the detained subject that they are not currently under arrest; just detained at this moment.
-If a subject is detained and transported the issue arises of whether the person was under arrest/in-custody. The only time a detained subject should be transported is for safety reasons.
D. Interrogation is a basic part of most police work. It is most important to know the difference between an admission and a confession, as well as what conversation may be used as admissible evidence.
a. CONFESSION - An acknowledgment by the defendant of his guilt of the crime for which he is being tried.
b. ADMISSION – A statement of the accused in which he admits acts pertinent to the crime and which tend, in connection with other facts, to prove his guilt.
E. Questions should always be kept on a practical basis and related to the point at issue.
F. Do not make use of the notebook until the basic part of the interrogation is completed, as it tends to create a psychological deterrent possibly resulting in the lack of cooperation on the part of the person being interrogated. When the interrogation is complete, then record all pertinent information. In major felony cases, a written and taped statement should be obtained.
G. Be alert for the suspect who tells a "too perfect" story (preplanned). Be suspicious of all suspects, never taking anyone's word for anything. Seek specifics, not generalities. The interrogator should not "roam," but should stick to the case being investigated.
H. Do not jump to conclusions. An honest person may give some inaccurate statement(s) which could be later be cleared up by additional interrogation or evidence.
I. The technique of playing on a suspect's ego and allowing him to play the role, or boast, will often break through his defense. Remember that a lie is soon forgotten and may be used to "cross up" a suspect in later questioning. Allow the suspect to include in his written statement a known lie. When confronted with the fact that the lie was detected, the suspect's interrogation defense may falter, thus giving the interrogator the "edge" to achieve his goal of the interrogation.
J. Confessions obtained by threat, duress or promise are of no value and the use of "third degree methods" definitely will not be tolerated. The suspect should be subjected to only such inconveniences as are reasonable. Consider the hours of questioning, smoking, eating, making use of the restroom, etc., always bearing in mind that which is reasonable. DO NOT FORGET THE TIME ELEMENT IN BOOKING. (Too long might be termed duress.)
K. The psychological effect of carrying on an interrogation at the Police Department is a point of advantage. The interrogation room should be private with no distracting objects present. The suspect should be seated in a straight-backed chair, away from desks and tables. (if suspect is made comfortable, he may enjoy the interrogation.) INTERRUPTIONS SHOULD BE AVOIDED WHENEVER POSSIBLE.

L. The tone of voice and the actions of the interrogato4/29/2019r are most important. The interrogator must be thoroughly acquainted with the particular offense, and must be familiar with the "jargon" of the suspects age group of class.
M. Do not divulge too much information to the suspect, as he/she may build up answers to additional questions. Do not, under any circumstances, "bluff" in the interrogation. If the suspect calls the bluff and can refute it with his own knowledge, then the interrogation would be useless.
N. The interrogator should be on the lookout for various signs of emotions, such as physical nervousness, changes in breathing, difficult in swallowing, facial color changes, sweating, etc. These symptoms are not proof of guilt, but are indications which can be used as a guide to break down the suspect's defense.
O. The interrogator should allow the suspect to do the talking, except under questioning in which a direct answer is desired. He/she should allow the suspect to "ramble" on, but should not allow the suspect to go too far. Each suspect should be studied, catalogued and the appropriate interrogating technique employed that best suits his/her personality.
P. Patience and practice are essential in becoming a good interrogator. Remember – you have an idea of what has occurred, but the suspect knows exactly what has occurred. Through the suspect, you can attain the desired goal, but only when you apply the techniques of interrogation, and keeping in mind the laws governing interrogations and the admissibility of the confessions or admissions received.
Q. If a suspect who has been advised of his/her rights says he/she does not want to discuss the matter further; the questioning must stop. If he/she wants an attorney present, any further questioning must be done in the presence of an attorney.

14.1.04 Miranda Warning

The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Temporary Custody of Adults, Temporary Custody of Juveniles, Investigation and Prosecution

14.1.04 Part B - Agency Training Details *(field will expand automatically)*

CUSTODIAL INTERROGATION REQUIREMENTS:

Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

Whenever a juvenile is taken into temporary custody, he/she shall be given the Miranda rights advisement regardless of whether questioning is intended (Welfare and Institutions Code § 625). If 15 years of age or younger, he/she shall consult with legal consel in person, by phone, or video conference. The consultation CANNOT be waived.

Any Miranda warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated Miranda warning card. The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

14.1.05 Conducting an Interview

Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.1.05 Part B - Agency Training Details *(field will expand automatically)*

TAKING NOTES OF YOUR INTERVIEW:
This is the next step in preparing your Crime Report and relies on your ability to take notes in such a manner that you can fill out the report accurately and in an understandable manner.
Your notebook should be used to give you a record of what you have done. It should be organized in such a manner that you can find what you are looking for, and in such a manner that when you look at it, you recognize what you see. Hopefully, the following format will aid you in accomplishing this:

WHO?	HOW?
WHAT?	WHY?
WHEN?	VEHICLE?
WHERE?	PROPERTY?

If you have taken proper notes, your memory will be much better served than someone who takes haphazard notes or none at all.

Note taking will also include recording things other than conversations. Such things are diagrams and personal observations will be in order here. As long as the notes are kept in some order, and as long as you keep in mind the objectives of taking notes (namely, compiling information so that it may be shared and reported). You should put whatever you deem important down in your notebook.

14.2 PRELIMINARY INVESTIGATION

14.2.01 Investigating Cold Crimes

The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.01 Part B - Agency Training Details *(field will expand automatically)*

As Patrol officers, we all realize the importance of the Crime Report. It is the basis for which all investigations are followed up, the basis by which court cases are built (or disregarded). It is the source of information and description for our fellow officers. It is the department's permanent record of incidents which the department has handled. The list should be even longer, but suffice it to say, it is essential to our job. It is also essential that it be accurate and understandable. To accomplish this, you must be able to discover what took place and be able to relate to others what took place by using the Crime Report.

A cold case is a crime or an accident that has not yet been fully solved and is not the subject of a recent criminal investigation, but for which new information could emerge from new witness testimony, re-examined archives, new or retained material evidence, as well as fresh activities of the suspect. Officers investigating a "cold" case should be thorough and look for any investigative leads. Often times cold cases could be linked to other cases that are complex and/or more involved. Officers should not take short cuts and should take the appropriate investigative measures for each case.

14.2.02 Crimes Against Property

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

A. Identity or description of suspect(s)
B. Description of loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.02 Part B - Agency Training Details *(field will expand automatically)*

HOW TO HANDLE BURGLARY CALLS & SEARCHES

1. How notified of a burglary in progress:
A. Alarm (Silent or Audible) – Alarm company notifies Communications, which in turn dispatches appropriate unit(s).
B. Alarm – A neighbor or passer-by calls or a patrol unit observes the alarm.
C. An eyewitness or victim notifies police.
D. A passing patrol unit observes a burglary in progress.

REMEMBER: A burglary in progress call represents a potential hazard to responding officers. There may be an armed suspect or suspects that you trap at the scene, or other suspects are providing counter surveillance.

2. Response and arrival.
A. Acknowledge that you received the call and give your location.
B. When responding.
1. Beware of becoming too excited.
2. Remain alert for anything-don't have tunnel-vision.
3. Plan out what you are going to do.
C. When approaching the scene.
1. During darkness, turn vehicle lights out a safe distance away.
2. Look for any suspicious vehicles/persons.
3. Park vehicle on same side of street as call, but do not park in front. Advise you have arrived on scene.
4. Allow for a quick exit of vehicle. Remember, getting out of the unit places the officer in a momentary vulnerable position.
5. Do not slam unit doors.
3. Surveying the situation – What is the location?
A. Locate the crime scene – stop, look and listen.
1. Check for point of entry.
2. Direct back-up units to assist in sealing off the area if there is any merit to call (open door, window smash, etc.).
3. Is the suspect(s) still on the scene?
4. Search the scene – ask for assistance, i.e., K-9
B. Locate any witnesses or victims.
1. Obtain description of suspect(s) and vehicles – broadcast same.
C. Summon aid as needed to secure the building.
1. Advise dispatch to "10-3" the channel if needed.
2. Advise dispatch which units will be entering the building for the search.
3. Enter the building at only one point.
4. Advise perimeter units if searching units might be exiting or accessing a door leading to the outside of the building. This precaution is taken to prevent a friendly fire encounter.

4. Conducting building searches.
   - A. Without the uses of canine unit.
     1. Perimeter has already been established.
     2. Organize a search team.
     3. Enter the building from only one point.
     4. Search from the bottom up, or the top down, depending on the perimeter security.
        - a. Search all stairways simultaneously.
     5. Search all hiding places.
     6. Be cautious and safety conscious.
        - a. Do not allow yourself or other officers to come into a cross-fire situation.

b. If necessary to use flashlight, hold it away from your body. Do not illuminate other officers.
   - B. Requesting a canine unit.
     1. Secure the perimeter and notify all units.
     2. Enter the building only at the request of the canine unit.

3. Accept custody of prisoners from canine unit so that the search may continue for other suspects.
   - 4. Notify all units when canine unit has finished.

5. Code Four as soon as possible
   - A. When it has been determined that there is no merit to call.
   - B. When it has been determined that the suspect(s) are GOA.
   - C. When it has been determined that all suspects are in custody.

6. The investigation the assigned unit should conduct.
   - A. Locate POE and secure evidence.
   - B. Locate tools/evidence.
   - C. Prove Corpus Delicti was it a 459, 594, etc.
   - D. Determine property loss.
     - 1.If closed business, locate owner (Prior contacts, alarm company contacts, Alarm Permit, etc)
   - E. Determine all possible suspects.

7. Notifications to be made when necessary.
   - A. Field Sergeant, if necessary.
   - B. Evidence Technician, if necessary.

8. Securing the premises prior to leaving the scene.
   - A. Have owner/responsible person respond.

14.2.03 Handling Crimes Against Property

Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.03 Part B - Agency Training Details *(field will expand automatically)*

STOLEN VEHICLE REPORTS:
Upon responding to a call of a stolen vehicle, there are a few procedures that you should consider other than just taking down the information contained on the report for CHP 180. The following will hopefully help you do the job easier and do it complete.

As you are responding, find out the license number and description of the stolen vehicle. Frequently, this information will be given to you along with the assignment. This gives you an opportunity to look for the vehicle on your way to the location. More than once, a "victim" has thought his vehicle was stolen, only to discover that he had parked it one or two blocks away from where he thought it was. Also, this information helps you to begin to fill out the report.
When taking the information from the victim, make sure you get all the facts that the form requires, keeping the following in mind:
1. Has the victim failed to keep the payments current on the vehicle? Is it possible that the vehicle has been repossessed?
2. If the victim knows who took the vehicle, be sure that the vehicle was actually stolen and not "loaned" to someone the victim now wants to embarrass or "get even" with. Civil versus Criminal.
3. Make sure reporting party is the registered owner of the vehicle. Be sure that the person reporting the vehicle as stolen is responsible for the vehicle. In most cases, a stolen vehicle report should not be taken from someone other than the registered owner (R/O). If the R/O is not on scene, all attempts should be made to verify the connection of the reporting party (R/P) to the vehicle. When in doubt, the vehicle should not be entered into the Stolen Vehicle System (SVS).
4. Remember, once an officer takes the stolen vehicle report and it is entered into SVS, any law enforcement officer will likely conduct a high risk traffic stop on that vehicle when located, if occupied. Due caution should be taken by the officer to determine the authenticity of the report to avoid potential situations later.

*Upon clearing the call, Officer must have the vehicle entered into CLETS. Communications will usually request information verifying the registered owner and details of the stolen vehicle, i.e., color, number of doors, etc.
*Initiate a stolen vehicle broadcast (BOL) with pertinent information: make, model, year, color, doors, license, outstanding features, time of theft.

14.2.04 Crimes Against Persons

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

A. Identity or description of suspect(s)
B. Description of injury and/or loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.04 Part B - Agency Training Details *(field will expand automatically)*

HANDLING ASSAULT CASES-Your response to an assault case differs depending upon whether the assault is occurring now, has just occurred or had occurred some time ago. Upon receiving the call, you should ascertain when the assault occurred.

-An "in-progress" situation demands information on your way to the incident, if it is available. Information such as description of suspect(s), weapons, vehicle(s), etc., are crucial in effecting an arrest at the scene. If the incident has just occurred, not only do you need the above information, but also a direction and means of escape. Request a warrant check on person(s) if dispatch has enough information.

-Upon arrival, your first concern is the welfare of the victim. If medical attention is needed, request an ambulance. Render any assistance you can until the arrival of the ambulance. If your victim is comfortable, you will be more likely to get necessary information for your report and/or subsequent apprehension of the suspect.

-Place your BOL for any involved suspects/vehicles, etc.

-Preserve the scene as much as possible. Frequently, this will also entail preserving the peace. You must be the stabilizing influence in an unstable condition. If there is physical evidence present, secure it – especially weapons.

-Obtain all the information of the incident as thoroughly as possible from as many sources as possible. Often officers will take too shallow of an interest in an assault case. However, more than one assault case was escalated to the seriousness of a homicide. If the victim is hospitalized, include the victim's condition in your report. Be sure to get a release of medical records form filled out.

-Take photographs of the victim's injuries. Don't hesitate to ask for other units in the field to aid in your search for the suspect(s).
Many victims of assaults delay reporting them to the police out of fear. These cases are as serious as a crime in progress. A crime has been committed and your job is to make your request as thorough and concise as possible. This may in turn result in the apprehension of the suspect.

14.2.05 Handling Crimes Against Persons

Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in-field or through a controlled scenario with their assigned FTO.

14.2.06 Investigating Specific Crimes

The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault
B. Robbery
C. Kidnapping
D. Child Abuse
E. Elder Abuse
F. Felonious assault

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.06 Part B - Agency Training Details *(field will expand automatically)*

HANDLING RAPE CASES-Victims of rape cases are most often severely traumatized. How they will hold up under the strain of an investigation is often dependent on the first officer's contact with the victim. While we are often most interested in the fact that a law has been broken, rape victims feel violated far beyond anything having to do with laws. It is critical for police officers responding to a rape victim to be sensitive to the victims needs and mental health in addition to issues of law. Responding officers should be patient, caring and recognize that the mental state of the victim may inhibit him/her from being as cooperative as victims of other crimes. This does not mean that the victim does not want to cooperate fully, he/she just may not be able to at the initial contact. The entire investigative process may depend on your first contact with the victim.

In the initial interview, remember the various elements of the numerous associated offenses:

A. 261 PC- Rape
   1. Sexual intercourse, not wife or perpetrator when done with:
      a. Female under 18 years
      b. Females incapable of consent due to mental condition
      c. Unconscious of the actual nature of the act
      d. False belief that man is her husband
      e. Contact Rape Crises for assistance with the victim
B. 263 PC-Any penetration, however slight is sufficient
C. 207 PC-Kidnapping
   1. Transporting against will or with false promises.
D. 211 PC-Robbery
   1. Taking personal property by force or fear.
E. 220 PC-Assault with the intent to commit:
   1. Rape
   2. Sodomy
   3. Mayhem
   4. Robbery
   5. Grand Theft
F. 286 PC-Sodomy
   1. Sexual contact between penis of person and anis of another.
G. 288 PC-Sexual assault with child under 14 years.
H. 288 PC-Oral copulation
I. Evidence
   1. Victim should be transported to the hospital for a medical examination (if crime is fresh).
   2. Contact and update your supervisor prior to requesting a SART. Rape Crisis and SART (Sexual Abuse Response Team-includes an advocate for victim) nurses will be called, at your request, when you determine a sexual assault has actually occurred, within 72hours and physical evidence is present.
   3. The SART nurse will process the victim and call Communications upon completion of the sexual assault kit.
   4. Upon picking up the kit from the hospital, it will be returned to Palm Springs PD and an evidence report will be filled out, and the kit

placed into evidence. (Refrigerate for processing by Investigations Unit.)

J. Rape Crisis Hotlines

Officers should have resource numbers available to refer to the victim (counselors, assistance, etc).

14.2.07 Serious Injury or Death Scenes

The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

A. Preserving the scene, including the restriction of unauthorized police personnel

B. Determining the need for first aid and summoning medical assistance

C. Identifying and apprehending suspect(s), if possible

D. Making proper notifications

E. Locating visible physical evidence

F. Locating and interviewing witnesses or possible witnesses as appropriate

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Death Investigation

14.2.07 Part B - Agency Training Details *(field will expand automatically)*

DEATH CASES: Suspected homicide- If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the Investigations Division shall be notified to determine the possible need for a detective to respond to the scene for further immediate investigation.

I. Arrival:
- A. Aid to the victim, if still alive; Fire Department and Ambulance
- B. Protection of the scene – duties of initial responding unit
  1. Direct/Keep unauthorized or unnecessary personnel (including officers) out of scene
  2. DO NOT STEP ON OR TOUCH ANYTHING until the cause of death dictates your actions.
  3. Major Crime Scene entry log, if homicide
- C. Ascertain cause of death.
  1. Homicide
  2. Suicide – handle as if a homicide
  3. Accidental
  4. Natural

II. Notifications and Procedures:

A. Homicide/Suicide:
1. Officer safety
2. Broadcast of suspect information
3. Field Sergeant; Will make decision if detective and/or MCSO crime scene investigators called out.
4. Coroner; Coroner's report number
5. Next of Kin
   a. Detectives or Coroner

B. Accidental:
1. Field Sergeant; Will make decision if Detective and/or MCSO crime scene investigators called out.
2. Coroner; Coroner's report number
3. Next of kin
   a. Detectives or Coroner

C. Natural:
1. Field Sergeant; Telephone or in person with details of death
2. If any doubt, treat as homicide and follow homicide procedures.
3. Factors determining police involvement.
   a. Location and circumstances of death.
4. Next of Kin
5. Coroner:
   a. Advise if next of kin notified.
   b. Advise if family has chosen morgue.

c. Coroner makes decision on disposition of deceased.
d. Coroner's report number.

III. Reports:
A. Homicide - Crime Report/Major Crime Scene record.
B. Suicide/Accidental/Natural - Incident Report.

IV. Coroner:
A. Deceased – deceased's property and location all belong to and are exclusive responsibility of Coroner.
- Do not touch or remove anything without the Coroner's permission.

B. Makes final decision on disposition of deceased, property and location.
- Will issue a receipt to you for what they take.

C. Will notify and summon County morgue if homicide, suicide, accidental and in natural deaths where no morgue arranged.
D. Will make notification to next of kin if detectives/officers unable to do so.

V. Evidence Technician/Detective
A. Photographs
B. Will recover evidence working in conjunction with Coroner:
1. Weapons.
2. Clothing.
3. All other possible items of evidence.

14.2.08 Evidence Technicians/Criminalists

The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.08	**Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

14.2.08 Part B - Agency Training Details *(field will expand automatically)*

HOW TO HANDLE EVIDENCE: One of the most important considerations in any investigation is the protection of the crime scene. This job is the responsibility of the first officer on the scene of a crime. Failure of the first officer to secure the scene could result in the disturbance or loss of valuable evidence. This could lead to the dismissal of a case in court. In order to effectively secure a crime scene, it is necessary to remove all unnecessary persons including unnecessary police officers and members of the press.

After securing a scene, make sure that all entrances and exits are secured. (At the scene of a major crime, e.g., murder, it is the responsibility of the first officer on scene to start and maintain a Major Crime Scene Entry Log until relieved of such duty.)
These are three basic sources of physical evidence:

- The crime scene
- The victim
- The suspect

Your preliminary investigation of a crime scene is an important element in solving a crime. You need to look for evidence that proves or disproves a crime. Physical evidence helps to corroborate a victim or witness statement in court, the prosecutor would like to have as much evidence as possible and appropriate.

COLLECTING EVIDENCE: The Evidence Technician is there to assist in the processing of evidence, not for the preliminary investigation of the scene. Your investigation should determine if an Evidence Technician is really required. An Evidence Technician should not be used merely to collect property that is normally your responsibility to book.
Much of evidence collection is “common sense”.

1. Look for evidence that helps to prove a crime or helps to identify the suspect(s).
2. If evidence found at crime scene does not belong to the victim and it requires processing, recover the evidence and HOLD FOR PRINTS.
3. Use gloves when possible and/or pick up objects in an area suspects most likely would not have handled. Normally, evidence should be placed into paper bags, evidence envelopes or sheet protectors.
4. If you think the item needs printing, package it and transport it to the evidence lockers, marking bags and inventory slip in bold letter “Hold For Prints”.

WHEN TO CALL FOR EVIDENCE TECHNICIAN:

1. Usually, if detectives are called out to a crime scene, an Evidence Technician will also be required. The request should be coordinated through a field supervisor.
2. There are other scenes where an Evidence Technician is required, but it is not imperative than an immediate response be made. With proper investigation and preservation, most crime scenes can wait a few hours.

EVIDENCE COLLECTION AND PRESERVATION METHODS:

1. The beat officer observing the evidence is responsible for booking the item into evidence. The exception is when responsibility is assumed by the investigator or other specialist at the scene.
2. Guns: if there is a need to fingerprint a weapon hold it for the Evidence Technician. Not all guns need processing.

If you recover a gun that requires processing, carefully unload it in a way not to disturb possible prints (including magazines). Package the rounds in a separate bag. Protect the gun for prints in a paper bag.

3. Gunshot residue (GSR)

If GSR testing is needed, bag the suspect's hands with paper bags until testing can be conducted by a trained officer. The results of GSR testing are not immediate. They have to be examined under laboratory conditions using special equipment.

4. Wet or Damp Evidence

Air dry evidence. If the evidence is clothing, package in paper bags. If the item was contaminated by blood, mark the outside of the package material with the message "CAUTION: BLOOD".

5. Paper

Use a sheet or check protector if possible, then place into an evidence envelope or paper bag.

6. Footprints

If there are footprints at the scene, cover or mark them so the print will not be disturbed until it can be photographed and/or collected.

7. Flammable items, hazardous materials, food/drinks: Contact Fire Department for assistance. Photograph items and have Fire Department properly handle. Never book explosives or flammable items in evidence (i.e.: gasoline, fireworks, oil, coolant, etc.) --Contact Palm Springs Fire Department for assistance and disposal location.

8. Miscellaneous Information:

Evidence Technicians/Investigations unit are generally equipped with high resolution digital cameras, lighting, fingerprinting equipment, blood evidence collection kits, barricade tape, miscellaneous small tools and other equipment for handling major crime scenes. Evidence preservation is the responsibility of the initial locating officer. An Evidence Technician will provide specialized expertise in the recovery of physical evidence. Many situations can be handled through common sense and application of department policy.

14.2.09 Preliminary Investigations

The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.2.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.2.09 Part B - Agency Training Details *(field will expand automatically)*

Trainee demonstrate in-field or through a controlled scenario with their assigned FTO.

14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof

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

A. Criminal Guilt
B. *Corpus delicti*
C. Jurisdiction
D. Double jeopardy as a defense
E. Self-defense as a defense
F. Insanity as a defense

Reference(s): | **Case #** *(If applicable)* | **Incident #**

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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.3.01 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*	☒ N/A

14.3.01 Part B - Agency Training Details *(field will expand automatically)*

Burden of proof: The burden of proof determines which party is responsible for putting forth evidence and the level of evidence they must provide in order to prevail on their claim. In most cases, the plaintiff (the party bringing the claim) has the burden of proof.

The burden of proof has two components. First, the plaintiff must satisfy the burden of production, which has also been referred to as the burden of going forward. As the terms suggest, this burden requires the plaintiff to put forth evidence in the form of witness testimony, documents, or objects. After the plaintiff presents his or her case-in-chief, the burden of production shifts to the defendant, who then has the opportunity to provide evidence either rebutting the plaintiff's evidence or supporting the defendant's own arguments.

A. Criminal Trial: The burden of proof required of the prosecutor is to prove the guilt of the accused "beyond a reasonable doubt," a much more difficult task. Unless there is a complete failure to present substantial evidence of a vital fact (usually called an "element of the cause of action"), the ultimate decision as to whether the plaintiff has met his/her burden of proof rests with the jury or the judge if there is no jury. However, the burden of proof is not always on the plaintiff. In some issues it may shift to the defendant if he/she raises a factual issue in defense, such as a claim that he/she was not the registered owner of the car that hit the plaintiff, so the defendant has the burden to prove that defense. If at the close of the plaintiff's presentation he/she has not produced any evidence on a necessary fact (e.g. any evidence of damage) then the case may be dismissed without the defendant having to put on any evidence.

B. The term corpus delicti, which means "body of crime," is best understood in realizing a person cannot be put on trial for a crime, unless it is first proven that the crime happened to begin with. In other words, the prosecution would need to demonstrate that something bad happened as a result of a law having been violated, and that someone – the defendant – was the one who violated it. There are two elements of corpus delicti in any offense:

1. A certain consequence, or injury, has occurred
2. The consequence, or injury, is a result of a person's intentional, unlawful act

C. Jurisdiction: There has been a trend to treat certain "jurisdictional facts" that do not bear on guilt (mens rea or actus reus) as non-elements of the offense, and therefore as issues for the court rather than the jury, and to require proof by only a preponderance that the offense was committed in the territorial jurisdiction of the court to establish that venue has been properly laid.

D. Double Jeopardy: Once a defendant satisfies the burden of producing evidence by raising a nonfrivous double jeopardy claim, the burden shifts to the government to persuade the trier of fact by a preponderance of evidence that the crimes charged are not the same.

E. Self-Defense: Self-defense is NOT an affirmative defense. That is, it is the prosecutor's burden to prove beyond a reasonable doubt the defendant did not act in self-defense (or defense of others). Self-defense when accused of murder is essentially the same except that the defendant must have a reasonable fear that he (or another person) was in imminent danger of being killed or suffering great bodily injury. (CalCrim Jury Instruction 505). When a claim of self-defense is used in a murder case, very often it boils down to one of two issues: 1) whether the defendant was really the aggressor, and therefore, not acting in lawful self-defense, or 2) whether the defendant used more force than was reasonable given all the facts and circumstances.

F. Insanity: In a majority of states, the burden of proving insanity is placed on the defendant, who must prove insanity by a preponderance of the evidence. It is an affirmative defense by excuse in a criminal case, arguing that the defendant is not responsible for his or her actions due to an episodic or persistent psychiatric disease at the time of the criminal act.

14.4 CONCEPTS OF EVIDENCE

14.4.01 Evidence Definition and Types

The trainee shall review the term "evidence" as defined by California law, and recognize the various concepts of evidence, including:

A. Direct evidence

B. Indirect/Circumstantial evidence

Reference(s): Evidence Codes 140 and 410

Case # *(If applicable)*

Incident #

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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.01 Part B - Agency Training Details *(field will expand automatically)*

Direct Evidence: Evidence that directly links a person to a crime, without the need of any inference (for example, they were seen committing the crime).

Indirect/Circumstantial Evidence: Evidence that implies a person committed a crime, (for example, the person was seen running away from the crime scene). There must be a lot of circumstantial evidence accumulated to have real weight.

14.4.02 Evidence and Related Materials

The trainee shall discuss and give examples of the following evidence and related materials:

A. Fruits of a crime
B. Instrumentalities of a crime
C. Contraband

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

14.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.02 Part B - Agency Training Details *(field will expand automatically)*

Fruits of a crime: Fruits of crime mean the results of a criminal act. It is the material objects acquired in consequence of commission of a crime. (For example, if you steal a car- the fruits of the crime was the auto that you stole. You robbed a bank- the fruits of the crime was the cash you stole, etc.)

Instrumentalities of a crime: Means any property, other than real property and any buildings, fixtures, appurtenances, and improvements thereon, whose use contributes directly and materially to the commission of any offense (Instruments/property used in the commission of a crime).

Contraband: Contraband is obviously evidence of a crime, but evidence of a crime is not necessarily contraband. All kinds of things can be evidence of a crime: John Doe's computer, a gun, forged documents, a cell phone, etc. The possession of something that is not illegal in and of itself is what makes the evidence deemed contraband. If an item deemed contraband, or an instrumentality or fruit of a crime, are turned over to counsel, the obligation to turn it over to law enforcement is self-executing, and no prosecution motion or court order is required. Knowingly possessing contraband is a crime, and knowingly possessing contraband, fruits or instrumentalities arguably hinders law enforcement's access to the evidence, thereby exposing counsel to allegations of obstruction of justice or aiding and abetting a client's efforts to conceal the evidence. Moreover, if the evidence is evanescent (blood, fingerprints, saliva, DNA), prolonged possession might alter it, thereby exposing counsel to allegations of tampering.

14.4.03 Purpose of Evidence

T he trainee shall explain the purposes for offering evidence in court including:

A. As an item of proof
B. To impeach a witness
C. To rehabilitate a witness
D. To assist in determining sentence

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments:

Additional Information:

14.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.03 Part B - Agency Training Details *(field will expand automatically)*

The law of evidence, also known as the rules of evidence, encompasses the rules and legal principles that govern the proof of facts in a legal proceeding. These rules determine what evidence must or must not be considered by the trier of fact in reaching its decision. The trier of fact is a judge in bench trials, or the jury in any cases involving a jury. The law of evidence is also concerned with the quantum (amount), quality, and type of proof needed to prevail in litigation. The rules vary depending upon whether the venue is a criminal court, civil court, or family court, and they vary by jurisdiction.

Evidence governs the use of testimony (e.g., oral or written statements, such as an affidavit), exhibits (e.g., physical objects), documentary material, or demonstrative evidence, which are admissible (i.e., allowed to be considered by the trier of fact, such as jury) in a judicial or administrative proceeding (e.g., a court of law).

14.4.04 Tests of Admissibility

The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

A. Be relevant to the matter in issue
B. Be competently presented in court
C. Have been legally obtained

Reference(s): Evidence Code 210

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

14.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.04 Part B - Agency Training Details *(field will expand automatically)*

Evidence comes in four basic forms:

1. Demonstrative evidence
2. Documentary evidence
3. Real evidence
4. Testimonial evidence

Some rules of evidence apply to all four types and some rules apply to one or two of them. All of these forms of evidence must be admissible, though, before they can be considered as probative of an issue in a trial.

-Relevant- IF evidence is to be admitted at court, it must be relevant, material, and competent. To be considered relevant, it must have some reasonable tendency to help prove or disprove some fact. It need not make the fact certain, but at least it must tend to increase or decrease the likelihood of some fact. Once admitted as relevant evidence, the finder of fact (judge or jury) will determine the appropriate weight to give a particular piece of evidence. A given piece of evidence is considered material if it is offered to prove a fact that is in dispute in a case.
-Competent evidence is that evidence that accords with certain traditional notions of reliability. Courts are gradually diminishing the competency rules of evidence by making them issues related to the weight of evidence.
-Legally obtained- Prosecution cannot exploit evidence obtained in violation of constitutional law, thereby rendering relevant evidence inadmissible. This rule of evidence is called the exclusionary rule.

14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

A. Know the difference between right and wrong

B. Understand his/her duty to tell the truth

C. Possess the ability to express himself/herself concerning the matter to be understood

D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code 701

Case # *(If applicable)*

Incident #

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Trainee:								

Comments:

Additional Information:

14.4.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.05 Part B - Agency Training Details *(field will expand automatically)*

Witness Qualifications:
-They must be able to see, recollect and be able to narrate or report the fact about which they are called to testify. In short they must be competent.
-Must be legally qualified to testify as a witness. Legal qualification may depend on the witness's age, mental capacity, and relationship to the matter at issue.

14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

A. Husband and wife
B. Attorney and client
C. Clergyperson and confessor
D. Physician and patient

Reference(s): Evidence Codes 950, 970, 980, 990, and 1030

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

14.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.4.06 Part B - Agency Training Details *(field will expand automatically)*

Privileged communication is an interaction between two parties in which the law recognizes a private, protected relationship. Whatever is communicated between these pairs of parties shall remain confidential, and the law cannot force disclosure of these communications. The individual that initially makes the privileged communication legally has the ability to prevent the other party in the relationship from disclosing the content of the privileged communication. One of the most commonly cited relationships where privileged communication exists is the attorney and client relationship. This relationship is called attorney-client privilege. Other relationships such as: husband/wife, clergyperson /confessor and physician/patient are also included in privileged communication.

14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule

The trainee shall describe the effects of the "Exclusionary Rule" upon police actions and procedures in the following areas:

A. Civil rights
B. Inadmissible evidence
C. Possibility of false arrest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments:

Additional Information:

14.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.5.01 Part B - Agency Training Details *(field will expand automatically)*

Overview:
The exclusionary rule prevents the government from using most evidence gathered in violation of the United States Constitution. The decision in Mapp v. Ohio established that the exclusionary rule applies to evidence gained from an unreasonable search or seizure in violation of the Fourth Amendment. The decision in Miranda v. Arizona established that the exclusionary rule applies to improperly elicited self-incriminatory statements gathered in violation of the Fifth Amendment, and to evidence gained in situations where the government violated the defendant's Sixth Amendment right to counsel. However, the rule does not apply in civil cases, including deportation hearings. See INS v. Lopez-Mendoza.

Derivatives of Excluded Evidence:
If evidence that falls within the scope of the exclusionary rule led law enforcement to other evidence, which they would not otherwise have located, then the exclusionary rule applies to the newly discovered evidence, subject to a few exceptions. The secondarily excluded evidence is called “fruit of the poisonous tree.”

Though the rationale behind the exclusionary rule is based in constitutional rights, it is a court-created remedy and deterrent, not an independent constitutional right. The purpose of the rule is to deter law enforcement officers from conducting searches or seizures in violation of the Fourth Amendment and to provide remedies to defendants whose rights have been infringed. Courts have also carved out several exceptions to the exclusionary rule where the costs of exclusion outweigh its deterrent or remedial benefits. For example, the good-faith exception, below, does not trigger the rule because excluding the evidence would not deter police officers from violating the law in the future.

For example, under the good-faith exception, evidence is not excluded if it is obtained by officers who reasonably rely on a search warrant that turns out to be invalid.

14.5.02 Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

A. Spontaneous statements
B. Admissions
C. Confessions
D. Dying declarations

Reference(s): Evidence Codes 1200 and 1220

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments:

Additional Information:

14.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.5.02 Part B - Agency Training Details *(field will expand automatically)*

Hearsay Rule: Evidence that is offered by a witness of which they do not have direct knowledge but, rather, their testimony is based on what others have said to them.

A. Spontaneous statements: An excited utterance, in the law of evidence, is a statement made by a person in response to a startling or shocking event or condition. It is an unplanned reaction to a "startling event". It is an exception to the hearsay rule. The statement must be spontaneously made by the person (the declarant) while still under the stress of excitement from the event or condition. The subject matter and content of the statement must "relate to" event or condition. The statement could be a description or explanation (as required for present sense impression), or an opinion or inference. Examples include: "Look out! We're going to crash!" or "I think he's crazy. He's shooting at us!" The basis for this hearsay exception is the belief that a statement made under the stress is likely to be trustworthy and unlikely to be a premeditated falsehood.

B. Admissions: The party admission, in the law of evidence, is a type of statement that appears to be hearsay (an out of court statement) but is generally exempted (excluded) from the definition of hearsay because it was made by a party to the litigation adverse to the party introducing it into evidence. This is a category of exemptions to the inadmissibility of out-of-court statements. When the term "exemption" is used here, it does not mean that the statement is an "exception" to the hearsay rule. Rather, a party admission is classified as "nonhearsay" by the Federal Rules of Evidence. The statement is admissible even if the declarant had no basis for knowing the truth of the statement. For example, if an employee rushes to tell the manager of a trucking company that one of his trucks has been in an accident, and the manager says, "oh, we're behaving so negligently, lately," that statement will be admissible - even though the manager had no reason to know that this particular accident was the result of negligence.

C. Confession: The most important exception to the hearsay rule is confession evidence. It is generally assumed that a party in a case would not make a statement against his or her own interests unless the statement was true. This means that you may give evidence that the accused said to you on the day that the victim died; "I did it. I killed him". Normally, this would be hearsay evidence as it is an out-of-court statement and it has been introduced to prove that the accused killed the deceased. However, because confessions are an exception to the rule against hearsay, that evidence will be admissible.

D. Dying Declaration: A dying declaration is a statement made by a declarant, who is unavailable to testify in court (typically because of the declarant's death), who made the statement under a belief of certain or impending death. The statement must also relate to what the declarant believed to be the cause or circumstances of the declarant's impending death. The dying declaration may be used in civil law cases and criminal law cases.

14.6 EVIDENCE COLLECTION AND PRESERVATION

14.6.01 Locating Physical Evidence

The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:

A. Strip
B. Quadrant
C. Spiral

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Comments:

Additional Information:

14.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.01 Part B - Agency Training Details *(field will expand automatically)*

A. Strip-search crime scene patterns are ideal for investigating large areas. This technique is executed by the investigators beginning at one end of the search area and continuing forward in the same direction.

B. A quadrant/grid search is an effective way to search an exterior scene or an intricate interior one. This is due to the fact that this type of search pattern covers almost every inch of the crime scene. Investigators will begin in one direction, then search from another direction – crossing over some of the area already searched.

C. Spiral searches are often used to find a particular object at a crime scene. For example, if the scene includes a gunshot wound, a spiral search may be used to find the shell casing. For this search, a main point is decided and the search continues outward in a circular manner around the main point.

No matter which specific search pattern is used, the goal remains the same: to remain systematic, organized and thorough.

14.6.02 Weather Conditions

The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Comments:

Additional Information:

14.6.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.02 Part B - Agency Training Details *(field will expand automatically)*

Generally, the first officer at the scene should not attempt to collect evidence. However, there are some situations that may warrant evidence collection before CSI's arrive. For example, if a victim has attempted suicide with a firearm, Emergency Medical Services (EMS), or the first officer at the scene, will need to remove the weapon from the victim's grip for safety reasons and to provide medical care if still possible.

Another situation where the first officer at the scene may need to collect evidence is in severe weather conditions where the crime scene is outside. Severe thunderstorms/rain may threaten to wash away spent bullets and casings if a shooting occurred in the street. Bloodstains will also be lost if some attempt is not made to shield the stains from the rain or swab a sample during a storm.

In these situations, the officer should make every attempt to photograph and document the items' location before collection. Chain of custody cards should be filled out for all items collected noting the case number, location, time, item description, and officer's name and badge number. Any actions at the crime scene, including documenting a crime scene log, should be written in a supplemental report.

Advanced planning is always an asset. Having a pop up tent or tarp to protect our scenes should be readily available to first responders.

14.6.03 Preserving Evidence

The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

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Comments:

Additional Information:

14.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate through field performance or through a controlled scenario with their assigned FTO.

14.6.04 Agency Policy

The trainee shall review and explain the agency's policies and procedures regarding the following:

A. Handling controlled substances
B. Depositing property, evidence, and money
C. Calling out Crime Scene Investigators and/or detectives to process a crime scene
D. Depositing firearms, miscellaneous weapons, and explosives
E. Withdrawing and returning property

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Property Proceedures

14.6.04 Part B - Agency Training Details *(field will expand automatically)*

NARCOTICS AND DANGEROUS DRUGS:
All narcotics and dangerous drugs shall be packaged separately. Paraphernalia as defined by
Health & Safety Code § 11364 shall also be packaged separately. The officer seizing the narcotics and dangerous drugs shall place them in the designated locker with a bar code label attached to item.

EXPLOSIVES:
Explosives that are known or suspected to be armed or live, other than fixed ammunition, shall not be retained in the police facility. All fireworks, railroad flares, or fuses that are considered safe will be placed in the outside secure locker. At no time shall any explosive type device be brought inside the public safety building. The Fire Department will be notified to ensure its safe storage.

Officers who encounter an explosive device shall immediately notify the immediate supervisor and/or Watch Commander. The Bomb Squad will be called to handle situations involving explosive devices and all such devices will be released to them for disposal.

EXCEPTIONAL HANDLING:
Certain property items require a separate process. The following items shall be processed in the
described manner:
(a) Bodily fluids such as blood or semen stains shall be air dried. These items are to be placed in the secure drying lockers and advise the Property and Evidence Technician either personally or via e-mail. The investigating officer is responsible for packaging the item once it has dried. In addition to the routine required information the officer must place a Bio hazard sticker on
the outside of the packaging in an easily visible location.
(b) Wet marijuana shall be air dried. These items are to be placed in the secure drying lockers. The investigating officer is responsible for packaging the item once it has dried. All marijuana shall be packaged only in paper bags, after they have been been sealed in a vacumm sealed pouch.
(c) License plates found not to be stolen or connected with a known crime, should be placed in the Community Services Office for return to the Department of Motor Vehicles. No formal property booking process is required.
(d) All bicycles and bicycle frames require a property record. The bar code shall be affixed to a wired property tag AND either verbally, submission of a second bar code in property slot, or via e-mail notify the Property and Evidence Technician of the bicycle. Property tags will be securely attached to each bicycle and the property item shall be placed in the bicycle storage area. All bicycles shall be checked for stolen status prior to being booked.
(e) All cash shall be counted in the presence of another officer/ supervisor and the envelope initialed by the booking officer

PACKAGING OF WEAPONS:
Handguns - Handguns shall be placed in handgun boxes. Insert an orange plastic Safe Guns Safety indicator through the barrel of the gun and the ejection port or cylinder. (ammo and gun should be booked in separate containers). It is okay to book an empty magazine with the gun, unless it’s a separate piece of evidence (extended/illegal magazine). Photograph and secure the handgun to the box with zip ties, and place it in the evidence locker. Check with Dispatch to ensure the gun is not stolen and have it enter into CLETS, i.e. stolen, recovered, safekeeping, etc. A property receipt or bar code label shall be securely attached to the outside of all items or group of items packaged together.

RELEASE OF PROPERTY:
All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation. Release of property shall be made upon receipt of an authorized release form, listing the name and address of the person to whom the property is to be released. Release of all property shall be entered into the department's records management system and the property release from shall be signed by the receivee as well as the department member releasing the property.

With the exception of firearms and other property specifically regulated by statute, found property will be held for 90 days and property held for safekeeping shall be held for a minimum of 60 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed (Civil Code § 2080.6). The final disposition of all such property shall be fully documented in related reports.

The property and evidence technician shall release the property upon proper identification being presented by the owner for which an authorized release has been received. A signature of the person receiving the property shall be recorded on the original property form. After release of all property the signed form shall be scanned and entered into the department records management system.

Under no circumstances shall any firearm be returned to any individual unless and until such person presents valid identification and written notification from the California Department of Justice that conforms to the provisions of Penal Code § 33865.

The Property and Evidence Technician should also make reasonable efforts to determine whether the person is the subject of any court order preventing the person from possessing a firearm and if so, the firearm should not be released to the person while the order is in effect.

The Department is not required to retain any firearm or other deadly weapon longer than 180 days after notice has been provided to the owner that such firearm or other deadly weapon is available for return. At the expiration of such period, the firearm or other deadly weapon may be processed for disposal in accordance with applicable law (Penal Code § 33875).

4.6.05 Storage of Evidence

The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
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Trainee:								

Comments:

Additional Information:

14.6.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Property Proceedures

14.6.05 Part B - Agency Training Details *(field will expand automatically)*

PROPERTY BOOKING PROCEDURE:

All property must be booked prior to the employee going off-duty unless otherwise approved by a supervisor and/or secured in a temporary locker. Property secured in a temporary locker shall be processed within 24 hours. Employees booking property shall observe the following guidelines:
(a) Complete the property form or bar code label describing each item of property separately, listing all serial numbers, owner's name, finder's name, and other identifying information or markings.
(b) Mark each item of evidence with the booking employee's initials and the date booked using the appropriate method so as not to deface or damage the value of the property.
(c) Complete an evidence/property tag or bar code label and attach it to each package or envelope in which the property is stored.
(d) Place the case number and the item number on the front of the bag. Seal the bag with evidence tape. Initial and date on the overlap edge of the tape and the bag
(e) A copy of the property receipt, if applicable, shall be submitted with the case report. The original property receipt and/or bar code label shall be placed with the property.
(f) When the property is too large to be placed in a locker, the item may be retained in the supply room. Submit the completed property receipt into a numbered locker indicating the location of the property, or if it was bar coded, leave e-mail for Property Technician.

14.6.06 Taking Evidence to Laboratories and Court

The trainee shall review and explain the agency's policies and procedures regarding taking evidence to laboratory examination facilities and court.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments:

Additional Information:

14.6.06 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Property Proceedures

14.6.06 **Part B - Agency Training Details** *(field will expand automatically)*

TRANSFER OF EVIDENCE TO CRIME LABORATORY:
The transporting employee will check the evidence out of property, indicating the date and time on the property receipt and/or entered in Alliance and the request for laboratory analysis. The property officer releasing the evidence must complete the required information on the property receipt and/or entered in Alliance. The DOJ, DA, or RSO Lab Evidence Exam forms will be transported with the property to the examining laboratory.

STATUS OF PROPERTY:
Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted on the evidence removal log.

The property officer shall obtain the signature of the person to whom property is released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity. The return of the property should be recorded on the evidence removal log or updated in department records management system, documenting the date, time and officer returning the property.

14.6.07 Chain of Custody/Evidence

The trainee shall explain the meaning of "chain of custody" or "chain of evidence."

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments:

Additional Information:

14.6.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Property Proceedures

14.6.07 Part B - Agency Training Details *(field will expand automatically)*

RECORDING OF PROPERTY:
The Property and Evidence Technician receiving custody of evidence or property shall record his/her signature, the date and time the property was received and where the property will be stored in the records management system. A property number shall be obtained for each item or group of items. This number shall be recorded on the property tag and in the records management system.

Any changes in the location of property held by the Palm Springs Police Department shall be noted in the records management system.

PROPERTY CONTROL:
Each time the Property and Evidence Technician receives property or releases property to another person, he/she shall enter this information into the department records management system. Officers desiring property for court shall contact the Property and Evidence Technician at least one day prior to the court day.

14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.6.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.6.08 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate competency in-field or through a controlled scenario with their assigned FTO.

14.7 LINEUPS

14.7.01 Methods for Identifying Suspects

The trainee shall explain technical methods for identifying suspects, including:

A. Field show-up
B. Photo identification
C. Identification kit
D. Artist's conception

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Eyewitness Identification

14.7.01 Part B - Agency Training Details *(field will expand automatically)*

A. FIELD IDENTIFICATION CONSIDERATIONS: Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identifications. A field elimination or show-up identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated. When initiating a field identification, the member should observe the following guidelines:
(a) Obtain a complete description of the suspect from the witness.
(b) Assess whether a witness should be included in a field identification process by considering:
1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect's face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness's opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.
(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
(d) When feasible, members should bring the witness to the location of the subject of the showup, rather than bring the subject of the show-up to the witness.
(e) The person who is the subject of the show-up should not be shown to the same witness more than once.
(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.
(h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

B. PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS: When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup. The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

C/D: Identification kit & Artist's Drawing: Discuss additional resources police departments have to help victims/witnesses identify involved parties/suspects, etc.

14.7.02 Agency Policy and Procedures

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

A. In custody
B. In the field
C. Photographic

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

14.7.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.7.02 Part B - Agency Training Details *(field will expand automatically)*

A/B: When a subject is in custody or detained for the purpose of witness/victim identification the "Harris Admonishment" for field show-ups should be read to the subject participating in the identification.

C: Photographic- Officers should also read the photographic admonishment prior to showing the line-up.

14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
B. Witness instructions
C. Control of the situation
D. Similar appearances

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.7.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.7.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should know how to create a photo line-up. There are several options that include:
-Contacting the Monterey County Sheriff's Office and requesting their assistance. MCSO will generally provide you with the photographs needed and email them directly to officers.
-Use of CalPhoto
-Use of Coplink

Trainees should become familiar with all their options and demonstrate the correct procedures for a photographic identification.

14.8 SOURCES OF INFORMATION

14.8.01 Networking with the Community

The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.8.01 Part B - Agency Training Details *(field will expand automatically)*

Strong relationships of mutual trust between police agencies and the communities they serve are critical to maintaining public safety and effective policing. Police officials rely on the cooperation of community members to provide information about crime in their neighborhoods, and to work with the police to devise solutions to crime and disorder problems. Similarly community members' willingness to trust the police depends on whether they believe that police actions reflect community values and incorporate the principles of procedural justice and legitimacy.

14.8.02 Informants

The trainee shall describe techniques for identifying and developing "informants," including:

A. The hazards of divulging too much information to informants

B. The danger of breaking confidentialities

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.8.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Confidential Informants

14.8.02 Part B - Agency Training Details *(field will expand automatically)*

INFORMANT INTEGRITY:
To maintain the integrity of the informant process, the following must be adhered to:
(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Investigation Bureau supervisor or their authorized designees.
1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
(b) Criminal activity by informants shall not be condoned.
(c) Informants shall be told they are not acting as police officers, employees or agents of the Palm Springs Police Department, and that they shall not represent themselves as such.
(d) The relationship between department members and informants shall always be ethical and professional.
1. Members shall not become intimately involved with an informant.
2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigation Bureau supervisor.
3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
(e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigation Bureau supervisor.
1. Officers may meet informants alone in an occupied public place, such as a restaurant.
(f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
(g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
(h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

14.8.03 Public and Private Records

The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date			
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Trainee:										

Comments *(field will expand automatically)*

Additional Information:

14.8.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.8.03 Part B - Agency Training Details *(field will expand automatically)*

The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information, including:

1. Social media (Facebook, Instagram, Snapchat, etc.)
2. Criminal History
3. Coplink
4. Etc.

14.9 SUBPOENAS

14.9.01 Definition, Authority, and Immunities

The trainee shall define the term "subpoena" and describe the authority and immunities associated with the subpoena, including:

A. Who may exercise the power of a subpoena
B. Who may serve a subpoena
C. How a subpoena is served
D. Who is subject to the power of a subpoena
E. What immunities from arrest are granted to a person traveling in answer to a subpoena
F. How a subpoena is enforced

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.9.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: (Subpoenas and Court Appearances)

14.9.01 Part B - Agency Training Details *(field will expand automatically)*

A subpoena is a legal order commanding the person or organization named in the subpoena to give sworn testimony at a specified time and place about a matter concerned in an investigation or a legal proceeding, such as a trial. A subpoena duces tecum substitutes the requirement of your appearance to testify with a requirement that you supply specific physical material in your possession. A deposition subpoena means that your sworn testimony will be taken during a phase of the trial process known as discovery, and will likely occur at a lawyer's office. Subpoenas may be issued by the following people involved in the legal case associated with the subpoena:

- the judge presiding over the legal proceedings
- the clerk of the court where the lawsuit has been filed
- a private lawyer representing one of the parties in the lawsuit
- a government lawyer such as the Attorney General or District Attorney

(Note that the Attorney General and District Attorney can issue a subpoena during an investigation, before initiating a legal case). Given that a subpoena is an order to produce yourself and/or tangible items in a very specific legal setting, it is imperative that you take it seriously. Failure to comply with a subpoena can have serious consequences. You can be served by hand delivery, but they also can come by registered or certified mail. Faxed subpoenas are not legal. If the subpoena only requires you to appear and testify and not produce documents, you can be served by law enforcement personnel over the phone.

14.9.02 Agency Practices

The trainee shall review and explain the agency's practices and policies concerning the subpoena process.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.9.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Subpoenas and Court Appearances

14.9.02 Part B - Agency Training Details *(field will expand automatically)*

SUBPOENAS:
Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so. This may be accomplished by personal service to the officer or by delivery of two copies of the subpoena to the officer's supervisor or other authorized departmental agent (Government Code § 68097.1; Penal Code § 1328(c)).

The party that issues a civil subpoena to an officer to testify as a witness must tender the statutory fee of $275 with the subpoena for each day that an appearance is required before service is accepted of the subpoena (Government Code § 68097.2).

An immediate supervisor or authorized individual may refuse to accept service for a criminal subpoena if (Penal Code § 1328(d)(e)):
(a) He/she knows that he/she will be unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena.
(b) It is less than five working days prior to the date listed for an appearance and he/she is not reasonably certain that service can be completed.

If, after initially accepting service of a criminal subpoena, a supervisor or other authorized individual determines that he/she is unable to deliver a copy of the subpoena to the named officer within sufficient time for the named officer to comply with the subpoena, the supervisor or the subpoena clerk shall notify the server or the attorney named on the subpoena of such not less than 48 hours prior to the date listed for the appearance (Penal Code § 1328(f)).

14.10 COURTROOM TESTIMONY AND DEMEANOR

14.10.01 Professional Demeanor and Appearance

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Subpoenas and Court Appearances

14.10.01 Part B - Agency Training Details *(field will expand automatically)*

COURTROOM PROTOCOL
When appearing in court, members shall:
(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
(b) Dress in a long sleeve department uniform shirt, pants and tie or business attire.
(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

14.10.02 Pre-Trial Conference

The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

A. Refreshing the officer's memory

B. Coordination of efforts

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Subpoenas and Court Appearances

14.10.02 Part B - Agency Training Details *(field will expand automatically)*

Often times District Attorney's handling a case will request to meet with the officer involved prior to the case going to court. The DA will ask any clarifying questions to help the case, go over evidence and help prepare the officer with possible questions the defense attorney may ask.

Officers need to make sure they have read their report and can effectively testify.

14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

A. Honesty
B. Clarity
C. Brevity
D. Objectivity
E. Poise

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Comments *(field will expand automatically)*

Additional Information:

14.10.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.03 Part B - Agency Training Details *(field will expand automatically)*

While entering the courtroom and upon taking your seat in the witness box, it is important to be aware of what your body language is saying. Improper posture or a cocky stance can affect your demeanor and how you are perceived. Learning to sit up straight in the chair close to the mic but without leaning forward, keeping your hands inside the box when not using for demonstration and never sit with crossed arms or legs. Further, awareness of facial expressions is important. Do not look confused, bored, or upset with questions you are asked. Finally, to be a credible witness the officer should keep a few things in mind.

1. Dress professionally and appropriately
2. Enter the courtroom with confidence and take the oath with sincerity
3. Answer the question asked and never add to your answer
4. Be sincere with your answers
5. Remain calm and respectful in every situation

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
B. Offensive
C. Threatening
D. Argumentative
E. Overly friendly

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.04 Part B - Agency Training Details *(field will expand automatically)*

Remain calm and respectful:

This is critical. It's this simple--if you, as a law enforcement officer, lose your cool on the stand, no matter what kind of case, you lose all credibility with the jury. The jury, as citizens, have authorized you to carry guns and granted you a power and use of force they do not permit themselves. If you cannot control yourself in a courtroom, they are justified in being gravely concerned about your ability to control yourself on the streets, where you are subjected to much greater stress and no one is watching.

Your patience and temper will be sorely tried with interruptions, delays, argumentative questions and attacks on your character. Do not allow yourself to become arrogant, flip, antagonistic, impatient or excited. The worse it gets the greater an opportunity you are being handed to impress the jury with your strength of character, your integrity, your dignity.

Like it or not, as a law enforcement officer, jurors hold you to a higher standard than they do lay witnesses and they expect you to be able to take more abuse on the stand and still remain professional. Be aware that experienced prosecutors know this and may not come to your defense as quickly as they might a lay witness with an objection that the defense is "being argumentative" or "harassing the witness." Take this as the compliment it is. The prosecutor knows your credibility will shine through such challenges and knows the jury will become frustrated, impatient and finally angry with your attacker.

14.10.05 Courtroom Security Policies and Procedures

The trainee shall become familiar with local courtroom security policies and procedures such as:

A. Prisoner Escort
B. Prisoner Restraint
C. Screening of Courtroom Audience
D. Disturbance Procedures

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.05 Part B - Agency Training Details *(field will expand automatically)*

The Riverside County Sheriff's Department is responsible for the security and transportation of prisoners. Officers should know that they are not allowed to talk to prisoners and should remain quiet during the courtroom proceedings (unless testifying or being questioned by the DA).
-If officers carry their weapon and they are not in uniform, he/she should carry both their police identification card and badge. Officers will need to show their credentials to the courtroom security guards prior to entering the courtroom.
-Generally, officers will sit on the same side (behind) the DA (usually on the left hand side). All other persons will sit behind the defense attorney's side (usually on the right hand side).
-Cell phones should be placed on silent, off, or do not disturb.

14.10.06 Perjury and Falsifying Police Reports

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer
B. Irreparable damage to the officer's credibility (Brady List)
C. Irreparable damage to the prosecution of a case
D. May result in civil actions against the agency

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

14.10.06 Part B - Agency Training Details *(field will expand automatically)*

Penal Code 118.1:
Every peace officer who files any report with the agency which employs him or her regarding the commission of any crime or any investigation of any crime, if he or she knowingly and intentionally makes any statement regarding any material matter in the report which the officer knows to be false, whether or not the statement is certified or otherwise expressly reported as true, is guilty of filing a false report punishable by imprisonment in the county jail for up to one year, or in the state prison for one, two, or three years. This section shall not apply to the contents of any statement which the peace officer attributes in the report to any other person.

14.10.07 Courtroom Testimony Preparation and Demonstration

The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	When completed, print full name	Date	When completed, print full name	Date		When completed, print full name	Date	
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Trainee:								

Comments *(field will expand automatically)*

Additional Information:

14.10.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Subpoenas and Court Appearances

14.10.07 Part B - Agency Training Details *(field will expand automatically)*

TESTIMONY:
Before the date of testifying, the subpoenaed member shall procure a copy of relevant reports and become familiar with the content in order to be prepared for court.

See next page for Attestation

Part 5 – Section 14: Investigation/Evidence

ATTESTATION FOR SECTION 14

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     Part A: Enter applicable references from your agency's Policies & Procedure Manual.
     Part B: Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 15

Tactical Communication/Conflict Resolution

15.1 – 15.4 COMPETENCY REQUIREMENTS

Contents

15.1 Tactical Communications
15.2 Handling Disputes (General)
15.3 Civil Disputes
15.4 Repossessions
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

15.1 TACTICAL COMMUNICATION

15.1.01 Verbal and Nonverbal Cues
15.1.02 Benefits of Tactical Communication
15.1.03 Demonstration of Tactical Communication
15.1.04 Deflection Techniques
15.1.05 Five-Step Process for Generating Voluntary Compliance

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute
15.2.02 Social Service Organizations
15.2.03 Inherent Dangers to Officers
15.2.04 Separating Parties in a Dispute
15.2.05 Private Person Arrest Procedures
15.2.06 Use of Different Techniques
15.2.07 Handling a Dispute Situation

15.3 CIVIL DISPUTES

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15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
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15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

SECTION 15 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

15.1 TACTICAL COMMUNICATION

15.1.01 Verbal and Nonverbal Cues

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.01 Part B - Agency Training Details *(field will expand automatically)*

ACTIVE LISTENING SKILLS:
-Follow the "80-20 rule": invest 80% of communication time in listening (intel gathering) and 20% to talking.
-Listen to understand and learn--not to respond
-Reduce distractions
-Demonstrate you are listening (eye contact, facial expressions, posture, calm-open handed gestures).
-Use silence to your advantage (silence may prompt the subject to talk more)

Five universal truths of human interaction which remain true across the board, regardless of cultural background, gender, etc.
1) People feel the need to be respected
2) People would rather be asked than be told
3) People have a desire to know why
4) People prefer to have options over threats
5) People want to have a second chance

15.1.02 Benefits of Tactical Communication

The trainee shall identify and explain the benefits of tactical communication, including:

A. Enhanced safety (reduced likelihood of physical confrontation and injury)

B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.02 Part B - Agency Training Details *(field will expand automatically)*

A basic tool for generating the three C's (Compliance, Cooperation, Collaboration)

L. Listen
E. Empathize
A. Ask (Who, what, when, where, why and how?)
P. Paraphrase
S. Summarize (Be brief, concise, and inarguable)

AVOID THESE PHRASES:
-Come here!
-You wouldn't understand.
-Because those are the rules.
-It's none of your business.
-Calm down.
-What's your problem?
-You "never" or you "always."
-I'm not going to say this again.
-I'm doing this for your own good.
-Why don't you be reasonable?

15.1.03 Demonstration of Tactical Communication

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

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.03 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be able to demonstrate verbal judo skills in the field during a stressful/hostile event.

15.1.04 Deflection Techniques

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

A. "I appreciate that, but I need to see your driver's license, vehicle registration, and proof of insurance."

B. "I understand that, but I need you to move your vehicle."

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.04 Part B - Agency Training Details *(field will expand automatically)*

Deflecting Verbal Abuse:

If someone directs a verbal attack at you, unless dangerous, let it go, and you will disempower that person. The insult only has life if it elicits some type of response. As long as the person is doing what you say, it doesn't matter what he/she says.

Officers must always remember never to step on someone's "personal face." If you have to arrest someone, let him or her blow off some steam, as long as he or she is physically cooperative. Remember, our goal is not to force compliance, but to gain voluntary compliance!

15.1.05 Five-Step Process for Generating Voluntary Compliance

Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the five-step process:

A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply

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

C. **Present Options** (Personal Appeal) – Explain possible options

D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example,
"Is there anything I can say to gain your cooperation at this time?"

E. **Act** (Take appropriate action)

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.1.05 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate through in-field or a controlled scenario with their assigned FTO.

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute

The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

A. Remaining impartial
B. Preserving the peace
C. Determining whether or not a crime has been committed
D. Conducting an investigation if a crime has been committed.
E. Providing safety to individuals and property
F. Suggesting solutions to the problem
G. Offering appropriate referrals
H. Considering arrest as a reasonable alternative if a crime has been committed

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.01 Part B - Agency Training Details *(field will expand automatically)*

These calls range from neighbors disputing property lines to a separated couple bickering over property and belongings. It's a private problem, nevertheless, you are being thrust into the middle of a situation that took years to deteriorate. Now you are expected to solve it in five minutes or less because you are, in fact, the police department, right?

Let's go over a few basic tips to help enhance the service you may be able to provide these people, despite the fact it isn't a police matter to begin with:

Work Out a Compromise on the Spot:
Sometimes the quickest and easiest way to handle private arguments is to play mediator. Remember, just because you don't have the legal power to issue out a decision, that doesn't mean you can't give an opinion, right? Try listening to both sides of the story separately and then come together and try to offer a compromise to the problem. If accepted, this can get you on the good graces of the callers and stop you from responding a second time to the same address. Just remember, you can't tell people how to handle civil problems, but you can encourage and offer opinions and solutions. What they do with them is up to them, but usually people will take what you say to the bank if the offer is fair.

Public Mediation Services:
When your opinion doesn't work, or when it's a problem that can't be solved by a quick and easy fix, try referring to two parties to a public mediation service. These can be found in the yellow pages. Public mediators tackle the problem the same way, but with more resources and more time. They have the time and energy to sit with people for hours while they explain the entire situation leading up to the problem that caused them to call the police. More importantly, these services free you up to do your job elsewhere while the involved parties still get the problem resolved and avoid having to call you back every time they disagree.

Find a Temporary Band-aid Solution:
Sometimes certain problems just can't be solved in a timely matter. In these cases, it's time to try to find a temporary fix, or a "band-aid" solution. For example, if it is a separated couple arguing over who keeps what, a temporary fix may be to leave everything as it is until the two can see their attorneys the next morning and work it out legally. If both parties agree to this, the problem is solved for the moment. This still frees you up to get back to your other calls and keeps both people happy, however temporary it is.

Lay Down the Law:
Last but not least, when all else fails, some people or problems (or combinations of both) just can't be satisfied no matter your effort level. Some people will stick to their guns and not budge an inch, and others seem to be in desperate situations that they simply won't see a way out of. In these situations, when your best efforts have failed, it's time to tell them what a civil problem really is. It is not a police matter, it is a private matter between two parties that the police department often has no power or authority to rule on. That's what civil court is for, and that is the route they will likely have to go. The important thing to remember during this time is this: Be as polite as possible and let them know that despite their problem being a civil issue, it can turn criminal if one party crosses that line.

For example, if a couple can't decide who gets what and one side decides to swing on the other, the line has been crossed. It is important to tell people this because often in these kinds of situations, other officers will be recalled to the house later in the day to "clean up" a civil

situation that has suddenly turned criminal. Try to help people avoid this scenario by telling them about it up front. Sometimes we as officers can assist in solving civil problems, but other times our best efforts may be met with failure.

15.2.02 Social Service Organizations

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

A. Public health
B. Alcohol problems
C. Family counseling and child guidance
D. Drug problems
E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)
F. Any additional city/county agencies or organizations

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

15.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.02 Part B - Agency Training Details *(field will expand automatically)*

Riverside County Department of Social Services
-Family and Children's Services= 24-hour Child Protective Services (CPS), Pathways to Safety, Family to Family, Adoption, Child Abuse Prevention Council.
-Military and Veterans Affairs Office
-24-hour Adult Protective Services (APS)

Riverside County Behavioral Health
-Substance Use Disorders (SUD)= Prevention, intervention, drug court/diversion programs, drug treatment, narcotic replacement therapy, etc.

Well of the Desert: Homeless shelter and food.

Shelter from the Storm =
-Shelter for victim's of domestic violence
-Runaway and homeless youth (under 18 years of age). They offer counseling, family reunification, and temporary shelter.
-Drug and alcohol intervention services for youth

15.2.03 Inherent Dangers to Officers

The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

Palm Springs PD policy: Domestic Violence

15.2.03 Part B - Agency Training Details *(field will expand automatically)*

The investigation of domestic violence cases often places officers in emotionally charged and sometimes highly dangerous environments. It is the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

When officers enter a subject's home, inherent dangers naturally exist. Each homeowner/resident has knowledge of where things are- guns, kitchen knives, a baseball bat, an iron, etc. Officers may be unfamiliar with the subjects past/history. Often times substance abuse exacerbates the situation. Additionally, police have to try to control the movement of the people in their home, and often times there are children which futher complicates the scene.

15.2.04 Separating Parties in a Dispute

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

Reference(s): | **Case #** *(If applicable)* | **Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.04 Part B - Agency Training Details *(field will expand automatically)*

Ideally having at least 3 officers on scene will help with officer safety hazards.

Advantages:
-Abuser and victim are away from one another.
-Can't hear each other which allows each subject to speak candidly without the influence of the other.
-Can verify names.

Disadvantages:
-Can't hear other officer's conversation.
-Officer is a distance away from his/her cover officer.

15.2.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Private Persons Arrests

15.2.05 **Part B - Agency Training Details** *(field will expand automatically)*

ARRESTS BY PRIVATE PERSONS:
Penal Code § 837 provides that a private person may arrest another:
(a) For a public offense committed or attempted in his or her presence;
(b) When the person arrested has committed a felony, although not in his or her presence;
(c) When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it.

Unlike peace officers, private persons may not make an arrest on suspicion that a felony has been committed - the felony must in fact have taken place.

OFFICER RESPONSIBILITIES:
Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code § 847).
(a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual pursuant to Penal Code § 849(b)(1). The officer must include the basis of such a determination in a related report.
2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.

(b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
1. Take the individual into physical custody for booking.
2. Release the individual pursuant to a Notice to Appear.
3. Release the individual pursuant to Penal Code § 849.

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

A. Family disputes
B. Neighbor disputes
C. Juvenile dispute
D. Loud parties/loud noise

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.06 Part B - Agency Training Details *(field will expand automatically)*

A. Family Disputes: Three standard methods police used to reduce domestic violence-
-Counsel both parties (mediation).
-Sending assailants away from home for several hours-were found to be considerably less effective in deterring future violence.
-Arrest of the abuser, has several benefits. Arrest can break the violent cycle and decrease future violence. It also sends a strong message to the batterer that such violence will not be tolerated by the community. Finally, the willingness of police to take serious action directly affects the victim's perception of his/her ability to escape from the violence.

B. Neighbor Disputes: The most common neighbor disputes officers can respond to include: Complaints of loud noise, pets, children, physical appearance of the home, property boundaries, suspected criminal behavior, health or building code violations and parking. Most disputes are civil in nature and do not involve criminal violations. Officers can offer mediation, resources, explanation of municipal violations, etc.

C. Juvenile Disputes: Most juvenile disputes involve parental confrontations. Confrontations are usually verbal in nature; however, they can lead to criminal behavior such as battery. Officers are encouraged to listen to both parties and offer appropriate resources/mediation, etc. If an assault took place, Officer should handle it accordingly. If the juvenile is a runaway or threatening to runaway, Officers should be familiar with resources such as S.A.F.E. place (their on-call counselors available to families) and if needed, document the incident.

D. Loud parties/loud noise: Peace disturbances most often involve neighbors having a loud party/gathering. Most neighbors call police when they cannot handle the situation or don't want to confront their neighbor. Officers will provide the resident involved in the noise complaint with a verbal warning. If officers respond a second time, the complainant can agree to sign a citation for peace disturbance or violation of a municipal code.

Other noise nuisances include barking dogs. For barking dog complaints, our municipal code requires three separate people from different residences to write a letter to us verifying that there is a dog, that there is an actual nuisance, and they have to be willing to testify in court.
MUNI CODE- 06.04.250 Animals creating disturbing noises.
A. It is unlawful for any person to keep, maintain or permit on any lot or parcel of land, any dogs, cats, household pets, or any other animal which by any sound or cry shall habitually disturb the peace and comfort of any neighborhood.
B. Whenever it shall be affirmed in writing by three or more adult persons living in separate dwelling units in the neighborhood that any dog, cat, household pet, or any other animal is a habitual nuisance by reason of howling, barking, or other noise, or is in any other manner causing undue annoyance, that shall constitute a violation of this section and a public nuisance. (Ord. 94-13 § 1, 1994)

15.2.07 Handling a Dispute Situation

Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.2.07 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in field.

15.3 CIVIL DISPUTES

15.3.01 Agency Policy on Landlord-Tenant Disputes

The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.01 Part B - Agency Training Details *(field will expand automatically)*

LANDLORD – TENANT DISPUTES:
The police officer's role as a keeper of the peace requires that he/she deal with all areas of human conflict, including the handling of landlord-tenant disputes. Although the traditional practice of Police Departments has been to regard landlord-tenant conflicts as civil only, very often such disputes involve a misdemeanor violation of the Penal Code or result in some type of violence. The police officer should try to avoid arrest and achieve a lasting solution to the dispute by explaining to the parties what conduct is now lawful and by suggesting alternative solutions that are lawful.

UNLAWFUL CONDUCT BY THE LANDLORD:

A. Tenant lockout – PC 418
B. Seizure of tenant's property – CA Civil Code 51816(a)
C. Removal of door or windows – PC 594
D. Termination of services – CA Civil Code 789.3
E. Landlord Requirements:
The landlord must fulfill the following refinements and must maintain:
1. A structure that is weatherproof, waterproof, and rodent proof.
2. A workable plumbing system.
3. One working toilet, bathtub, and bathroom sink.
4. One working kitchen sink.
5. Adequate heating facilities.
6. Safe electrical wiring.
7. Adequate garbage and trash storage and removal facilities.

Note: The landlord cannot waive these requirements by placing the burden to repair these facilities on the tenant's part of the conditions of the lease.

15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes

The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

A. Evictions
B. Lockouts
C. Trespasses
D. Confiscation of property

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.02 Part B - Agency Training Details *(field will expand automatically)*

A. Eviction:

The best legal way for a landlord to evict a tenant is by bringing an unlawful detainer action in court. There are several steps in this proceeding.

1. Notice
   a. If the tenant has violated any of the conditions of his lease or rental agreement (i.e: he failed to pay his rent when it was due, he is keeping a pet when this is specifically prohibited), the landlord must give the tenant a three-day written notice to either correct the condition or move, prior to bringing an action in court to evict him. This means that if the tenant who is behind in his rent pays the total rent due within the three-day period, the landlord cannot have him evicted.
   b. In addition, a landlord has the right to terminate a month-to-month tenancy for almost any reason, even if the tenant has not violated any provisions of the rental agreement. To do this, the landlord must first serve the tenant with a written notice instructing him to vacate in 60 days.

Service of Notices:

1. A 60-day notice must be served in one of these ways:
   a. Handed to tenant personally.
   b. Handed to fairly grown-up child or adult on the premises and a copy sent to tenant by mail.
   c. If no one is home, the notice may be posted in a conspicuous place and a copy sent by mail.

Unlawful Detainer Action:

If the tenant has been properly served with a 3, 30 or 60 day notice and he does not comply with it, the landlord can bring court action to evict him. The landlord initiates this action by filing an “unlawful detainer” complaint with either the Municipal or the Small Claims Court.

B. Lock-Out Response:

If the officer has responded to a tenant’s complaint that his landlord has:

1. Locked him out,
2. Seized his property,
3. Removed the doors or windows to his premises,
4. Interfered with the use of his utilities, or
5. Unreasonably trespassed on his premises,

The officer can often successfully resolve the dispute by:

1. Informing the landlord that he has probably committed a misdemeanor violation by his act, and…
2. Briefly explaining to the landlord that if he has legal grounds for evicting his tenant, he should bring an unlawful detainer action against him.

C. Trespass:

The landlord may enter an apartment or rental dwelling without tenant’s consent only in the following situations:

1. In an emergency (smoke, leaking water, etc-- during normal business hours with reasonable notice to tenant).
2. To make necessary repairs or agreed on repairs, or to show apartment to prospective tenants, purchasers, workman or contractors, or mortgage holders.

3. When tenant has moved out.
4. When a court order authorizing entry is in effect.

15.3.03 Agency Policy on Labor-Management Disputes

The trainee shall review and explain the agency's policy on labor-management disputes.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

15.3.03 Part B - Agency Training Details *(field will expand automatically)*

DEMONSTRATIONS AND LABOR DISPUTES: Reference California Penal Code, Sections: 404, 404.6, 405(a), 406, 407, 409, 726, 727, 415, 416, 602(1), 416, 6021, 602(j).

As a police officer, our primary concern at any demonstration, or labor dispute, is to maintain the peace. This can be accomplished by the carful enforcement of laws. More specifically, the police are to maintain an impartial, non-personal position and protect the rights of those individuals who are exercising their rights to free expression. While maintaining this idea, we must keep in mind that the laws enforced are designed to protect society from those who would express themselves irresponsibly and with no regard to the rights of others.

Police Actions at the Scene of a Disturbance:
Each officer at the scene of a demonstration must keep in mind that the news media is very concerned with what happens and may be taping your actions. There are several rules to follow:

1. Act in unison and only on command by the officer or supervisor in charge.
2. When you act, act with restraint, temper your actions, keeping in mind that the cameras are on you.
3. Once you have a person down and are restraining them do not use unnecessary force, it's sure to make the news and then we become the focus of the story. Do not over-react.

Individual Breaches of Peace:
At a demonstration, individual breaches of the peace are not necessarily a reflection of the entire group. Because one or more persons in a picket line engage in illegal activity, it is no basis for the arrest or dispersal of the entire group. The action by officers must be confined to the responsible individual rather than extended to the group. It is also imperative to advise the individuals that their activity is illegal, and if it continues, that they will be arrested, if the acts are, however, malicious or violent, then there is no need to warn prior to arrest.
At certain times, an entire group can be in violation of the law, such as blocking building entrances, driveways, etc. if these circumstances occur, a warning should be given as prescribed in Section 726 of the Penal Code (Riot Act). Other applicable sections such as 407, 408 PC (Unlawful Assembly), 404 PC (Riot) are not uncommon violations. Remember, to have a riot the elements preclude the use of force or violence by two or more people acting together and without authority of law.

Picketing:

1. Picketing should not interfere with persons passing in and out of building or on sidewalks. If it does, it is illegal.
2. Persuasive picketing is not illegal, but the pickets are not allowed by law to interfere with the ingress and egress of the customers to the establishment.
3. If pickets occasionally stray across an entrance or driveway, then they should be warned of their conduct. If the action continues, then it becomes obvious that the object is not persuasion, but interference. It is important, however, that proper warning via 726 PC be given so as to allow persons not involved to leave.
4. When officers arrive at a picket line, the picket "Captain" should be identified and spoken to prior to contacting the management side.
5. Established ground rules should be communicated to the picket leaders.

Arrests:
When making numerous arrests, officers should fill out arrest information forms immediately, be photographed with suspects, and attempt to have evidence (rocks, bottles, picket signs, etc.) photographed.

Conclusion:
Although specialized units (SWAT, Mobile Field Force) may be handling demonstrations and labor disputes, it is imperative that officers familiarize themselves with the necessary procedures for handling demonstrations. Officers must maintain their composure during demonstrations. Sometimes this will mean taking significant verbal abuse. An officer's behavior can prevent a minor incident from escalating into a major one.

15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

A. Obstruction of ingress or egress
B. Blocking of sidewalks and roadways
C. Outside agitators
D. Violence and vandalism
E. Trespasses

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.04 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: First Amendment Assemblies

15.3.04 Part B - Agency Training Details *(field will expand automatically)*

POLICY:
The Palm Springs Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

GENERAL CONSIDERATIONS:
Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills and leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:
• Lawful, constitutionally protected actions and speech.
• Civil disobedience (typically involving minor criminal acts).
• Rioting.

UNPLANNED EVENTS:
When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:
• Location
• Number of participants
• Apparent purpose of the event
• Leadership (whether it is apparent and/or whether it is effective)
• Any initial indicators of unlawful or disruptive activity
• Indicators that lawful use of public facilities, streets or walkways will be impacted
• Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communications Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

15.3.05 Small Claims Court

The trainee shall explain the role of the small claims court relative to civil disputes.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.05 Part B - Agency Training Details *(field will expand automatically)*

Small claims court is a special court where disputes are resolved quickly and inexpensively. In small claims court, the rules are simplified and the hearing is informal. Attorneys are generally not allowed. The person who files the claim is called the plaintiff. The person against whom the claim is filed against is called the defendant. They are also called claimants or parties. You don't need to be a United States citizen to file or defend a case in small claims court.

In general, claims are limited to disputes up to $5,000. However, natural persons (individuals) can claim up to $10,000. Corporations, partnerships, unincorporated associations, governmental bodies, and other legal entities cannot claim more than $5,000. Also, no claimant (natural person or legal entity) may file more than two small claims court actions for more than $2,500 anywhere in the state during any calendar year.

Small claims courts may be able to order a defendant to do something, as long as a claim for money is also part of the lawsuit. If you are suing to get back the lawn mower you loaned to a neighbor, for instance, the court can order the return of the mower, or payment for the mower if it is not returned. Otherwise, small claims courts may order a defendant to do or not to do something only when expressly authorized by statute (i.e, an order preventing an unlawful phone solicitation). The sheriff 's department usually is the one who enforces those orders. It may or may not need further court orders to enforce a certain order. (For example, the court may order the defendant to return a vehicle to the plaintiff. If the defendant does not comply and parks the vehicle in his or her home garage, the sheriff may require an additional order from the court that would allow them to enter the premises to seize the vehicle). Verify with your local sheriff 's department or small claims advisors as to the requirements for your particular situation.

Examples of other disputes that might be resolved in small claims court are:

- Your former landlord refuses to return the security deposit you paid.
- Someone dents your car's fender and refuses to pay for its repair.
- Your new TV will not work, and the store refuses to fix it or replace it.
- Your tenant caused damage to the apartment in an amount that exceeded the security deposit. (Note: You can't file an eviction action in small claims court.)
- You were defrauded in the purchase of a car, and desire to cancel the purchase and get back the amount of your down payment from the seller.
- You lent money to a friend, and he or she refuses to re-pay it.

15.3.06 Handling a Civil Dispute

Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

15.3.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in-field with their assigned FTO.

15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:

A. What property is subject to repossession
B. Who may make a repossession
C. To what lengths a repossessor may go
D. When a repossession is complete

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

15.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Towing and Release

15.4.01 Part B - Agency Training Details *(field will expand automatically)*

PRIVATE PROPERTY VEHICLE STORAGE:
Our agency will only be involved in private property tows as part of the vehicle abatement process. If a property owner decides to tow a vehicle from their private property, it is their decision. They may request any tow service that has a valid business license. Officers should not become involved in the towing from private property unless there is a criminal act involved or it is necessary to "keep the peace." Officers may not recommend tow services. The tow companies are required to call Palm Springs PD Dispatch and notify them of the vehicle being towed so appropriate entries can be made into the computer system.

See next page for Attestation

Part 5 – Section 15: Tactical Communication/Conflict Resolution

ATTESTATION FOR SECTION 15

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X_____ Print Full Name: _____

Trainee: X_____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 16
Traffic

16.1 – 16.5 COMPETENCY REQUIREMENTS

Contents

16.1 Vehicle Codes
16.2 Impounding/Storing Vehicles
16.3 Vehicle Collisions
16.4 Traffic Control/Direction
16.5 Driving Under the Influence (DUI)
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

6.1 VEHICLE CODES

16.1.01 Vehicle Code Laws
16.1.02 Vehicle Code Terminology
16.1.03 Vehicle Code Authority to Arrest
16.1.04 Common Vehicle Code Violations
16.1.05 Enforcement Options
16.1.06 Completing a Citation
16.1.07 Promise to Appear

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows
16.2.02 Towing Authorities
16.2.03 Impounds from Public or Private Property
16.2.04 Handling a Vehicle Impound/Storage

16.3 VEHICLE COLLISIONS

16.3.01 Preventing Accidents
16.3.02 Primary Duties at Traffic Accident Scene
16.3.03 Agency Policy Regarding Collision Investigations
16.3.04 Removing Vehicles from the Highway
16.3.05 Mandatory Investigations
16.3.06 Collision Investigation Terminology
16.3.07 Factual Diagram
16.3.08 Types of Physical Evidence
16.3.09 Collision Investigation Information
16.3.10 Handling a Traffic Collision

16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals
16.4.02 Directing Traffic Using a Flashlight
16.4.03 Use of Flares
16.4.04 Demonstrating Appropriate Traffic Control

16.5 DRIVING UNDER THE INFLUENCE (DUI)

16.5.01 Recognizing Suspected DUI Drivers
16.5.02 Sobriety Tests
16.5.03 Chemical Tests
16.5.04 Chemical Test Refusals
16.5.05 DUI Report Forms
16.5.06 Handling a Driving Under the Influence Case

SECTION 16 TRAFFIC

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

16.1 VEHICLE CODES

16.1.01 Vehicle Code Laws

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.01 Part B - Agency Training Details *(field will expand automatically)*

Vehicle Codes - Trainee shall demonstrate knowledge of the following CVC sections:

1. 22348/22349 – Maximum speed limit
2. 22350 – Basic speed law
3. 22400 – Minimum speed law
4. 22450(a) – Stop sign
5. 12500(a) & (b) – Unlicensed driver
6. 14601 – Suspended or revoked license
7. 4000(a)(1) – Expired registration
8. 5200 – License plate
9. 27315 – Seat belts
10. 27360 – Child safety seats
11. 16020 – Financial responsibility
12. 16028 – Evidence of financial responsibility
13. 21200 – Laws applicable to bicycle
14. 21202(a) – Slower moving bicycle
15. 21207.5 – Motorized bicycle
16. 21453(a) – Failure to stop for a red light
17. 21460 – Double solid lines
18. 21650 – Driving on the right half of roadway
19. 21651 – Divided highway
20. 21657 – One-way street
21. 21703 – Following too closely
22. 21712 – Unlawful riding and towing
23. 22454 – Passing school bus w/red lights flashing
24. 4462.5 – False registration
25. 23116(a) – Allow passenger in truck bed
26. 23116(b) – Ride in truck bed

16.1.02 Vehicle Code Terminology

The trainee shall define the following terms as used in the California Vehicle Code:

A. Crosswalk
B. Darkness
C. Driver
D. Highway
E. Intersection
F. Limit line
G. Motor vehicle
H. Roadway
I. School bus
J. Sidewalk
K. Vehicle
L. Pedestrian

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.02 Part B - Agency Training Details *(field will expand automatically)*

Reference= California Vehicle Code

A. Crosswalk: "Crosswalk" is either:
(a) That portion of a roadway included within the prolongation or connection of the boundary lines of sidewalks at intersections where the intersecting roadways meet at approximately right angles, except the prolongation of such lines from an alley across a street.
(b) Any portion of a roadway distinctly indicated for pedestrian crossing by lines or other markings on the surface.

B. Darkness: "Darkness" is any time from one-half hour after sunset to one-half hour before sunrise and any other time when visibility is not sufficient to render clearly discernible any person or vehicle on the highway at a distance of 1,000 feet.

C. Driver: A "driver" is a person who drives or is in actual physical control of a vehicle.
D. Highway: "Highway" is a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. Highway includes street.
E. Intersection: An "intersection" is the area embraced within the prolongation of the lateral curb lines, or, if none, then the lateral boundary lines of the roadways, of two highways which join one another at approximately right angles or the area within which vehicles traveling upon different highways joining at any other angle may come in conflict.
F. Limit Line: A "limit line" is a solid white line not less than 12 nor more than 24 inches wide, extending across a roadway or any portion thereof to indicate the point at which traffic is required to stop in compliance with legal requirements.
G. Motor vehicle: (a) A "motor vehicle" is a vehicle that is self-propelled. (b) "Motor vehicle" does not include a self-propelled wheelchair, motorized tricycle, or motorized quadricycle, if operated by a person who, by reason of physical disability, is otherwise unable to move about as a pedestrian. (c) For purposes of Chapter 6 (commencing with Section 3000) of Division 2, "motor vehicle" includes a recreational vehicle as that term is defined in subdivision (a) of Section 18010 of the Health and Safety Code, but does not include a truck camper.
H. Roadway: A "roadway" is that portion of a highway improved, designed, or ordinarily used for vehicular travel.
I. School Bus: A "schoolbus" is a motor vehicle designed, used, or maintained for the transportation of any school pupil at or below the 12th grade level to or from a public or private school or to or from public or private school activities.
J. Sidewalk: "Sidewalk" is that portion of a highway, other than the roadway, set apart by curbs, barriers, markings or other delineation for pedestrian travel.
K. Vehicle: A "vehicle" is a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks.
L. Pedestrian: (a) A "pedestrian" is a person who is afoot or who is using any of the following:
(1) A means of conveyance propelled by human power other than a bicycle.
(2) An electric personal assistive mobility device.
(b) "Pedestrian" includes a person who is operating a self-propelled wheelchair, motorized tricycle, or motorized quadricycle and, by reason of physical disability, is otherwise unable to move about as a pedestrian, as specified in subdivision (a).

16.1.03 Vehicle Code Authority to Arrest

The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policies: Traffic Function and Responsibility, Impaired Driving

16.1.03 Part B - Agency Training Details *(field will expand automatically)*

PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:
(a) Vehicular manslaughter
(b) Felony and misdemeanor driving under the influence of alcohol/drugs
(c) Felony or misdemeanor hit-and-run
(d) Refusal to sign notice to appear
(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

WARRANTLESS ARREST:
In addition to the arrest authority granted to officers pursuant to Penal Code § 836, an officer may make a warrantless arrest of a person that the officer has reasonable cause to believe has been driving under the influence of an alcoholic beverage or any drug, or under the combined influence of the same when (Vehicle Code § 40300.5):
(a) The person is involved in a traffic accident.
(b) The person is observed in or about a vehicle that is obstructing the roadway.
(c) The person will not be apprehended unless immediately arrested.
(d) The person may cause injury to him/herself or damage property unless immediately arrested.
(e) The person may destroy or conceal evidence of a crime unless immediately arrested.

16.1.04 Common Vehicle Code Violations

The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

A. Vehicle registration and insurance requirements
B. Theft of and tampering with vehicles
C. Driver's license and identification cards including suspensions
D. Hit and run
E. Traffic control signals
F. Other traffic control devices
G. Driving, overtaking, and passing
H. Right of way
I. Pedestrians
J. U-turns
K. Stopping, standing, and parking
L. Driving under the influence
M. Equipment violations
N. Fleeing/evading an officer
O. Reckless driving
P. Seatbelt violations
Q. Other public offenses

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

Palm Springs PD policy: Traffic Function and Responsibility

16.1.04 Part B - Agency Training Details *(field will expand automatically)*

A. Vehicle registration and insurance requirements:
-4000(a)(1) CVC- Expired registration. If over 6 months, officers can tow per 22614 (o)(1) VC.
-16028 (a) CVC- Proof of valid insurance.
-16028 (c) CVC- Proof of valid insurance required at scene of a collision.

B. Theft of and tampering with vehicles:
10851(a) CVC vs. 10852 CVC

C. Driver's license and identification cards including suspensions:
-12500 (a) CVC- Unlicensed. If the driver has prior convictions on file for the same violation, officers can tow for either 22651(p) or 14602.6(a) CVC.
-14601 CVC- Suspended or Revoked Driver's License: If an officer contacts a traffic violator for driving on a suspended or revoked license, the officer may issue a traffic citation pursuant to Vehicle Code § 14601. If a computer check of a traffic violator's license status reveals a suspended or revoked driver license and the traffic violator still has his or her license in possession, the license shall be seized by the officer. The officer shall verbally advise the traffic violator of the suspension or revocation and issue the citation. The officer will be responsible for filling out the Verbal Notice form (DMV form DL-310) and causing that form and license to be forwarded to the Department of Motor Vehicles.

D. Hit and Run:
20002(a) CVC- Hit and Run
20001(a) CVC- Hit and Run with injury

E/F. Traffic control signs & other traffic control devices:
21461 (a) CVC- Fail to obey posted sign or signal defined as regulatory
21400 CVC- Official Traffic Control Devices

G. Driving, overtaking and passing: [21750-21761 CVC]

H. Right of way: [21800-21809 CVC]

I. Pedestrians: [21949-21971 CVC]
*21950 (a) CVC- The driver of a vehicle shall yield the right-of-way to a pedestrian crossing the roadway within any marked crosswalk or within any unmarked crosswalk at an intersection, except as otherwise provided in this chapter.
*21954 (a) CVC- Every pedestrian upon a roadway at any point other than within a marked crosswalk or within an unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway so near as to constitute an immediate hazard.

J. U-turns:
21801 (a) CVC; 22102 CVC; 21651(a) CVC; 22100.5 CVC-

Legal U-Turns
A U-turn is turning your vehicle around in the street to go back the way you came. To make a U-turn, signal and use the far left lane or the center left turn lane. You may make a legal U-turn:

- Across a double yellow line when it is safe and legal.
- In a residential district:
  - If there are no vehicles approaching you within 200 feet.
  - Whenever a traffic sign, light, or traffic signal light protects you from approaching vehicles.
- At an intersection on a green traffic signal light or green arrow, unless a "No U-turn" sign is posted.
- On a divided highway, only if an opening is provided in the center divider.

Illegal U-Turns
Never make a U-turn:

- At or on a railroad crossing.
- On a divided highway by crossing a dividing section, curb, strip of land, or two sets of double yellow lines.
- Where you cannot see clearly 200 feet in each direction because of a curve, hill, rain, fog, or other reason.
- Where a "No U-turn" sign is posted.
- When other vehicles may hit you.
- On a one-way street.
- In front of a fire station. Never use a fire station driveway to turn your vehicle around.
- In business districts. Areas with churches, apartments, multifamily housing units, and public buildings (except schools) are also considered to be business districts. Turn only at an intersection, unless a sign prohibits it, or where openings are provided for turns.

K. Stopping, standing and parking: [22500-22526 CVC]

L. DUI
-23136(a) CVC
-23140(a) CVC
-23152 CVC

M. Equipment violations: [24000-28160 CVC]
*Most common
-24252 CVC- Damaged or inoperative rear lighting
-26709 (a) CVC- No mirror on left
-26101 CVC- Tape on taillamps
-24400 CVC- Headlamps out
-5200 CVC- No front plate
-26708(a) CVC- Tint
-24601 CVC- License plate lamp required

N. Fleeing/evading an officer:
2800.1 CVC
2800.2 CVC
2800.3 CVC

O. Reckless driving:
23103 CVC
-Impound Authority 23109.2 CVC

P. Seatbelt violations:
27315(d)(1) CVC- Driver
27315 (e) CVC- Passenger
27360 CVC- Children restraint laws

Q. Other Public Offenses: [23100-23249.50 CVC]

16.1.05 Enforcement Options

The trainee shall discuss enforcement options after observing a traffic violation, including:

A. Verbal warning
B. Issuing a citation
C. Physical Arrest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Function and Responsibility

16.1.05 **Part B - Agency Training Details** *(field will expand automatically)*

A. Verbal Warning: Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant, especially in the case of inadvertent violations.

B. Issuing a Citation: Citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:
(a) Explanation of the violation or charge
(b) Court appearance procedure including the optional or mandatory appearance by the motorist
(c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court

C. Physical Arrest: Physical arrest can be made on a number of criminal traffic offenses outlined in the Vehicle Code or Penal Code. These physical arrest cases usually deal with, but are not limited to:
(a) Vehicular manslaughter
(b) Felony and misdemeanor driving under the influence of alcohol/drugs
(c) Felony or misdemeanor hit-and-run
(d) Refusal to sign notice to appear
(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.1.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee's should be able to complete a citation within a reasonable amount of time without any errors.

Often times Trainee's will complete a citation too quickly and multiple errors are made. This causes multiple citation amendments to be completed. If this occurs, FTO's should have the trainee complete mock citations and time them. This allows them more experience with filling out the proper boxes and making less errors.

16.1.07 Promise to Appear

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Cite and Release

16.1.07 Part B - Agency Training Details *(field will expand automatically)*

RELEASE BY CITATION:

The citing officer should, at the time the defendant signs the notice to appear, call attention to the time and place for appearance and take any other steps he/she deems necessary to ensure that the defendant understands his/her written promise to appear. Trainee should explain to the driver that by signing the "ticket" it is not an admission of guilt, but is a promise to appear in the listed court no later than the listed date. If the driver refuses to sign the ticket the officer is required by law to take he/she into custody and present him/her before a judge for arraignment on the charges.

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows

The trainee shall review and explain the agency's policy regarding towing procedures.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Towing and Release, Disabled Vehicles

16.2.01 Part B - Agency Training Details *(field will expand automatically)*

STORAGE AND IMPOUNDS:
When circumstances permit, for example when towing a vehicle for parking or registration violations, the handling employee should, prior to having the vehicle towed, make a good faith effort to notify the owner of the vehicle that it is subject to removal. This may be accomplished by personal contact, telephone or by leaving a notice attached to the vehicle at least 24 hours prior to removal. If a vehicle presents a hazard, such as being abandoned on the roadway, it may be towed immediately.

VEHICLE STORAGE REPORT:
Department members requesting towing, storage or impound of a vehicle shall complete CHP Form 180 and accurately record the mileage and a description of property within the vehicle (Vehicle Code § 22850). A copy of the storage report should to be given to the tow truck operator and the original shall be submitted to the Records Bureau as soon as practicable after the vehicle is stored.

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

A. Abandoned vehicles – VEH 22669(a)
B. Traffic hazards– VEH 22651(b)
C. Incident to an arrest– VEH 22651(h)
D. Stored for safekeeping – VEH 22651(g)
E. Stolen, recovered, and not released in the field – VEH 22651(c) and VEH 22653(a)
F. Held for investigation –VEH 22655.5
G. Involved in hit and run – VEH 22655 or VEH 22653(b)
H. VIN removed – VEH 10751
I. Held for operation by unlicensed driver – VEH 22651(p)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Towing and Release, Disabled Vehicles

16.2.02 Part B - Agency Training Details *(field will expand automatically)*

TOWING PROCEDURES-

VEHICLES THAT SHOULD BE TOWED:

A. Vehicles in a serious crime.

B. Investigation Hold

1. Reasonable cause to believe the vehicle has been involved in a Hit and Run, and the driver failed to comply with provisions 20002 CVC and including 20006 CVC.
2. Hold must be released after 48 hours if owner demands release.

C. Arrest Tow- 22651(h)(1) CVC

D. Recovered/Stolen Auto if unable to contact owner

1. Confirmation from Communications where you are and required information on vehicle.
2. Then request contact information for victim and attempt to contact
3. Process vehicle for prints/evidence

E. Hazard Tow

1. CVC 22669(a) – Abandoned vehicle on highway.

F. Overtime Abandoned Vehicle Parking

1. Standing 72hours or more on street or highway.

G. Parking Prohibited

1. Check to see if signs are properly posted.
2. Issue parking citation.

H. Incapacitated Driver Tow

1. Driver unable to move vehicle due to involvement in traffic collision or other injuries.
2. Attempt to move off highway.

I. Tow-Away Zone

1. Stopping – Standing or Parking Prohibited.
2. Attempt to move off highway.

J. Private Property Tow

1. Vehicle used in crime.
2. Embezzled vehicle.
3. Recovered stolen vehicle OR

4. When property is properly posted, police can keep the peace while owner of property tows the vehicle.

VEHICLES THAT MAYBE TOWED:

A. Driveway blocking or parking – Cite 22500(c) CVC

B. Fire hydrant parking – Cite 22514 CVC

C. Blocking railroad tracks – Cite 22521 CVC

D. Parking more than 18 inches from curb – Cite 22502 CVC Tow if it is a hazard to other vehicles.

ORDERING A TOW

A. Contact dispatch and request a tow either owner's request, or officer's request. Dispatch will use a rotation tow list unless owner

specifically requests a tow agency.
B. Give location.
C. If necessary, give vehicle description and license number.
D. Advise of special tow requirements (motorcycle, dollies, flat bed, etc.)
CANCELING A TOW
A. Advise dispatch as soon as possible to cancel if tow has not arrived, and place the tow company back on top of rotation tow list.
B. If tow has arrived and vehicle is picked up, the driver must deal with tow truck driver for his/her fee.
COMPLETING CHP 180 FORM
A. Fill in the blanks.
B. Accurately mark damages.
C. Indicate reason for tow.
D. Visible property inventory
Note: Mopeds require a tow and CHP 180.

16.2.03 Impounds from Public or Private Property

The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Towing and Release, Disabled Vehicles

16.2.03 **Part B - Agency Training Details** *(field will expand automatically)*

PRIVATE PROPERTY VEHICLE STORAGE:
Our agency will only be involved in private property tows as part of the vehicle abatement process. If a property owner decides to tow a vehicle from their private property, it is their decision. They may request any tow service that has a valid business license. Officers should not become involved in the towing from private property unless there is a criminal act involved or it is necessary to "keep the peace." Officers may not recommend tow services.

All tow companies are required to call Palm Springs PD Dispatch and notify them of the vehicle being towed. Dispatch in turn will notify the patrol supervisor. The supervisor is to ensure that the vehicle information report of repossession or private property tow is completed and forwarded to Sheriff's Records for entry into CLETS.

The information shall be entered into the shift log to alleviate a stolen vehicle report being taken later.

STORAGE AT ARREST SCENES:
Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by storing the arrestee’s vehicle subject to the exceptions described below. The vehicle, however, shall be stored whenever it is needed for the furtherance of the investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be stored (e.g., traffic hazard, high crime area).

The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of storing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:
• Traffic related warrant arrest.
• Situations where the vehicle was not used to further the offense for which the driver was arrested.
• Whenever the licensed owner of the vehicle is present, willing, and able to take control of any vehicle not involved in criminal activity.
• Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene. In such cases the owner shall be informed that the Department will not be responsible for theft or damages.

16.2.04 Handling a Vehicle Impound/Storage

Given an incident in which a vehicle is to b e impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:

A. Compliance with state law

B. Compliance with agency policy

C. Completion of all required reports in a satisfactory manner

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.2.04 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate competency in-field and complete all necessary forms with little to no errors. Trainee's should be able to list the proper storage authority section, CHP 180, complete inventory and report with minimal assistance.

16.3 VEHICLE COLLISIONS

16.3.01 Preventing Accidents

The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:

A. Education
B. Enforcement
C. Proactive engineering recommendations
D. Patrol awareness (including assisting stranded motorists)
E. Environmental factors that detract from traffic safety
F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Function and Responsibility

16.3.01 Part B - Agency Training Details *(field will expand automatically)*

PURPOSE AND SCOPE:
The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

TRAFFIC OFFICER DEPLOYMENT:
Several factors are considered in the development of deployment schedules for officers of the Palm Springs Police Department. Information provided by the California Statewide Integrated Traffic Reporting System (SWITRS) is a valuable resource for traffic accident occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors

All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of accident causing violations during high accident hours and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high accident locations.

Other factors to be considered for deployment are requests from the public, construction zones or special events.

16.3.02 Primary Duties at Traffic Accident Scene

The trainee shall explain the primary duties of an officer at any traffic accident scene, including:

A. Determining injuries and need for emergency first aid treatment
B. Protecting the scene, including persons and property involved
C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)
D. Ascertaining the need for medics/ambulance service
E. Considering the need for tow services
F. Determining the need for further assistance

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Function and Responsibility, Traffic Collision Reporting

16.3.02 Part B - Agency Training Details *(field will expand automatically)*

HANDLING TRAFFIC ACCIDENT CALLS:

I. Responding to the Traffic Accident Scene
   - A. Determine the best route to the scene – consider certain routes may be blocked by traffic.
   - B. Be aware of other emergency vehicles responding to same scene.

II. Arrival at the Scene
   - A. Position the police unit for maximum safety of persons in traffic. Take into consideration that the police unit may be used as a traffic control device.
   - B. Work with assisting officers. Delegate responsibilities (traffic control, scene sketch, etc.)
   - C. Determine what assistance is required (tow trucks, motors, etc.) and request same as soon as possible.
   - D. If hit and run, or a possible fatality, advise communications.
   - E. Set flare pattern, if needed. First check for gasoline spillage or other inflammables; i.e. butane, propane in campers, etc.

III. Flare Pattern

The following are basic rules for setting out flare patterns at traffic accident scenes:
   - A. Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists.
   - B. Don't use too many flares (may blind oncoming drivers or fumes may overcome officers).
   - C. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
   - D. If necessary to block off entire street, be certain that a detour is available. Utilize other units and advise dispatch.
   - E. If the problem will take a long period of time, stack flares.
   - F. When problem is complete, extinguish all flares.

IV. Locating Witnesses
   - A. Witnesses are often reluctant to come forward and give statements to officers. Listen to conversations of onlookers – many witnesses have been found in this way.

16.3.03 Agency Policy Regarding Collision Investigations

The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Collision Reporting

16.3.03 Part B - Agency Training Details *(field will expand automatically)*

TAKING THE ACCIDENT REPORT:
Traffic collision reports shall be taken when they occur on a roadway or highway within the jurisdiction of this department under any of the following circumstances:

(a) When there is a death or injury to any persons involved in the collision
(b) When there is an identifiable violation of the Vehicle Code
(c) When a report is requested by any involved driver

The directive of when to conduct a traffic investigation or a traffic report (as defined by CHP CIM) will be determined by a written reporting procedure set by the Operations Division Commander.

TRAFFIC COLLISIONS ON PRIVATE PROPERTY:
In compliance with the Collision Investigation Manual, traffic collision reports shall not be taken for traffic collisions occurring on private property, unless there is a death or injury to any person involved, a hit and run violation, or Vehicle Code violation. In the event of significant structural damage to a structure, a traffic collision report shall be taken. An Incident Report may be taken at the discretion of the Patrol Watch Commander for a collision not meeting these guidelines. An Incident Report may be taken at the discretion at the direction of a supervisor.

16.3.04 Removing Vehicles from the Highway

The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Vehicle Towing and Release

16.3.04 Part B - Agency Training Details *(field will expand automatically)*

REMOVAL FROM TRAFFIC COLLISION SCENES:
When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer shall have the driver select a towing company, if possible, and shall relay the request for the specified towing company to the dispatcher. When there is no preferred company requested, a company will be selected from the rotational list of towing companies in the Communications Center.

-FTO should discuss with trainee if and when a CHP 180 form is needed. Most traffic collisions do not need a CHP180. Officers are simply assisting the driver(s) with calling a tow truck for them. IF the owner is incapacitated, or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the dispatcher to call a rotational tow and store the vehicle using a CHP Form 180.

16.3.05 Mandatory Investigations

The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

A. Injury accidents
B. Hit and run accidents
C. Accidents involving suspected drunk drivers
D. Accident involving city, county, or state property

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Collision Reporting

16.3.05 **Part B - Agency Training Details** *(field will expand automatically)*

A. Injury accident: Any injury or complaint of injury should be documented in a collision report. Officers should photograph the injuries, damages to vehicle and attach to the case. FTO's should discuss when short form reports can be taken for minor injuries (scrapes, minor cuts, bruises, etc). Sketch diagrams are still mandatory.

In the event of a serious injury or death related traffic collision, the Watch Commander shall notify the Operations Division Commander to relate the circumstances of the traffic collision and seek assistance from the Traffic Collision Investigation Unit. If the Operations Division Commander is not available, the Watch Commander may call out the Traffic Collision Investigation Unit and assign the unit to investigate the traffic collision.
(a) All vehicle accident reports involving Palm Springs Police Department vehicles will be forwarded to the Operation Division Commander and the Administrative Services Division Commander.
(b) All vehicle accidents involving Palm Springs Police Department vehicles shall be reviewed by the collision review board. This Collision Review Board will be administered by the Administrative Services Division Commander.

B. Hit and Run:
-No suspect information/no injury= Short form report with sketch.
-Suspect information/injury= Full investigative narrative

C. Accidents involving suspected drunk drivers:
-Crime reports are taken for the DUI portion of the report (primary officer).
-Collision report (with same case number) is taken for the collision portion of the report (secondary officer).

D. Accidents involving city, county or state property:
-Includes, state vehicles (police, fire, AMR, etc), city vehicles (public works, etc), state property (fence, building, etc.).
-Notify Watch Commander of any on-duty related traffic collision for proper reporting and documentation.

16.3.06 Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

A. **Accident or Collision** – An unintentional event that causes damage, injury, or death

B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface

C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries

D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface

E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person

F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another

G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)

H. **Primary Collision Factor** – The one element or driving action, which in the officer's opinion best describes the primary or main cause of the collision

I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.3.06 Part B - Agency Training Details *(field will expand automatically)*

FTO should show trainee where the Collision Investigation Manual (CIM) is located. Trainee's should also know key terms associated with collision investigations (Area of Impact, Coeficient of Friction, Primary Collision Factor, etc.), and how to accurately sketch the scene of a traffic collision (V1, V2, etc).

16.3.07 Factual Diagram

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

A. Indications of compass direction
B. Measurement of the scene in proportion, but not necessarily to scale
C. Use of appropriate illustrations
D. Determining the area of impact and the point of rest

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Collision Investigation Manual (CIM)

16.3.07 Part B - Agency Training Details *(field will expand automatically)*

FACTUAL DIAGRAM INSTRUCTIONS:
a. A FACTUAL diagram contains factual details only and shall be completed for every INVESTIGATION.
b. The FACTUAL diagram may be drawn to scale and may be drawn on the CHP 555, Page 4, Factual Diagram. The diagram may also be completed on any other size paper, provided arrangements are made for reproduction. The length may be extended as necessary but must be fan-folded to a finished size of 8-1/2"x11" and attached to the collision investigation. If completing the investigation in an electronic format, such as the California Accident Reporting System (CARS), diagramming software may be used. Use as many diagram pages as necessary to accurately depict the scene.

NOTE: Do not use SKETCH symbols in a FACTUAL diagram. When drawing a FACTUAL diagram to illustrate relevant elements of the collision scene, use the investigation symbols in Annex 6-B-1, Investigation Symbols.

c. Identify the compass direction "North" by placing an arrow in the circle in the upper right corner. Normally, "North" will point toward the top of the page. Both the FACTUAL diagram and SKETCH should show "North" pointing in the same direction.

d. Do not show area(s) of impact (AOI) in the FACTUAL diagram. Each AOI should be described in the narrative and shown in the SKETCH.

e. Use a diagram template or a straight edge. Diagrams should represent reasonable proportions with dimensions identified as being either exact or approximate of the scene as found upon arrival. Measurements should include the scene (roadway width, etc.), evidence, (skids, debris, etc.), and vehicles. Locate vehicles with a minimum of two points of reference (preferably the center of each wheel) using two measurements per point. Measure all reference points of the vehicle at right angles from the stationary reference location (station line, roadway edge, etc). Record applicable objects, fixed or other, and include evidence as necessary for a complete investigation or for court testimony. If vehicles or objects were moved from their points of rest prior to arrival, they need not be shown in the diagram.

f. Inclusion of all measurements in a diagram can result in a cluttered, illegible diagram. To avoid confusion, a diagram legend should be used. Include all measurements in a legend, with an evidence identifier and an abbreviated narrative description of the evidence type and location. The legend may be located in an unused portion of the diagram or on the first CHP 556, Narrative/Supplemental page following the diagram. (Refer to Annex 3-A-1, Investigation Narrative Format.)

(1) Legend Title. Identify the legend by writing "Legend" above the measurements.
(2) Vehicle Measurements. Identify the vehicle measurements by vehicle number and the wheel or reference point to which the measurements were taken. For example, V-1 R/F identifies the right front wheel of Vehicle #1.
(3) Evidence Measurements. Identify the evidence measurements with either a number or an alpha character inside a small circle or box. These must be adequately described in the evidence legend. Evidence locations should be identified with a minimum of two measurements at right angles or by triangulation. Identify curved skidmarks with multiple points to allow reconstruction.
(4) Legend Contents. The legend contents should consist of a vehicle or numerical evidence identifier followed by the number of feet and by the location from which the measurement was taken.
(5) Example of Vehicle Measurements. (Refer to Annex 6-A-1, Sample Lengend.)

16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff

B. Debris, glass, vehicle parts, fluids, and other related property damage

C. Photographs of the scene

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Collision Investigation Manual (CIM)

16.3.08 Part B - Agency Training Details *(field will expand automatically)*

Physical Evidence:
If not described and shown on a legend-type factual diagram, describe evidence and location by using at least two measurements, depending on the object. Physical evidence, such as paint transfers, vehicle parts that are missing or found, blood, heel marks, gouges, etc., should be described in detail indicating the location it was found and the disposition of evidence.

16.3.09 Collision Investigation Information

The trainee shall identify information to be obtained during a collision investigation interview, including:

A. Identity of the involved parties and vehicle information
B. Time and location of collision events
C. Chronology of collision events
D. Elements unique to hit and run collisions, if applicable

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Collision Investigation Manual (CIM)

16.3.09 Part B - Agency Training Details *(field will expand automatically)*

A. Identify all parties by their CA driver's license (CDL), identification card, passport, etc. Confirm they were driving the involved vehicle by obtaining their statement (record if possible). FTO's should conduct a mock scenario of a traffic collision. Necessary information to obtain after securing the scene should include the driver's CDL and current phone number, valid insurance and registration card. Officer's should confirm the driver has a valid CDL (does not have any restrictions), provide County Communication with license plate(s) of vehicle(s) invovled and whether a tow truck should be started (major damage, vehicle cannot be driven from the scene of the collision, etc).

B. Time and lcoation of collision events will be document in the Computer Aid Dispatch (CAD) detail. Once an officer requests a time and case report, Dispatch will provide the exact time for the incident and original location.

C. Chronology of collision events: Officer obtains statements from all parties involved which should provide a clear picture of the events that led to the collision.

D. Elements unique to hit and run collisions:
-Non-Contact hit and run collisions: A driver, bicyclist, pedestrian, or other person(s) commits a traffic or other violation that causes, or directly contributes to, another party to become involved in a collision; and, the violation is corroborated by a disinterested witness, physical evidence, or statements of the non-contact party.
-BOL for suspect vehicle, any investigative leads such as an associated license plate, suspect description, direction of travel, etc.

16.3.10 Handling a Traffic Collision

Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.3.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Collision Investigation Manual (CIM)

16.3.10 Part B - Agency Training Details *(field will expand automatically)*

Trainee should demonstrate in-field.

16.4 TRAFFIC CONTROL/DIRECTION

16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

A. Stop
B. Start
C. Keep moving
D. Turn right
E. Turn left
F. Make a U-turn

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*	☒ N/A

16.4.01 Part B - Agency Training Details *(field will expand automatically)*

FIXED POINT TRAFFIC CONTROL

1. The primary functions of traffic control are to eliminate congestion, facilitate the movement of traffic, and enforce traffic laws.
2. Point control may be at: intersections, pedestrian crossings, accidents, fires, road blocks, construction sites, etc.
3. The allocation of time to flow of traffic in any one direction is determined by the volume of traffic and how it may be coordinated with adjacent intersections (e.g., longer time when traffic is heavy, shorter time when traffic is light.
4. There should be separate time intervals allowed for the north-south flow, the east-west flow and the turning flow while both of the others are stopped.
5. Anticipate congestion on roads leaving the intersection. Never allow traffic to back up across an intersection.
6. An officer must position himself so that he can see and can be seen by all approaching line or traffic and pedestrians without interfering with the movement of traffic or his own safety. Keep eye contact with the drivers of vehicles.
7. Manual directions to motorists and pedestrians should be given clearly and distinctly. They must be directed towards the person for whom they are intended, and must be obeyed just like a traffic signal. An officer's erect, alert bearing will be transmitted to both motorist and pedestrian. Ample warning time must be allowed to afford an opportunity to comply, depending on the speed and weight of approaching vehicles as well as on the condition of the pavement. At nighttime, manual directions will be given with the flashlight in a manner more slowly than in the daytime, remembering that the flashlight head cannot be seen at an angle.
8. Stand straight with weight distributed evenly on each foot. Emphasis should be placed on use of the hands, as slow, understandable motions of the hands are more readily understood by the public. Sharp, crisp, slow hand signals in conjunction with whistle signals will result in less confusion and more traffic moved in an orderly, safe manner. The following hand signals are to be utilized:
   A. To stop traffic: To stop traffic, raise the hand so that the palm is toward the driver. Hold this until driver stops. This same technique is used to stop traffic from two directions by holding both hands up simultaneously toward the directions to be stopped. Don't lower either arm until cars coming from both directions are halted.
   B. To start traffic: To start traffic, point with your arm and finger toward the car you want to start. Hold it until you get attention. Then with your palm up, swing your hand up and over to your chin, bending the arm only at the elbow. Use this same signal to give the go-ahead to slow and timid drivers.
   C. To signal for turns: To signal for turns, point toward the driver with your arm, giving him time to see the gesture and then point your arm and forefinger in direction the driver is to go. While one arm is pointing the direction of the turn, use the other arm in the "start traffic" motion to wave the driver into the "start traffic" motion to wave the driver into the turn. If it is necessary to hold another direction stopped, while attempting to signal a turning vehicle, raise and lower the pointing "arm" repeatedly while continuing to point in the direction of the turn.
9. While working a fixed traffic post, preference should be given to properly controlling traffic. Enforcement action may be taken in case of violations involving failure or refusal to follow the controlling officers' directions. However, his should only be done when it can be accomplished without jeopardizing the efficiency of the traffic control. Yelling at motorists should be avoided as there is always the possibility they did not understand the controlling officers' directions.
10. Information seekers should be discouraged from stopping in traffic and should only be talked to if the controlling officer can leave his post to meet them away from the traffic flow.

11. The following instructions for special case traffic control:

A. Emergency Vehicles: Provided for the safe movement of emergency vehicles through intersections or control points. Make certain that an exit is open in the direction the emergency vehicle will travel. Be alert for emergency vehicles approaching the intersection at right angles to each other because their sirens make it difficult for one to hear the other. If they are in danger of colliding, hold one back until it can safely proceed. After the emergency vehicles has passed the intersection, be certain to hold all movements until you know that no other emergency cars are following.

B. Accident Scene: At the scene of a traffic collision the primary function of the officer assigned to traffic control is to clear the immediate area of vehicular and pedestrian traffic. Also, consideration should be given to the preservation of evidence while diverting the flow of traffic.

C. Disaster Period: Keep the sightseeing public away from the area, as they deter the efforts of a successful operation, create traffic hazards, place other persons as well as themselves in areas of danger, etc. Section 409.5 PC empowers peace officers to close area during emergency (flood, storm, fire, earthquake, explosion, accident, or other disaster). Anyone entering into or remaining is such an area is guilty of a misdemeanor, with the exception of authorized representatives of any service, newspaper, radio or television station.

16.4.02 Directing Traffic Using a Flashlight

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.02 Part B - Agency Training Details *(field will expand automatically)*

Trainee should be wearing their assigned reflective traffic vest and be able to effectively demonstrate to their FTO how to direct traffic with the use of his/her flashlight during hours of darkness.

16.4.03 Use of Flares

The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.03 Part B - Agency Training Details *(field will expand automatically)*

Flare Pattern

The following are basic rules for setting out flare patterns at traffic accident scenes:

A. Estimate speed of the traffic flow and allow sufficient distance for adequate warning of motorists
B. Don't use too many flares (may blind oncoming drivers or fumes may overcome officers).
C. Make flare patterns understandable. Do not require vehicles to make sudden turns or lane changes.
D. If necessary to block off entire street, be certain that a detour is available. Utilize other units and advise dispatch
E. If the problem will take a long period of time, stack flares.
F. When problem is complete, extinguish all flares (FTO's should demonstrate or show trainee's how to properly extinguish flares).

16.4.04 Demonstrating Appropriate Traffic Control

Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.4.04 Part B - Agency Training Details *(field will expand automatically)*

Demonstrate in-field or through a controlled scenario with assigned FTO.

16.5 DRIVING UNDER THE INFLUENCE (DUI)

16.5.01 Recognizing Suspected DUI Drivers

The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

16.5.01 Part B - Agency Training Details *(field will expand automatically)*

DUI INVESTIGATION:

Reason for Contact-
Officers usually encounter DUI drivers when they are involved in traffic collision, stopped for another violation, or observed driving erratically. Absent a collision or chargeable violation, it is good practice to observe these indicators of impaired driving.
A few examples include:

1. Drifting within a lane.
2. Stopping over the limit line or way behind it (impaired depth perception).
3. Driving unusually slow or varying speed repeatedly.
4. Difficulty negotiating turns.
5. Braking for no apparent reason (especially approaching green light intersections)
6. Slow reaction time to signals, traffic conditions, etc.

Contact Observations
Use all your senses when observing the driver's behavior, attitude, and physical condition. Look for evidence of drug or alcohol use. Record signs and symptoms of impairment in your arrest report. Examples include, but not limited to:

1. Odor of an alcoholic beverage on the driver's breath or from the vehicle.
2. Drunken behavior.
3. Slurred speech.
4. Bloodshot and/or watery eyes, droopy eyelids.
5. Slow responses and deliberate or fumbling movements.
6. Rapid speech and movements (possible stimulant drugs).
7. Mood swings or sudden emotional changes.
8. Open containers of an alcoholic beverage or evidence of drugs.
9. Non-responsive, blank stare, and/or muscle rigidity – caution, maybe PCP!
10. Bizarre behavior or statements that do not make sense (may be hallucinogenic drugs).

16.5.02 Sobriety Tests

The trainee shall explain and demonstrate the sobriety tests used by the agency.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

Palm Springs PD policy: Impaired Driving

16.5.02 Part B - Agency Training Details *(field will expand automatically)*

A. Once an officer determines the driver may be impaired, he/she should request the driver to exit.
B. Ask Interview Questions listed on CHP202 form. FTO's should provide uniform card with list of questions to ask (can be found on "S-Drive")
C. Advise Dispatch you will be conducting FST's:

Standard Field Sobriety Tests (SFST's):
Conduct the tests in a well illuminated area, on a smooth and level surface. Explain and demonstrate each test clearly. It is important the person understands, so you can properly and fairly evaluate their performance. Use all tests in the order listed or explain the reason for any deviation.

SFST INSTRUCTIONS:
A. Horizontal Gaze Nystagmus (HGN) *(Standardized FST)
The driver stands with their feet together (heels and toes touching), hands down at sides. The driver holds their head still and follows the tip of your finger, pen or stimulus with their eyes only while you move it back and forth approximately 12-15" in front of their face.
1. Equal tracking and pupil size
2. Lack of smooth pursuit in both eyes (two clues).
3. HGN at maximum deviation in both eyes (two clues).
4. HGN with an angle of onset prior to 45 degrees in both eyes (two clues).

B. Walk and turn test *(Standardized FST)
Starting position: The driver places their left foot on a straight line and places the right foot directly in front of the left foot touching heel to toe. The driver keeps their arms down at the side and is told not to start but maintain that position while you explain and demonstrate the test.

The driver is instructed that when you say begin, they take nine steps forward walking along the straight line touching heel to toe with each step and counting each step out loud. When they reach the ninth step, the driver turns around on their front foot and uses the back foot to take small steps until they are facing the opposite direction (180 degrees). Driver is then told to take nine steps back walking along the straight line still touching heel to toe with each step and counting each step out loud. Driver is told to keep their arms down at the side the entire test and once the test has started driver is not to stop until it's completed. The test should then be demonstrated and the driver should be asked if they understand the test.
Note the possibility of the eight standardized clues.
Instruction stage:
1. Unable to maintain the starting position (note how many times they lose balance).
2. Starts the test to soon.

Walking stage:
3. Stops walking during the test.
4. Steps of the line.
5. Fails to touch heel to toe.

6. Raise arms for assistance
7. Wrong number of steps.
8. Improper turn.

C. One leg stand *(Standardized FST)

The driver stands in front of you with their feet together (heels and toes touching) and hands down at sides. The driver will lift one of their legs approximately six inches off the ground, point the toe forward, look at the foot and count out loud 1-1000, 2-1000, 3-1000 and so on until you tell them to stop. While performing this test the driver is told to keep their arms down at their sides and keep both legs straight. This test should be performed for 30 seconds. The test should be demonstrated and the driver should be asked if they understand the test.

Note the possibility of the four standardized clues:

1. Sway while balancing.
2. Puts foot down (note how many times).
3. Hops (note how many times).
4. Raises arms away from body.

D. Preliminary Alcohol Screen test (PAS)

The PAS test should be performed after all the other FST's. The driver should be advised of the PAS admonition prior to administering the test.

Opinion:

Form your opinion based on the totality of your observations:

1. Driving.
2. Objective symptoms.
3. Responses to questions.
4. Eye signs.
5. SFST's.

16.5.03 Chemical Tests

The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Impaired Driving

16.5.03 Part B - Agency Training Details *(field will expand automatically)*

CHEMICAL TESTS:
A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Vehicle Code § 23612):
(a) The person is arrested for driving a vehicle while under the influence, pursuant to Vehicle Code § 23152.
(b) The person is under 21 years of age and is arrested by an officer having reasonable cause to believe that the person's blood alcohol content is 0.05 or more (Vehicle Code § 23140).
(c) The person is under 21 years of age and detained by an officer having reasonable cause to believe that the person was driving a vehicle while having a blood alcohol content of 0.01 or more (Vehicle Code § 23136).
(d) The person was operating a vehicle while under the influence and proximately caused bodily injury to another person (Vehicle Code § 23153).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

CHOICE OF TESTS:
Officers shall respect a viable choice of chemical test made by an arrestee, as provided for by law (e.g., breath will not be acceptable for suspected narcotics influence). A person arrested for DUI has the choice of whether the test is of his/her blood or breath, and the officer shall advise the person that he/she has that choice.
-If the person arrested either is incapable, or states that he/she is incapable, of completing the chosen test, the person shall submit to the remaining test.
-If the person chooses to submit to a breath test and there is reasonable cause to believe that the person is under the influence of a drug or the combined influence of alcohol and any drug, the officer may also request that the person submit to a blood test. If the person is incapable of completing a blood test, the person shall submit to and complete a urine test (Vehicle Code §23612(a)(2)(C)).

BREATH SAMPLES:
-The Operations Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained. Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Operations Division Commander.
-When the arrested person chooses a breath test, the handling officer shall advise the person that the breath-testing equipment does not retain a sample, and the person may, if desired, provide a blood or urine specimen, which will be retained to facilitate subsequent verification testing (Vehicle Code § 23614).
-The officer should also require the person to submit to a blood test if the officer has a clear indication that a blood test will reveal evidence of any drug or the combined influence of an alcoholic beverage and any drug. Evidence of the officer's belief shall be included in the officer's report (Vehicle Code § 23612(a)(2)(C)).
-Read Trombetta Advisment after subject provides evidential breath sample.

BLOOD SAMPLES:
Only persons authorized by law to draw blood shall collect blood samples (Vehicle Code § 23158). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task. The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility. If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

16.5.04 Chemical Test Refusals

The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Impaired Driving

16.5.04 Part B - Agency Training Details *(field will expand automatically)*

REFUSALS:
When an arrestee refuses to provide a viable chemical sample, officers should:
(a) Advise the person of the requirement to provide a sample (Vehicle Code § 23612).
(b) Audio- and/or video-record the admonishment when it is practicable.
(c) Document the refusal in the appropriate report.

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of order of suspension upon the person and take possession of any state-issued license to operate a motor vehicle that is held by that person (Vehicle Code § 23612(e); Vehicle Code § 23612(f)).

BLOOD SAMPLE WITHOUT CONSENT:
A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:
(a) A search warrant has been obtained (Penal Code § 1524).
(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts such as a lengthy time delay in obtaining a blood sample due to an accident investigation or medical treatment of the person.

FORCED BLOOD SAMPLE:
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond. The responding supervisor should:
(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes a viable form of testing in a timely manner.
(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer) and attempt to persuade the individual to submit to such a sample without physical resistance.
    1. This dialogue should be recorded on audio and/or video if practicable.
(d) Ensure that the blood sample is taken in a medically approved manner.
(e) Ensure the forced blood draw is recorded on audio and/or video when practicable.
(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
    1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
    2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
    3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform as a responding supervisor, as set forth above.

16.5.05 DUI Report Forms

The trainee shall identify the report forms to be used for driving under the influence cases.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Impaired Driving

16.5.05 Part B - Agency Training Details *(field will expand automatically)*

REPORTS:

1) 23152 CVC- 0.08% BAC
A. Arrest Report
B. Officer's Statement 13353.2 CVC (DMV form #DS367) – Complete whenever:
1. The breath test results are .08% or higher
2. You expect the results of blood or urine test will be .08% or higher
3. The arrestee refuses to submit to any chemical test. (Notify Field Supervisor prior to obtaining search warrant for forced blood.)

Confiscate the driver's California license or California ID card and attach it to this form or explain if the license is not in possession. Do not confiscate an out of state license, but still complete the form.
D. Chemical Test Refusal and Drug Admonition (page two of DMV form #DS367) – Complete this form if the arrestee refuses or fails to complete a blood alcohol test. For suspected drug influence, it is a refusal if the arrestee does not provide a blood sample, even if they completed a breath test. Note: You must articulate your reasons for suspecting drug influence.
E. Administrative Per Se: Order of Suspension/Revocation: Temporary License Endorsement (DL 360) – Complete this triplicate form if an arrestee has (or is suspected of having) a blood alcohol content (BAC) of .08% or higher or if they refuse to complete a chemical test for alcohol or drugs. In all cases, give the arrestee the third copy and advise it is their temporary license and they should read the instructions. Record breath test results next to the breath test paragraph. For unlicensed or suspended license drivers, record the applicable code section, on the top of the form, before removing the arrestee's copy. Follow the same procedure for drivers licensed out of state.
F. Checklist and Test Record Card – Use this form for administering a breath test. Follow the checklist step by step.
G. Property Report/Receipt – Use this form if there is other evidence.

*FTO should explain to Trainee that Officers can still charge 23152(a) VC if BAC is under 0.08%. In order for the "a" section to be charged, officers must be able to articulate how the subject's impairment clearly affected the driving. The driving should have been considered reckless, resulted in a collision, or was so agregious that multiple callers reported the driver as DUI, etc.

2) 23136 CVC: 0.01% BAC – Under Age 21 Years
When an officer comes into contact with a driver who is under 21 years of age whom the officer suspects has consumed an alcoholic beverage, a thorough investigation shall be conducted. As a last field sobriety test (FST), the driver shall be advised of the requirements to submit to a PAS device test, if one is "immediately available". (Note: "Immediately available" means in the officer's general location or within a reasonable distance.) A violation of 23136 VC is only subject to civil penalties.
Procedures:
1. If a PAS device is not "immediately available", Sections 23136 VC and 23137 VC do not apply.
2. If a PAS device is "immediately available",
A. At the conclusion of the FST's, the driver shall be admonished that he/she is required to submit to a PAS test. If the driver submits to a PAS test and the results show 0.01% BAC or greater, or if the driver refuses to take the PAS test, a one-year suspension of their driving privilege will occur (the admonishment is located on form DS367, Officers Statements).
B. If no violation of Sections 23140 VC or 23152/23153 VC exists, the officer shall take possession of the driver's valid California

license. The driver shall be issued a temporary driver's license endorsement (DS360A for 0.01% BAC). The officer shall complete Form DS367 (Officer's Statement).

C. At the termination of the enforcement contact, the officer may tow and store driver's vehicle pursuant to 22651(h) CVC by authority of 23137 CVC. The driver shall be ordered not to drive again until there is no alcohol in his/her system.

(1) The officer shall use sound professional judgment in determining the appropriate release disposition for the driver. Depending upon the location and time of the enforcement contact, the driver and vehicle may be released to a licensed passenger (if under 21 years of age and has not consumed any alcohol, of if over 21 years of age and is not under the influence), released to a parent or guardian, transported to a safe place or allowed to call for a ride.

(2) If the driver has been ordered not to drive and is stopped again and still has a measurable amount of alcohol in his/her system, as a measured by a PAS test, the driver may be cited/arrested for 2800 CVC, failure to obey a lawful order from a peace officer.

D. If a minor driver is arrested for DUI, and after a breath test is obtained by Intoxilyzer and is determined not to be under the influence, the Intoxilyzer evidentiary test may be considered a PAS test for purposes of sections 23136/23137 CVC. However, 23140 CVC may apply if 0.05% BAC was measured by Intoxilyzer.

3. Forms required for enforcement of 23136 (a) CVC:

A. Officer completes DMV DS360A (0.01% BAC, under age 21). Driver is provided with a third copy.

B. Officer completes DMV DS367, Officer's Statement, including preliminary alcohol screening test section of 367A.

C. Officer shall attach driver's license to above forms for DMV processing

3) 23140 CVC- 0.05%-0.07% BAC, Under 21 –

Authority: It is unlawful for a person under the age of 21 years, who has a 0.05% BAC or more, by weight or alcohol in his/her blood, to drive a vehicle.

Procedure: When an officer comes into contact with a driver who is under 21 years of age, whom the officer suspects has consumed an alcoholic beverage, a thorough DUI investigation shall be conducted. If a DUI investigation results in the arrest of a driver for 23152/23153 CVC, the officer may also request prosecution for violation of 23140 VC.

If it is determined that the driver's BAC is 0.05% to 0.07%, the driver shall be cited for violation of 23140 CVC. The driver is cited on a MPD Notice to Appear, and it is prepared utilizing the appropriate court dates and court location.

The following paperwork shall be completed for a violation of 23140 CVC:

1. The officer shall issue a temporary driver's license (DMV DS360) and take possession of the driver's valid California driver's license.
2. Complete DMV DS367 (Officer's Statement).
3. Issue a Notice to Appear, citing 23140 VC (infraction) and obtain a MPD case number for documentation.

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

16.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Impaired Driving

16.5.06 Part B - Agency Training Details *(field will expand automatically)*

Trainee should practice several times and become familiar with the SFST verbiage of explaining tests. FTO can provide the SFST packet provided by CHP. Trainee should be able to demonstrate either in-field or through a controlled scenario with their assigned FTO.

See next page for Attestation

Part 5 – Section 16: Traffic

ATTESTATION FOR SECTION 16

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     Part A: Enter applicable references from your agency's Policies & Procedure Manual.
     Part B: Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 17

Self-Initiated Activity

17.1 COMPETENCY REQUIREMENTS

Contents

17.1 Types of Activities
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops
17.1.02 Pedestrian Stops
17.1.03 Directed Patrol
17.1.04 Arrests
17.1.05 Other Activities

SECTION 17 SELF-INITIATED ACTIVITY

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated vehicle stops to minimally include:

A. Investigative stops

B. Traffic enforcement

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

Palm Springs PD policy: Traffic Function and Responsibility

17.1.01 Part B - Agency Training Details *(field will expand automatically)*

PURPOSE AND SCOPE:
The ultimate goal of traffic law enforcement is to reduce traffic collisions. This may be achieved through the application of such techniques as geographic/temporal assignment of personnel and equipment and the establishment of preventive patrols to deal with specific categories of unlawful driving behavior. Traffic enforcement techniques are based on accident data, enforcement activity records, traffic volume, and traffic conditions. This department provides enforcement efforts toward violations, not only in proportion to the frequency of their occurrence in accident situations, but also in terms of traffic-related needs.

ENFORCEMENT:
Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of arrests or citations issued by any officer shall not be used as the sole criterion for evaluating officer overall performance (Vehicle Code § 41603). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Several methods are effective in the reduction of collisions:

17.1.02 Pedestrian Stops

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated pedestrian stops to minimally include:

A. Suspicious persons
B. Consensual encounters
C. Enforcement of pedestrian related violations

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

17.1.02 Part B - Agency Training Details *(field will expand automatically)*

PATROL ACTIVITY
Patrol is defined by police authorities as the "eyes and ears of the Police Department". It is generally the initial contact between the police and the public, affording an excellent opportunity for good public relations.

A. The types of patrol defined as:
1. Foot
2. Auto
3. Fixed or stationary
4. Stakeouts
5. Bicycle

B. The purpose of police patrol is as follows:
1. Prevention of crime
2. Enforcement of laws and ordinances
3. Preservation of the peace
4. Detect and arrest violators of the law
5. Protect life and property

17.1.03 Directed Patrol

The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

A. Gang area / Gang activities
B. DUI enforcement
C. Illegal vendors
D. Pattern crimes
E. COPS/POP projects, School programs

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

17.1.03 Part B - Agency Training Details *(field will expand automatically)*

Directed patrol is a tactic used by law enforcement officers to try to prevent crime before it happens, from running traffic enforcement on a street where speeding is a concern to keeping surveillance on a house in a neighborhood where drugs deals are occurring to paying close attention to any other public safety issue. The areas that are focused on may come from a statistical analysis, which identifies problem areas based on calls for service or officer-initiated investigations. Directed patrol is a proactive form of policing, unlike reactive patrol, where law enforcement responds to a crime as the result of a complaint by a citizen or a call to 911.

For example, let's say an officer responds to a citizen who is reporting a wall that was tagged with graffiti. The officer is reacting to something that already happened, or reactive patrol. However, a gang task force, who may set up in an area with high gang activity and serve search or arrest warrants or conduct surveillance on drug sales while making arrests based on what they observe, would be a form of directed patrol.

Directed patrols allows officers to work closely with citizens within the targeted communities to secure community support and address concerns. It can help reduce and prevent future crime from occurring.

17.1.04 Arrests

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

A. Misdemeanors
B. Felonies
C. Others (e.g. Municipal codes, local ordinances)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

17.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

17.1.04 Part B - Agency Training Details *(field will expand automatically)*

Trainee should explain the benefits to the community of being proactive and investigating suspicious subjects/vehicles, making arrests, and enforcing local municipal codes.

17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

A. Field interview (FI) cards
B. Bar checks
C. Curfew violators
D. Suspicious circumstances
E. Additional agency-specific activities (listed below if applicable)

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
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Trainee:								

Comments:

Additional Information:

17.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☒ N/A

17.1.05 Part B - Agency Training Details *(field will expand automatically)*

A/B: Trainee's should discuss benefits of increased police visibility. Proactive policing is getting out in front of events in the hopes of preventing crimes and working with the community to reduce crimes. Increase community relations, community contacts, etc.

C. Curfew violators: The goal of juvenile curfew laws is to reduce youth-related crime, violence, and delinquency by keeping juveniles at home during the nighttime hours, where they will presumably be exposed to fewer opportunities to commit crime or become a victim of crime.

See next page for Attestation

Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

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Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

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      NOTE: Guides submitted without this form *will NOT be reviewed*.
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   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
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See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

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1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

SECTION 18

Agency-Specific Activities

18.1 COMPETENCY REQUIREMENTS

Contents

18.1 Types of Activities
List of Subtopics
Attestation
Instructions for Section 18 only
Instructions to Administrators
Instructions to FTOs
Add-on Table

Note to Administrators

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.

LIST OF SUBTOPICS

18.1 TYPES OF ACTIVITIES

18.1.01 Activity:
18.1.02 Activity:
18.1.03 Activity:
18.1.04 Activity:
18.1.05 Activity:
18.1.06 Activity:
18.1.07 Activity:
18.1.08 Activity:
18.1.09 Activity:
18.1.10 Activity:
18.1.11 Activity:
18.1.12 Activity:

INSTRUCTIONS FOR SECTION 18 ONLY

(See additional instructions for Administrators and FTOs at end of file)

PORTIONS OF THIS FILE ARE NOT PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.

Section 18 contains four "blank" tables. Fill in the agency-specific activities and descriptions for each subtopic entered. The space provided for descriptions will expand automatically.

To add new table(s):

The last page of this file contains an add-on table for additional activities.

1. Create blank space for the new table after the last activity entered (press RETURN at least twice).
2. Select the entire add-on table, *including* the blank line below the "Additional Information" boxes and choose copy.
3. Go to the desired location and paste the table within the blank space created.

To remove table(s):

Select the entire table, *including* the blank line below the "Additional Information" boxes, and press delete.

Useful links: The following links access California legislative codes and U.S.

SECTION 18 AGENCY-SPECIFIC ACTIVITIES

CHECK ONE ONLY: ☐ **PHASE 1** ☐ **PHASE 2** ☐ **PHASE 3** ☐ **PHASE 4** ☐ **PHASE 5**

Trainee _____ FTO _____

18.1 TYPES OF ACTIVITIES

The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following.

18.1.01 Activity:

Reference(s):

Case # *(If applicable)*

Incident #

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.01 Part B - Agency Training Details *(field will expand automatically)*

18.1.02 Activity:

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		Competency Demonstrated		How Demonstrated?	Remedial Training		How Remediated?
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.02 Part B - Agency Training Details *(field will expand automatically)*

18.1.03 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

18.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.03 Part B - Agency Training Details *(field will expand automatically)*

18.1.04 Activity:

Reference(s):	**Case #** *(If applicable)*	**Incident #**

	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**
	Signature	Date	Signature	Date		Signature	Date	
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test
Trainee:								

Comments:

Additional Information:

18.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.04 Part B - Agency Training Details *(field will expand automatically)*

18.1.05 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										
Comments:										

Additional Information:

18.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.05 Part B - Agency Training Details *(field will expand automatically)*

18.1.06 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										
Comments:										

Additional Information:

18.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.06 Part B - Agency Training Details *(field will expand automatically)*

18.1.07 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

18.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.07 Part B - Agency Training Details *(field will expand automatically)*

18.1.08 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

18.1.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.08 Part B - Agency Training Details *(field will expand automatically)*

18.1.09 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

18.1.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.09 Part B - Agency Training Details *(field will expand automatically)*

18.1.10 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										
Comments:										

Additional Information:

18.1.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.10 Part B - Agency Training Details *(field will expand automatically)*

18.1.11 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										
Comments:										

Additional Information:

18.1.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.11 Part B - Agency Training Details *(field will expand automatically)*

18.1.12 Activity:

Reference(s):									**Case #** *(If applicable)*	**Incident #**
	Received Instruction		**Competency Demonstrated**		**How Demonstrated?**	**Remedial Training**		**How Remediated?**		
	Signature	Date	Signature	Date		Signature	Date			
FTO:					☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test			☐ Field Perform ☐ Role Play ☐ Written Test ☐ Verbal Test		
Trainee:										

Comments:

Additional Information:

18.1.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* ☐ N/A

18.1.12 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation

Part 5 – Section 18: Agency-Specific Activities

ATTESTATION FOR SECTION 18

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Export your file as a PDF. (Go to File > Export > Create PDF/XPS Document)
- Click on "Fill & sign" > Click on "Sign" icon at top of page > Click on "Add signature"
- Click on the "Image" icon > Click "Select image" > Locate your signature file > Click "Apply" to place your signature.
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency's training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee's performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X _____ Print Full Name: _____

Trainee: X _____ Print Full Name: _____

IMPORTANT: After signing the Attestation, the file will be "locked" and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Click on the signature > Click on the trash icon.

See the following pages for Instructions to Administrators and FTOs

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. ***Front cover*** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. ***For each section (1–18):***
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – *Part A:* Enter applicable references from your agency's Policies & Procedure Manual.
      – *Part B:* Enter your agency's training details.
4. ***After completing ALL sections (1–18),*** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** (POST Form 2-230)
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department's Policy & Procedure Manual**
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers

How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency's Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. ***Set up:*** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.
2. ***Tracking your training sessions:***
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee's performance.
3. ***If trainee requires remedial training:***
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee's performance.
4. ***Attestation:*** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section

First Aid/CPR/AED Refresher Course

I. Role of the public safety first aid provider

- A. Personal safety
  - 1. Scene size-up
- B. Body substance isolation, including removing gloves
- C. Integration with EMS personnel to include active shooter incidents
- D. Mass Casualty Responsibilities
- E. Minimum personal equipment and first aid kits

II. Heart Attack and sudden cardiac arrest to include:

- A. Sudden cardiac arrest and early defibrillation
- B. Chain of survival

III. CPR and AED for adults, children, and infants, following current AHA Guidelines

- A. Basic airway management
- B. Rescue breathing
  - 1. Mouth-to-Mouth
  - 2. Mouth-to-Mask
  - 3. Bag-valve-mask (BVM)
- C. Chest compressions and CPR/AED
  - 1. Basic AED operation
  - 2. Using the AED
  - 3. Troubleshooting and other considerations
- D. Single rescuer CPR/AED on adult, child and infant
- E. Two rescuer CPR/AED on adult, child and infant
- F. Recovery position

IV. Management of foreign body airway obstruction on adults, children, and infants

- A. Conscious patients
- B. Unconscious patients
  - 1. Recognition and identification of adult and pediatric patients for both medical and traumatic emergencies
- C. Performing a primary assessment
- D. Performing a secondary assessment
- E. Obtaining a patient history

V. Medical emergencies

- A. Pain, severe pressure or discomfort in chest
- B. Breathing difficulties, including asthma and COPD
- C. Allergic reaction and anaphylaxis
  - 1. Assisted administration of epinephrine auto-injector
- D. Altered mental status
- E. Stroke
- F. Diabetic emergencies
  - 1. Administration of oral glucose
- G. Seizures
- H. Alcohol and drug emergencies
  - 1. Assisted naloxone administration and accessing EMS
- I. Severe abdominal pain
- J. Obstetrical emergencies

VI. Burns

- A. Identification and treatment

VII. Facial injuries

- A. Identification and treatment

VIII. Environmental emergencies

- A. Heat emergencies
- B. Cold emergencies

IX. Bites and Stings

- A. Insect Bites and stings
- B. Animal and human bites
- C. Assisted administration of epinephrine auto-injector and accessing EMS

X. Poisoning

- A. Ingested poisoning
- B. Inhaled poisoning
- C. Exposure to chemical, biological, radiological or nuclear (CBRN) substances
  - 1. Recognition of exposure
  - 2. Scene safety
- D. Poison control system

XI. Patient movement

A. Emergency movement of patients
B. Lifts and carries which may include: using soft litters and manual extraction including fore/aft, side-by-side, shoulder/belt

XII. Tactical and rescue first aid principles applied to violent circumstances

A. Principles of tactical casualty care
B. Determining treatment priorities

XIII. Orientation to EMS system, including:

A. 9-1-1 Access
B. Interaction with EMS personnel
C. Identification of local EMS and trauma systems

XIV. Trauma emergencies

A. Soft tissue injuries and wounds
B. Amputations and impaled objects
C. Chest and abdominal injuries
   1. Review of basic treatment for chest wall injuries
   2. Application of chest seals
D. Head, neck or back injury
E. Spinal immobilization
F. Musculoskeletal trauma and splinting
G. Recognition of signs and symptoms of shock
   1. Basic treatment of shock
   2. Importance of maintaining normal body temperature
H. Internal bleeding
I. Control of external bleeding, including direct pressure, tourniquet, hemostatic dressings, chest seals and dressings
   1. Training in the use of hemostatic dressing shall result in competency in the application of hemostatic dressing. Included in the training shall be the following topics and skills

XV. Review of basic methods of bleeding control to include but not be limited to direct pressure, pressure bandages, tourniquets, and hemostatic dressing and wound packing

XVI. EMSA-approved hemostatic dressings

XVII. Legal issues

A. Authorized skills and liability limitations

XVIII. Safety protocols

XIX. Written, oral and/or demonstration assessment (in each topic area)

PALM SPRINGS POLICE DEPARTMENT
LGBT Community Awareness for Law Enforcement
4-Hour Course

Learning Outcomes

1. The student will explain the difference between sexual orientation and gender identity and how both relate to race, culture and religion.
2. The student will define terminology used to describe sexual orientation and gender identity.
3. The student will identify key moments in the LGBTQ+Q+ civil rights movement.
4. The student will identify ways to create an inclusive workplace and to support LGBTQ+Q+ co-workers.
5. The student will describe how hate crimes and domestic violence impact the LGBTQ+Q+ community.

I. Introduction .25 hours

a. Instructor introductions

i. Law enforcement experience

ii. Personal history

b. Purpose and goals for the training

i. Learning outcomes

ii. Improve effectiveness of law enforcement to provide service

iii. Support LGBTQ+ co-workers

c. Rules and agreements for discussion

i. Engage and participate fully

ii. Don't worry about offending instructors

iii. Ask the tough questions

II. Common Stereotypes related to the LGBTQ+ community .75 hours

a. What determines sexual orientation and gender identity

i. Genes and other biological factors

ii. Choice, abuse, experimentation

iii. Failed relationships

b. How can you tell if someone is L, G, B, or T

i. Masculine behaviors in women

ii. Feminine behaviors in men

iii. Clothing and physical appearance

c. What jobs to LGBTQ+ people have

i. Typically masculine jobs held by lesbians

ii. Typically feminine jobs held by gay men

d. What does religion say about LGBTQ+ people

i. Bible, Quran, Torah

ii. Origination of biblical documents

iii. Evolving religions and interpretations

e. What are names and terms commonly used to describe LGBTQ+ people

i. LGBTQ+QQIAA

ii. Slang terms

iii. Derogatory terms

f. Origins of stereotypes

i. Media

ii. Family

iii. Peers

III. Sexual Orientation .25 hours

a. What science has discovered

i. Attraction is not a choice

ii. Behavior is a choice

iii. Homosexuality removed from DSM in 1973

b. Kinsey Scale

i. 17,000 sexual histories in 1948

ii. Spectrum from 0 to 6

c. Common terminology

i. LGBTQ+QQIAA

d. Intersectionality of sexual orientation with race, religion, and culture

IV. Gender Identity .25 hours

a. What science has discovered

i. Intersex births

ii. Gender dysphoria

b. Common terminology

i. Transgender

ii. Unacceptable terms

c. How does gender identity related to sexual orientation?

i. No relationship

ii. Sexual orientation doesn't change with sex change

d. Intersectionality of gender identity with race, religion, and culture

V. LGBTQ+ History Related To Law Enforcement .5 hours

a. Key moments

i. History of public decency laws prior to 1970

ii. Compton Cafeteria riots

iii. Stonewall Riots

iv. The creation of the rainbow flag

b. Current LGBTQ+ civil rights issues

i. Marriage equality

ii. Religious freedom

iii. Employment discrimination

VI. Creating Safe and Inclusive Law Enforcement Work Spaces .75 hours

a. LGBTQ+ identities within the rank and file

i. LGBTQ+ people have always been part of rank and file

ii. 2013 and 2015 Williams Institute Studies on Law Enforcement culture

b. Creating an inclusive environment

i. Workplace language

ii. LGBTQ+ liaison officers

iii. Policies preventing harassment and discrimination

c. The coming out process

i. Steps to coming out

ii. Common fears experienced by law enforcement professionals

iii. Supporting employees when they come out

iv. Extra challenges present in communities of color, religion and culture

d. Becoming an effective ally

i. Reaching out to the LGBTQ+ community

ii. Supporting co-workers

VII. LGBTQ+ Community Concerns .75hours

a. Hate crimes

i. Accounts for 2nd or 3rd most common bias motive

ii. Gay men are most commonly targeted.

b. Domestic violence

i. Significant problem equal to straight community

ii. Response strategies

VIII. Final Quiz and Conclusion .5 hours

a. Final Quiz

b. Review quiz answers

i. Address additional questions

c. Course evaluation

PALM SPRINGS POLICE DEPARTMENT

MOBILE FIELD FORCE

COURSE OUTLINE

LEARNING GOAL: To provide the student the opportunity to review the policy and procedures in Mobile Field Force Operations. In addition to laws related to public assemblies, gatherings, crowd management and control techniques and the practice of Mobile Field Force Tactics in order to provide a fast and effective organized, disciplined response in a platoon-size tactical force comprised from on-duty personnel.

PERFORMANCE OBJECTIVES: Using lecture, discussions, learning activities and practical applications the student will demonstrate a working knowledge of:

- ❑ Laws, policy and procedures to follow during a crowd management and control situations including mobile field force concepts
- ❑ Arrest and Control Tactics: Skirmish line baton techniques, handcuffing and passive arrest team procedures
- ❑ Squad formations and tactics
- ❑ Mobile Tactics: including defensive driving
- ❑ Citizen Rescue Tactics including defensive driving
- ❑ Familiarization with riot control equipment and uniforms.

I. Introduction and Course Overview

A. Course sign in.

B. Administrative remarks

1. Expectations during training, uniform requirements, attendance, lunch, rest rooms, equipment, locations, handouts, introduction of lead instructors, POST rosters.

2. Performance Objectives

   a. The student will **receive an overview** of Mobile Field Force Concepts, police officer responsibilities, spontaneous assembly, response and Mobile Field Force logistics.

   b. The student will **review information** regarding conventional squad formations, mobile tactics, rescue formations, and passive arrest team tactics.

   c. The students will **receive an overview** of Use of Force issues relevant to MFF operations as well as use of the baton in crowd movement, OC, use of force reporting, and working with the media.

   d. The student will **receive an overview** on crowd management and crowd control

   e. The student will **receive an overview** of tactical incidents requiring immediate action and rapid deployment, as well as formation, response, and deployment of a Mobile Field Force.

   f. The student will **demonstrate proficiency** in conventional squad formations, mobile tactics, rescue formations, and passive arrest team tactics.

II. Types of Crowds

A. Casual
   1. Parade
   2. Sporting event
   3. Concert

B. Conventional
   1. Deliberate
   2. Usually pre planned
   3. Delivering a message or concern to the public

C. Hostile/Aggressive
   1. Commonly caused by disruptive factions of a group
   2. Rival groups with contrary message
   3. Can be small segments of greater crowd

4. Can be escalated by unrelated groups
5. Can escalate to unlawful behavior

D. Riot/Mob
1. Loss of respect for the law of safety of others
2. Violent acts including looting, arson and random destruction of property
3. No one in charge, groups moving without cause or direction
4. "Everybody's doing it" mentality

E. First Amendment and crowds
1. Freedom of Assembly and Speech
   a. Loud and boisterous does not mean unlawful
2. Public Assembly
   a. Marches
   b. Rallies

E. Management vs. Control

G. Unlawful Assembly and Dispersal
1. What constitutes an unlawful assembly
2. Announcement
   a. Use of Sound Equipment
   b. Language considerations
3. 409 pc, remaining present

III. Working with the Media

1. Working with the media
   a. Fire departments role
   b. Law Enforcements role

2. Unlawful Assembly and the Media
   a. Authority

3. Working with the media during dispersal
   a. Media expectations
   b. Pre designated media viewing area
   c. How to manage during a dispersal
   d. Managing Media on the skirmish line

IV. Use of Force

A. Use of the baton in crowd control
   1. Crowd Movement
   2. Individual Use of Force

B. Reporting Use of Force after a crowd control incident

C. Issues concerning the use of OC in crowd environment

V. Overview of Tactical Incidents

A. Seattle WTO protests (Nov 1999)
   1. Planned event
   2. Inadequate personnel and planning
   3. Unprecedented number of protesters (50k)

B. Rancho Mirage Common Cause Demonstration (Koch Industries) (Feb 2011)
   1. Planned event
   2. Adequate personnel deployment
   3. Proper use of MFF personnel & Tactics

C. UC Davis Occupy Movement (Nov 2011)
   1. Planned event
   2. Inadequate deployment
   3. Mis-deployment of "OC"

VI. Overview-Mobile Field Force Concepts (Police Officer's responsibility)

A. Spontaneous Assembly
   1. Immediate event and need
   2. Staging, coordination and responsibilities

B. The Concept
   1. Rally to Code Alpha rally point
   2. Configure vehicles and personnel
   3. Deployment ready in 45 minutes

C. Leadership and organization
   1. First officer to respond organizes MFF configuration

D. Vehicle staging
   1. Double stack
   2. Diagonal stack

E. Vehicle and squad identification
   1. Mark Each MFF vehicle

a. White shoe polish
b. By Squad number (1-4)
c. By vehicle number (A-C)

F. MFF Response
1. Convoy driving tactics (purpose and speed)
2. Response by squad
3. Response by MFF

G. Logistics
1. MFF equipment packs

VII. Mobile Field Force Tactics Review

A. Conventional Squad Formations
1. Squad Column
2. Skirmish Line
3. Crossbow right, left, center
4. Arrest / Rescue circle
5. Use of Blocking Force
6. Roll out

B. Mobile Tactics
1. In trail
2. On line
3. Break
4. Surge
5. On line skirmish
6. Rear exits (straight and J-turn)

C. Citizen / Officer rescue
1. Definition of what constitutes a citizen rescue
    a. Lives are in peril
2. Use of Aviation assets
    a. Paint the picture
1. 3 and 4 car formations
2. Use of force issues during the rescue
    a. Unarmed participants
    b. Lives are in peril
    c. Protect property
3. Victims
    a. Obese, multiple
4. Victim vehicle involved
5. Rear exits
    a. Straight
    b. "J" turn

VII. Mobile Filed Force Proficiency Skills

(Each squad rotates to the next station at the top of each hour)

A. Safety Brief to all students

Squad 1 (1.0 hours)

B. Squad Formations

1. Squad Column
2. Skirmish Line
3. Crossbow (right, left)
4. Arrest / Rescue Circle
5. "T" Formation
6. Roll out

Squad 2 (1.0 hours)

C. Mobile Tactics

1. In Trail
2. On Line
3. Break
4. Surge
5. On Line Skirmish
6. Rear Exits (straight and J-turn)
7. Multiple Squad Movement

Squad 3 (1.0 hours)

D. Citizen / Officer Rescue

1. 3 car configuration
2. 4 car configuration
3. Multiple victims
4. Rear exits (straight and J-turn)

<u>Training Aids:</u>

PowerPoint Projector and screen
Dry Erase Board

<u>Student Equipment:</u>

Duty Gun Belt
Duty Protective Mask
Duty soft body armor

Duty Baton (straight, or 36 inch)
Duty Helmet with face shield
Appropriate foot wear that will give support
Long pants (no shorts)

PALM SPRINGS POLICE DEPARTMENT

"TACTICAL COMMUNICATION UPDATE"

4-Hour Course Outline

I. Introduction of Course PowerPoint:
   A. Background of Instructor
   B. History of Tactical Communication
      1. Video - History of Tactical Communication
      2. Group Discussion Do's/Don'ts

II. S.A.F.E.R (Security, Attack, Flight, Excessive Repetition, Revised Priorities) Program PowerPoint:
   A. Video – Dr. George Thompson, PhD *IV(b)(c)*
   B. Officer Safety / Discussion of S.A.F.E.R. Program *IV(e)(h)*

III. Paradigm and Paradigm Shift PowerPoint with Embedded Videos: *IV(d)*
   A. Definition
   B. Group Exercise
      1. Students Write Down Own Beliefs *IV(a)*
      2. Students Write Down Beliefs of Difficult People *IV(a)*
   C. Group Culture *IV(d)*
      1. Inherited
   D. Discussion of Topic Presented *IV(a)*

IV. The Three Main Types of People We Deal With PowerPoint with Embedded Video: *IV(d)*
   A. Discussion of Topic Presented *IV(a)*

V. The Art of Representation PowerPoint with Embedded Video: *IV(d)*
   A. Group Exercise
      1. Students Write Down Understanding of Self; Department; The Subject *IV(a)*
      2. Discuss Figure Eight Example *IV(h)*
      3. Discussion on Figure Eight Example *IV(h)*

VI. How to Handle Verbal Abuse PowerPoint with Embedded Video: *IV(g)*
   A. Discussion on Topic Presented *IV(a)*

VII. Communication Concepts PowerPoint with Embedded Video:
   A. Discussion on Topic Presented *IV(a)*

VIII. 8 – Step Vehicle Stop Approach PowerPoint: *IV(b)(e)(g)(h)*

A. Role Play Scenario *IV(a)*

1. Officer contacts uncooperative motorist who wants to know why he/she was stopped. *IV(a)*

(The role play listed above will be done by using two (2) Officers which will be chosen from the group. One Officer will act as the Officer and the other will act as the driver of the vehicle the Officer has stopped for a traffic violation. Only one role play will be conducted.(All other participants in the class are observers.)

B. Discussion of Scenario Outcome *IV(a)*

IX. 5 – Step Hard Style PowerPoint: *IV(b)(e)(g)(h)*

A. Circle KATA (Japanese word for Verbal Judo) *IV(f)*

B. Four Appeals for Voluntary Compliance *IV(b)(c)(d)(e)(f)(g)*

1. Practical Appeal - Ask for Compliance
2. Personal Appeal - Set Context of Compliance
3. Rational Appeal - Present Options for Compliance
4. Ethical Appeal - Confirm Voluntary Compliance

C. Role Play Scenarios *IV(a)*

1. 1st Scenario - Traffic Stop with uncooperative motorist who refuses to comply
2. 2nd Scenario - City Council meeting Citizen disturbance
3. 3rd Scenario - Transient person disrupting business refusing to leave store front

(The role plays listed above will be done by using two (2) Officers who will be chosen from the group. One Officer will act as the Officer and the other will act as the person who is being contacted. The participants will change when the scenarios are played out. Only one role play will be done for each scenario, for a total of three scenarios. (All other participants in the class are observers.)

D. Discussion of Scenario Outcomes *IV(a)*

X. Closing

A. Discussion on Content of Course *IV(a)*

B. Evaluations – Students to fill out evaluation forms. *IV(a)*

*All Role Play Scenarios will be done in a classroom setting with the non-participating individuals as observers. No weapons or less lethal devices will be used in any role play scenarios.

Palm Springs Police Department
Patrol Rifle Course: 32075 Expanded Course Outline
Satisfies the POST 1081 Regulation and PC 33220(b)

Course length: 16 hours

Equipment Needed: Rifle / Carbine, three magazines, Sam Browne, handgun, Eye Protection, hearing protection, hat, flashlight, cleaning equipment, note taking materials, water, sunscreen, 500 rounds for rifle, and 50 rounds for pistol.

I Course Introduction (c)
- a Instructor(s)
- b Administrative requirements
- c Introduction to class agenda
  - i Schedule
  - ii Outline
  - iii Objectives
- d Introduction to facility
  - i Facility Awareness
  - ii Facility Safety Procedures
  - iii Facility Policies
- e Equipment
  - i Department Policy
  - ii Outside Agency to Follow Their Own Agency's Policy
  - iii Rifle Nomenclature
  - iv History of AR Pattern Rifles

II Range Safety Issues 1081 Required Element (3)
- a Safety rules (c)
  - i Basic Firearm
  - ii Range Specfic
  - iii Dress Code
- b Environmental Hazards
  - i Local animals and insects awareness
    - 1 Rattlesnakes
    - 2 Bees
    - 3 Scorpions
  - ii Weather condition concerns
    - 1 Heat/Cold
    - 2 Wind
- c Medical
  - i First Aid Kit
  - ii Trauma Kit
  - iii Medical Plan

iv Local Medical Facilities
v Designated Evacuation Vehicle

III Law Updates and Issues 1081 Required Element (1)

a Lethal Force Overview (h, i, j)
i Legal Issues
1 Case Law
a Tennessee v. Garner
i 1. Deadly force
ii “Fleeing felon”
b Graham v. Conner
i Reasonable force
ii Civil Implications of negligent discharges
c New or Recent case law
d Agency Policy
i Firearm
ii Use of Force
b Use of Force Considerations
i Moral Obligation verse Justification
ii Options
1 Less than Lethal Munitions Options
c Penal Code Section 32610(b)
i Possession within scope of employment
d Penal Code Section 33220(b)
i Training Requirement

IV Use of Force Review 1081 Required Element (2)

a PSPD Polices (h)
i Use of Reasonable Force
ii Factors Determining Reasonable Force
iii The Use Of Deadly Force
iv Reporting the Use of Force
v Use of Firearms
1 Field of Fire
2 Warning Shots
3 Negligence in the use of firearms
4 Students from other agencies must be familiar with their respective policies and procedures as they relate to the patrol rifle.
vi Law Enforcement Mission
1 PSPD Mission Statement
a "The men and women of the Palm Springs Police Department, empowered by and in partnership with the community, are dedicated to providing professional, ethical, and courteous service to all."

V Basic Rifle / Carbine Nomenclature & Operating Principles

a Nomenclature
  i Front and Rear Sights
  ii Bolt Catch
  iii Magazine Release
  iv Safety/Selector
  v Magazine
  vi Sling and/or Sling Attachment
b Function
  i Gas
  ii Recoil
  iii Piston
c Weapon Specifications
  i Type of Weapon
  ii Barrel Length
  iii Overall Length
  iv Caliber
  v Magazine Capacity
  vi Weight (empty)
  vii Type of sights
    1 Understanding Limitations
    2 Understanding Mechanical/Barrel Offset
  viii Approximate Velocity
    1 Muzzle
    2 Velocity at Distances
d Weapon Capabilities
  i Maximum Range
  ii Maximum Effective Range
  iii Penetration of Soft Armor
  iv Full/Semi- Automatic
e Sights and sight adjustment
  i Red Dot Scopes
  ii Crosshair Reticle
  iii Fixed/Folding Sights
    1 Specialty Tools
f Magazines
  i Types
  ii Capacities

VI Weapons Familiarization

a Weapon Safety
  i Muzzle Discipline
  ii Action open
  iii Bolt Retention
  iv Action Closed
b Magazine Release

    i AK Style
    ii AR-15 Style
c Stock extension
    i Standard
    ii Folding
    iii Slide Out

VII Fundamentals of Rifle Marksmanship (d, e)

a Weapons and Ammunition Inspection
b Low Ready Position
c Port Arms Position
d Ready Position
    i Body Squared off to target
    ii Feet separated should width apart
    iii Knees slightly bent
    iv Body leaning slightly forward at the waist
    v Elbows pointing towards ground
    vi Proper cheek weld and sight picture
    vii Master grip
e Weapon naturally aligned on target
    i Sight Alignment
        1 Top of front sight post centered in the rear peep sight.
        2 Front sight in focus
        3 Rear peep and target slightly blurred.
        4 Mechanical offset effects
        5 Zero of rifle and effects of distance
    ii Trigger Control
        1 Master Grip
        2 Target Identification
            a Recognition
            b Analysis
f Trigger Control
    i Emphasize that this is the single most important element.
    ii Shooter must apply gradual pressure on the trigger for a “surprise” trigger break with an emphasis on not disturbing sight alignment.
g Breathing
    i Breathing to calm heart rate
    ii Breath must pause at the moment the shot is made.
    iii Breathing while firing typically causes vertical stringing of shots.
    iv Holding breath too long will deplete oxygen causing vision issues, muscle tremble, etc.

VIII Loading / Unloading (f)

a Weapon Clearing
    i Weapon pointed in safe direction

- ii Safety engaged
- iii Magazine removed
- iv Bolt locked to the rear
- v Visual and physical inspection

b Safe Handling/Loading
- i Weapon pointed in safe direction
- ii Weapon on Safe
- iii Working parts locked to the rear
- iv Magazine on
- v Working parts forward

IX Malfunctions and Stoppages (f)

a Transition Decision Making

b Failure to fire
- i Tap, Rack, Re-asses
  - 1 Seat magazine by hitting with heel of offhand
  - 2 Pull bolt to rear and release forward
  - 3 Identify target and reacquire sight picture
  - 4 Re-assess if further action is needed

c Stove Pipe
- i Tilt rifle ejection port facing down
- ii Pull bolt to the rear and release forward
- iii Identify target and reacquire sight picture
- iv Re-assess if further action is needed

d Feed Way Stoppages
- i Lock bolt to rear
- ii Remove magazine
- iii Clear live and spent cartridges from chamber and receiver
- iv Insert/seat fresh magazine
- v Release bolt forward
- vi Identify target and reacquire sight picture
- vii Re-assess if further action is needed

X Firearms Care, Breakdown and Cleaning

1081 Required Element (5)

a Upper Receiver

b Lower Receiver

c Bolt Carrier Group

d Weapons Cleaning
- i Disassembly
- ii Barrel
  - 1 Copper Cleaning
- iii Bolt
  - 1 Carbon Scrapping Tools
- iv Trigger area
  - 1 Checking for Debris

- v Action
- vi Optics/Lights
  - 1 Carbon Build Up
- vii Lubrication points
- viii Assembly

e Function/Reliability check

XI Tactical Considerations 1081 Required Element (6)

a Weapons Transitioning
- i When to use rifle vs Shotgun vs handgun
  - 1 Policy, Training, Qualifications
  - 2 Physical environment
  - 3 Increased Accuracy and range
  - 4 Can penetrate soft armor
  - 5 Ammunition Capacity
  - 6 Handgun effective combat range
- ii Long range vs Close Quarter Battle (CQB)
  - 1 Advantages of a long gun
    - a Higher Volume of rounds available
    - b Greater Accurate Distances
    - c Greater Penetration
  - 2 Less effective in close quarters
- iii Auto vs Semi-auto
  - 1 Semi auto
  - 2 full auto mode can challenge control, and require more training
- iv MP5 vs M4
  - 1 Durability
  - 2 Reliability

XII Skills Development Classroom Lecture 1081 Required Element (7)

a Drills (b)
- i Double tap drills
- ii Reloading drills
  - 1 Combat
  - 2 Tactical
  - 3 Administrative
- iii Stoppage drills
  - 1 Squib Round
  - 2 Light primer Strikes
- iv Simple Malfunctions
  - 1 Failure to Eject
- v Complex Malfunctions
  - 1 Feeding
  - 2 Ejecting
- vi Failure drills
- vii Multiple target drills

viii Positional Shooting
    1 Standing
    2 High & Low Kneeling
    3 Prone
    4 Squatting
    5 Sitting

XIII Skills Development Work On the Shooting Range (a,b)

During the instruction and exercise portion listed below, students will be directly supervised, instructed, evaluated, and tested on each of the techniques. If the student(s) demonstrates the ability to perform each technique they will later be tested on all techniques and accuracy in the final qualification exercise.

a Controlled pairs (student pairs)
    i Shoot / Don't Shoot Drills; terminal objective: decision making and articulation
    ii Multi shot drills; terminal objective: evaluation of effectiveness/ability for target to continue posing a threat
        1 With the rifle student will engage two targets with two round shots to upper thoracic area; terminal objective: engagement of multiple subjects
    iii Double tap drills; terminal objective: multi round placement and increased effectiveness
        1 With the rifle, student will engage one target with two round shots to upper thoracic area
        2 Failure to Stop Threat or Mozambique drug and armor drill; terminal objective: Ability to identify armor or other influences causing the need for a follow up engagement of the head
            a With the rifle, student will engage a target two rounds to upper thoracic area
            b Student will then reassess the threat
            c One round to head area
b Reloading Drills
    i Tactical reload; terminal objective: reloading even when magazine is not completely empty
        1 With the rifle, student will engage the target firing three rounds, remove a partially expended magazine and insert a fully loaded magazine, retaining the partially expended magazine on their person.
        Student will engage the target firing two rounds, remove the magazine and replace with the retained magazine and repeat until ammunition is depleted.
    ii Combat reload; terminal objective: reloading when magazine is empty
        1 With the rifle, student will engage the target firing a partially loaded magazine until the ammo is depleted. With the weapon on target, drop or strip out the empty magazine and insert a fresh magazine.

Student will re-access the threat, re-engage the target and fire three rounds.

c Transition

i Rifle to Pistol; terminal objective: Safe and effective transition between weapons platforms

a Rifle with sling.

With the rifle, student will engage the target firing a partially loaded magazine until the ammo is depleted. Student will drop or strip out the empty magazine, place on safe sling the rifle, muzzle down and to the weak side.

b Rifle without sling

With the rifle, student will engage the target firing a partially loaded magazine until the ammo is depleted. Student will drop or strip out the empty magazine, place on safe and with the weak hand press the rifle across the chest, muzzle up, to support it from moving, simultaneously drawing their pistol with their strong hand and engaging the target and firing three rounds.

d Shooting from Cover; terminal objective: Evaluation of changing from dominant to weak side to maintain cover, position consideration to provide better stability and/or maintain better cover.

i Standing

1 Left and Right

While standing, the rifle on the right shoulder at the low ready position, student will approach the barricade and engage the target from the right side of the barricade firing three rounds.

Student will then transition the weapon to the left shoulder and engage the target from the left side of the barricade, firing three rounds and returning to the low ready position.

ii Kneeling

1 Left and Right

Student will approach the right side of the barricade while standing, the rifle on the right shoulder at the low ready position. Student will then kneel on the right knee taking a stable stance. They will then engage the target firing three rounds.

Student will then stand behind cover and transition the weapon to the left shoulder at the low ready position. Student will then kneel on the left knee taking a stable stance. They will then engage the target firing three rounds stand behind cover and return to the low ready.

iii Prone

1 Left and Right

Student will approach the right side of the barricade while standing, the rifle on the right shoulder at the low ready position. Student will then drop down to a prone position finding a stable stance. They will then engage the target firing three rounds.

Student will then stand behind cover and transition the weapon to the left shoulder at the low ready position. Student will then drop down to a prone position finding a stable stance. They will then engage the target firing three rounds, stand behind cover and return to the low ready.

XIV Stoppage Drills

a Simple Malfunction; terminal objective: Evaluation of simple malfunctions easily remedied

i With rifle, student will engage the target. The magazine will contain live and dummy rounds. Student will fire until a malfunction is encountered. With the rifle still pointed downrange, in a safe direction, students will tap the bottom of the magazine to assure that it is seated properly. The student will then engage the charging handle and pull all the way to rear and release it, chambering a new round ; terminal objective: safe weapons handling and ability to get rifle back into operation especially if it is a greater advantage over transitioning to handgun

ii Student will then re-assess the threat

iii Re-engage target

b Complex Malfunction; terminal objective: Evaluation of complex malfunction with decision making of transitioning to another weapon or to clear malfunction an continue engagement with rifle

i With rifle, student will engage the target. The magazine will contain live and dummy rounds. Student will fire until a malfunction is encountered. With the rifle still pointed downrange, in a safe direction, student will engage the charging handle and pull all the way to the rear and engage the bolt lock. Student will then remove the magazine, again engage the charging handle racking back several times to clear the malfunction and engage the bolt lock. With the bolt locked back, student will physically and visually inspect rifle action to be sure it is clear. The student will then reinsert the magazine firmly, engage the charging handle and pull all the way to rear and release it, chambering a new round.

ii Student will then reassess the threat

iii Re-engage target

XV Multiple Target Drills

a Static; terminal objective: Target recognition and engagement of correct threat

i Student will engage a target that has multiple numbered targets on it. The student will address the target at a low ready position. Student will engage the number target that the instructor will call out. This is designed to improve student’s visual input and shoot don’t shoot decisions.

XVI Movement Drills

a Dynamic; terminal objective: teach students their limitations and benefits for shooting on the move

i Dry fire, low speed

1 Student will engage a target that has multiple numbered threats. Starting at the 15YD on the command of MOVE the shooter will begin moving forward to the 7YD.
During that forward movement a command to fire will be given.
For each command to fire, 1 round fired will be simulated by dry fire.
Three shots will be simulated before the shooter reaches the 7YD.

2 At the 7YD the drill is set up for rearward movement. On the command to MOVE the shooter begins walking backwards toward the 15YD. During that movement a command to fire will be given and one round is to be simulated by dry fire. Three shots should be simulated before the shooter reaches the 15YD.

3 Student will engage a target that has multiple numbered threats. Starting at the 15YD on the command of MOVE the shooter will begin moving laterally to the commands of the instructor.
During that lateral movement a command to fire will be given.
For each command to fire, 1 round fired will be simulated by dry fire.

ii Live fire, low speed

During all live fire movement shooting each student will be directed by an instructor, on a 1:1 ratio.

1 Student will engage a target that has multiple numbered threats. Starting at the 15YD on the command of MOVE the shooter will begin moving forward to the 7YD.
During that forward movement a command to fire will be given.
For each command to fire, 1 round fired will fired at the indicated threat.
Three rounds will be fired before the shooter reaches the 7YD.

2 At the 7YD the drill is set up for rearward movement. On the command to MOVE the shooter begins walking backwards toward the 15YD. During that movement a command to fire will be given and one round is to be fired at the indicated threat. Three shots will be fired before the shooter reaches the 15YD.

3 Student will engage a target that has multiple numbered threats. Starting at the 15YD on the command of MOVE the shooter will begin moving laterally to the commands of the instructor.
During that lateral movement a command to fire will be given.
For each command to fire, 1 round will be fired at the indicated threat. Three rounds will be fired before the end of the exercise.

XVII Positional Shooting

a Kneeling; terminal objective: offer options to body positioning and show the options are capable of providing accuracy increases.
   i High
      1 Right knee
         Student will address the target standing at the low ready position. Student will then assume the high kneel position on the right knee taking a stable stance. Student will then engage the target firing three rounds.
         Student will then stand at the low ready position.

      2 Left knee
         Student will then assume the high kneel position on the left knee taking a stable stance. They will then engage the target firing three rounds. Student will then stand at the low ready position.
   ii Low
      1 Right knee
         Student will address the target standing at the low ready position. Student will then assume the low kneel position on the right knee taking a stable stance. Student will then engage the target firing three rounds.
         Student will then stand at the low ready position.
      2 Left knee
         Student will then assume the low kneel position on the left knee taking a stable stance. They will then engage the target firing three rounds. Student will then stand at the low ready position.
         The Kneeling drills above (XIV, a, I, ii) will be executed untimed to allow the student to concentrate on form and accuracy.
   iii The kneeling drills above (XIV, a, I, ii)
      1 Will then be repeated and timed.
      2 This will allow the student to balance speed and accuracy.
b Prone; terminal objective: Position consideration to provide better stability and/or maintain better cover.
   i 12/6 position
      1 Student will address the target standing at the low ready position. Student will then assume the 12/6 prone positon finding a stable position. Student will then engage the target firing three rounds. Student will then return to the standing low ready position.
   ii 3/9 position
      1 Student will address the target standing at the low ready position. Student will then assume the 3/9 prone positon finding a stable position. Student will then engage the target firing three rounds. Student will then return to the standing low ready position.
         The Prone drills above (XIV, b, I, ii) will be executed untimed to allow the student to concentrate on form and accuracy.
   iii The Prone drills above (XIV, b, I, ii)
      1 Will then be repeated and timed.

2 This will allow the student to balance speed and accuracy.

XVIII Qualification 1081 Required Element (7) (b)

a Demonstrate on the range, the ability to perform the skills learned during the developmental portion of the course by completing the following qualification course; terminal objective: Combining all above course instruction and documentation of acceptable accuracy to departmental standards.

50YD- from the standing position, on the command to FIRE, the shooter will safely assume the prone position and fire 5 rounds into the scoring area in twenty (20) seconds.

25YD- from the kneeling position, on the command to FIRE the shooter will fire 5 rounds into the scoring area in ten (10) seconds.

25YD- from the standing position, on the command to FIRE, the shooter will safely assume a kneeling position and fire 5 rounds into the scoring area.

15YD- from the standing position, on the command to FIRE the shooter will fire 5 rounds into the scoring area.

10YD- from the standing position, on the command to FIRE the shooter will fire 5 rounds into the scoring area

7YD- on the command to fire the shooter will simulate a misfire, with an empty rifle, and safely transition to their duty pistol. Where they will fire two rounds into the scoring area. This drill is run twice.

10YD- Barricade shooting. From the standing position, on the command to FIRE, the shooter will fire 5 rounds standing then safely assume a kneeling position and then fire 5 rounds into the scoring area. This drill is run from the left side and the right side.

During the following live fire movement shooting each student will be directed by an instructor, on a 1:1 ratio.

15YD-7yd- shooting on the move. Shooters start at the 15YD on the command of MOVE the shooter will begin moving forward to the 7YD. During that forward movement a command to fire will be given.
For each command to fire 1 round is to be shot in the scoring area.
Three shots should be taken before the shooter reaches the 7YD.

At the 7YD the drill is set up for rearward movement.
On the command to MOVE the shooter begins walking backwards toward the 15YD.
During that movement a command to fire will be given and one round is to be shot into the scoring area.
Three shots should be fired before the shooter reaches the 15YD.
At the 15YD on the command of MOVE the shooter will begin moving laterally to the commands of the instructor.
During that lateral movement a command to fire will be given.
For each command to fire, 1 round will be fired at the indicated threat.
Three rounds will be fired before the end of the exercise.

Temporary Holding Facility
8-HOURS

I. Course Authority

A. Title 15, Section 1024
B. Penal Code, Section 6030

II. Standards and Responsibilities

A. Applicable Minimum Jail Standards (MJS)
   1. History/Foundational Law
   2. Title 15 Text: Definitions and Standards

B. Jail Operations Liability
   1. Terms/Concepts/Principles
   2. United States Code (U.S.C.)
      a. Title 42, Section1983
   3. Actionable Claims
   4. Vicarious Liability
   5. Confidentiality of Information

III. Emergency Procedures

A. Title 15, Section 1027
   1. Number of personnel

B. Title 15, Section 1028
   1. Fire and life safety staff

C. Title 15, Section 1029
   1. Agency policy and procedures manual

D. Title 15, Section 1045
   1. Public information plan

IV. Inmate Segregation

A. Classification Procedures
   1. Criteria/Considerations
   2. Medical clearance

B. Penal Code Sections 4001 and 4002
   1. Civil/Criminal
   2. Male/Female
   3. Sentenced/Unsentenced

C. Welfare and Institutions Code, Section 207
   1. Separation of juveniles and adults
   2. Proposition 21

D. Title 15, Sections 1050-1053
   1. Classification plan
   2. Inmates with communicable diseases
   3. Mentally disordered inmates
   4. Administrative segregation

E. Decision Making Process
   1. Security
   2. Custody
   3. Legal Requirements
   4. Programs

V. Suicide Prevention

A. Title 15, Section 1219
   1. Suicide prevention program

B. Liability Issues

C. Prevention Procedures
   1. Identification signs
   2. Monitoring
   3. Assisting in a suicidal crisis