



## Cuesta College Police Department

*Our department's mission is to assist the education process by providing a safe and secure learning environment for all students, staff, and the community through: **Education, Safety, and Service.***

Community members,

Thank you for showing interest in our department's training procedures. Following this letter is our current Field Training Program Manual. A new manual is under development and is expected to be completed by the summer of 2020. Prior to being published, the new manual must first pass a rigorous review by department management, current Field Training Officers for our department, and the State of California Commission on Peace Officer Standards and Training (POST). Once that manual is completed, it will replace this document in its entirety.

Training a new Police Officer is one of the most important tasks for any department, and we take that responsibility seriously. It is our goal that only highly trained, competent, and professional campus police officers represent our department as we strive each day to provide a safe learning environment for our community at Cuesta College.

Should you have any questions about police officer training, or department training procedures, we invite your questions by calling the Cuesta College Police Department at 805-546-3205 or emailing [CCPD@cuesta.edu](mailto:CCPD@cuesta.edu)

Thank you for your time,

Bryan Millard  
Chief of Police  
Cuesta College

Bryan Millard  
*Chief of Police*

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# CUESTA COLLEGE POLICE DEPARTMENT

## POLICE OFFICER FIELD TRAINING PROGRAM



Officer

# **CUESTA COLLEGE**

## **CAMPUS POLICE OFFICER**

### **FIELD TRAINING PROGRAM**

MISSION: To ensure competency and enhance the professionalism of the Police Officer's serving Cuesta College and the campus community.

GOAL: To enhance job skills, professionalism and ethical standards of all new field officers, in the performance of their duties, through P.O.S.T. approved standardized training and rating programs.

## **FIELD OFFICER TRAINING PROGRAM OBJECTIVES**

The Field Officer Training Program is a program established and required by the California Commission on Peace Officer Standard and Training (P.O.S.T.). The purpose of the program is to increase police professionalism, throughout the state, by insuring the training and the quality of the performance of all new police field officers.

This program establishes statewide guidelines to evaluate all new police field officers in their performance of a standardized, comprehensive list of most police functions. The tasks to be rated are compiled from police agencies throughout the state with flexibility afforded for each agency to incorporate local and specific policies and procedures.

The success of this program rests with the Field Training Officer (F.T.O.). It is imperative that the F.T.O. not only ensure the training of the new officer, but also realize the responsibility to the community, the agency and fellow officers in ensuring the quality and professionalism of each new police officer.

At the completion of this program, the new officer must be able to perform all the rated tasks in a responsible, safe, proper and effective manner. The officer must be able to perform these tasks on his/her own, individually and be an officer that can be counted on for back-up or help, should this situation arise.

# **CUESTA COLLEGE FIELD OFFICER TRAINING PROGRAM**

## Summary of P.O.S.T. Requirements

1. The program shall be a minimum of ten (10) weeks, based on P.O.S.T. training guidelines.
2. The program emphasis is on a standardized training and evaluation of the new police officer.
3. The new police officer must have satisfactorily completed the regular P.O.S.T. Basic Course.
4. The program must have a supervisor selected by the agency's head.
5. The new police officer shall be under the direct and immediate supervision (physical presence) of a trained and qualified Field Training Officer during the entire training period.
6. The new police officer shall have a daily written evaluation, reviewed with the Field Training Supervisor.
7. The Field Training Officer should be selected through an agency process and shall have at least one year of field experience and have completed the P.O.S.T. Field Training Officer Course.
8. The Field Training Officer shall be evaluated by the new police officer and the Training Supervisor.
9. Documentation of the new police officer's training and performance shall be maintained by the agency.
10. In order to be recommended for retention, the new officer shall have demonstrated his/her ability to perform all phases of the training program at a satisfactory level (capability to perform all tasks as a "solo officer").
11. The Field Training Officer(s) must attest to the new officer's successful completion of the training program and a concurrence, signed by the agency head, shall be retained in agency records.

## **FIELD TRAINING PROGRAM OVERVIEW-EXPLANATION**

The Field Training Program is intended to facilitate a police officer's transition from an academic setting to the actual performance of law enforcement duties in the community and on the campus. The program provides the opportunity for the training and evaluation of newly assigned officers during actual patrol experience.

To maximize the effectiveness of the program, each new officer will be assigned to a selected, trained and experienced Field Training Officer (F.T.O.). The approach will be firm, professional and as fair as possible, with every effort made to create a positive learning environment for this one-on-one training experience.

The training program will be at least ten (10) weeks, consisting of three (3) phases of at least two (2) weeks in duration. When possible, the new officer will be assigned to a different Field Training Officer each period. The new officer will be rated daily and progress reviewed weekly with the Training Supervisor. All training and progress will be documented and should any additional training become necessary, it shall be administered as soon as practical.

All areas of training must be completed during the training period, ideally under normal working conditions. However, since it is doubtful that every situation will arise during normal patrol, some situations will necessarily have to be played out in scenarios, while others may be determined through conversation, questioning and/or written tests.

## **FIELD TRAINING PROGRAM**

### **FIELD TRAINING OFFICER-INSTRUCTIONS**

The Field Training Program covers orientation and topics from review of academy training through advanced field tactics and areas specific to Cuesta College. The training is set up in three phases; each phase will be at least two weeks in duration. It is critical that all material contained in each phase be covered during that phase, as many subjects build on previously covered materials. It is therefore incumbent that the F.T.O. establish a time line to ensure that all topics are covered within the prescribed time.

Although categories are designed to be presented in sequence, this pre-supposes control over events, which, of course is not possible. In order to cover each category within the time-line, the F.T.O. will, of necessity, have to present scenarios, administer tests and/or discuss topics in order to complete specific categories of training. Additionally, should events arise that a category or topic is handled, it can and should be evaluated, or re-evaluated, even though out of sequence or phase.

It is imperative that the officer being trained satisfactorily completes each category or topic. Therefore, should any problems arise in completing a category, it should be brought to the attention of the Training Supervisor as soon as possible so that any problems or deficiencies can be addressed as soon as possible.

In addition to the daily evaluation, the F.T.O. must complete and review with the officer being trained a competency evaluation for each category of training completed. Comments are extremely important in these evaluations. Describe the officer's actions or performance, what happened, not how. Try to refrain from evaluating personality or make predictions as to future performance. Additional space is provided for comments, training administered or suggestions on the back of each form. Please describe the officer's performance as thoroughly as possible so the Training Supervisor can properly review the officer's progress.

## ORIENTATION - GENERAL

		COMPLETION DATE	OFFICERS INITIALS
1	Interview with Chief		
2	Introduction to Public Safety Staff		
3	Campus orientation, Campus maps		
4	Tour: Administrative Offices, Introduction to Administrators		
5	Public Safety Office Orientation: files, equipment, computers, etc.		
6	Human Resources: personnel, payroll, insurance, etc. (paperwork)		
7	Public Safety Goals and Objectives		
8	Public Safety General Orders, Duties and Responsibilities (Manuel)		
9	Time-Keeping requirements, shift hours and assignments		
10	Campus parking rules and regulations. Parking Permit		
11	Equipment and radios, check-out procedures and storage		
12	Acquaint with police vehicle, use and equipment		
13	College policy on sexual harassment		
14	Policy on news releases-contact with news media		
15	Policy regarding contact with other law enforcement agencies		
16	Policy on authorized use of equipment -wearing of uniform, etc.		
17	Obtain uniform and personal equipment (see uniform & equipment list)		
18	Issue of weapon and school keys (see uniform & equipment list)		
19	Swearing-in and badge issuance		
20	Introduction to and review of Field Training Program		
21	Qualification-handgun		
22	Qualification-shotgun		
23	Locker assignment		

	NAME	SIGNATURE	DATE
OFFICER			
FTO			
SUPERVISOR			



OFFICER	BADGE NO.

**CUESTA COLLEGE POLICE OFFICER**  
**UNIFORM AND EQUIPMENT LIST**

ITEM	QUANTITY	DESCRIPTION			DATE	INITIALS
Hat Class A	1					
Shirt Class A	2					
Trouser Class A	2					
Tie and tie clip	1					
Belt (pants)	1					
Belt (equipment)	1					
Handgun - clips	1 set	MAKE	CALIBRE	SERIAL		
Holster	1					
Handcuffs	1					
Handcuff case	1					
Name Tag	1					
Baton (ASP)	1					
Baton (ASP) holder	1					
Pepper spray	1					
Pepper spray holder	1					
Radio holder	1					
Belt keepers	4					
Badge & cap piece	3					
Police I.D. card	1					
Protective vest	1					
.40 cal ammo	150					

KEYS	QUANTITY	DESCRIPTION	DATE	INITIALS
Master, even	1			
Master, odd	1			
Maintenance master	1			
Public Safety Office	1			
Vehicle	1			

	NAME	SIGNATURE	DATE
OFFICER			
FTO			
SUPERVISOR			

## ORIENTATION - COMMUNITY AND SUPPORT

		COMPLETION DATE	OFFICERS INITIALS
1	County Jail: entrance, booking area, procedures		
2	Sheriff's Office, watch commander, communications, detective's office		
3	County Coroners Office		
4	Juvenile Services Center		
5	Probation Department		
6	District Attorney's Office		
7	County Courts; Superior, Municipal, and Traffic		
8	Emergency Hospital (Mental Health)		
9	County C.D.F. Fire Department		
10	School Locale		
	A. School district offices		
	B. Near-by schools-hospitals		
	C. National Guard Base		
	D. Diablo Canyon Nuclear Power Plant		
	E. Other near-by public facilities; auditorium, gym, pool		
11	State and Federal Offices		
	A. California Highway Patrol (CHP)		
	B. Department of Motor Vehicles (DMV)		
	C. Cal Poly University (University Police)		
	D. Federal Bureau of Investigation (FBI)		
	E. Bureau of Narcotic Enforcement (BNE)		
	F. Immigration and Naturalization Services (INS)		

	NAME	SIGNATURE	DATE
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FTO			
SUPERVISOR			

## ORIENTATION - CAMPUS SPECIFIC

		COMPLETION DATE	OFFICERS INITIALS
1	Location of school building, building numbers, and primary usage		
2	Other school facilities (parking lots, athletic fields, pool, old campus)		
3	Facility and building security (locking-unlocking)		
4	Money escorts and transfers		
5	Parking permit machines (locations, servicing)		
6	Vehicle assistance (jump starts, unlocks)		

## ORIENTATION - OFFICE PROCEDURES

		COMPLETION DATE	OFFICERS INITIALS
1	Desk duties		
	A. Telephone usage, answering procedures		
	B. Desk operations		
	1. Temporary parking permits issuance		
	2. Staff parking permits issuance		
	3. Parking citation processing (appeals and collection of fines)		
	C. Fingerprinting and photos, policy and procedures		
2	Computer/instruction-policy and use		
	A. Legal restriction and policy on release of police and school records		
	B. Obtain log-on ID and user password		
	C. Instruction on use		
	1. Obtaining school records		
	2. Obtaining police related records, CLETS, etc.		
	3. Making change/collection of fees and fines		

	NAME	SIGNATURE	DATE
OFFICER			
FTO			
SUPERVISOR			

## ORIENTATION - VEHICLE AND EQUIPMENT

		COMPLETION DATE	OFFICERS INITIALS
1	Policy on authorized use, check-out/return procedures, vehicle equipment		
2	Policy on control, care, maintenance of equipment and vehicle		
3	Policy on damage, loss and replacement or repair of equipment		
	A. Shotgun		
	B. Ammunition		
	C. Special equipment		
	D. Report forms and files		
	E. First aid supplies		
	F. Other supplies		
4	Police vehicle and equipment		
	A. Jumper battery and cables		
	B. Vehicle Unlock Kit		
	C. Safety cones-flares		
	D. First aid kit		
	E. Shotgun rack		
	F. Door locks and window usage		
	G. Emergency lights and siren controls		
	H. Radio controls and frequencies		
	I. Vehicle service, repair, gassing, and maintenance requirements		
	J. Policy on vehicle usage, check-out and daily inspection procedures		
	K. Vehicle gassing procedure (plant maintenance facility)		
	L. Vehicle washing and cleaning (plant maintenance facility)		

	NAME	SIGNATURE	DATE
OFFICER			
FTO			
SUPERVISOR			

## FIELD TRAINING / DAILY EVALUATION

TRAINEE	PHASE	SHIFT	DATE

OFFICER SAFETY		RATING	OFFICERS INITIALS
1	Initial contact, approach, positioning, awareness.		
2	Situation control, demeanor, command presence, voice command.		
3	Control of conflict; physical skill		

RADIO USAGE		RATING	OFFICERS INITIALS
1	Awareness of the radio; listens and comprehends.		
2	Uses proper transmitting procedures: listens, waits, mic keying.		
3	Articulation, knowledge and use of applicable codes, concise messages.		
4	Knowledge of other unit's traffic		

ORIENTATION		RATING	OFFICERS INITIALS
1	Knows where he/she is, street names, buildings, etc.		
2	Knowledge of the best routes, call responses.		
3	Response time to calls		

INVESTIGATION SKILLS		RATING	OFFICERS INITIALS
1	Locates and preserves evidence.		
2	Controls interviews, obtains appropriate and necessary information.		
3	Suspect interrogation techniques.		

OBSERVATIONS		RATING	OFFICERS INITIALS
1	Awareness of unusual or suspicious activity or conditions.		
2	Self-initiated activity observes and investigates (probable cause to stop).		

REPORT WRITING		RATING	OFFICERS INITIALS
1	Knowledge and use of correct forms, completes thoroughly.		
2	Narrative complete, chronological correct and concise.		
3	Grammar, spelling, neatness, legibility (handwriting).		
4	Appropriate time used		

VEHICLE OPERATION		RATING	OFFICERS INITIALS
1	Skill and safety under normal driving conditions.		
2	Skill and safety under stress conditions (high speed, code 3 pursuits).		

**RATING SCALE**    0: Not Observed    1: Unacceptable    4: Acceptable    7: Superior

	NAME	SIGNATURE	DATE
OFFICER			
FTO			
SUPERVISOR			

## FIELD TRAINING / DAILY EVALUATION

TRAINEE	PHASE	SHIFT	DATE

WORK HABITS		RATING	OFFICERS INITIALS
1	Timeliness: arrives and is ready for work on time.		
2	Preparedness: complete uniform and equipment, other supplies.		

APPEARANCE		RATING	OFFICERS INITIALS
1	Personal hygiene: cleanliness, grooming.		
2	Uniform: clean, neat, shoes and leather gear polished.		

ATTITUDE		RATING	OFFICERS INITIALS
1	Approach to the job: interest, enthusiasm.		
2	Uniform: clean, neat, shoes and leather polished.		
3	Willingness to accept assignments or training.		
4	Accepts criticism/feedback		

RELATIONSHIPS		RATING	OFFICERS INITIALS
1	With general public/students.		
2	With ethnic/cultural/social groups.		
3	With training officer, Public Safety members, school staff.		

JOB KNOWLEDGE: Gains and demonstrates knowledge and understanding of:		RATING	OFFICERS INITIALS
1	Criminal law, commonly used state and local statutes and codes.		
2	Statutes and codes applicable and specific to schools.		
3	Vehicle code traffic violations and parking enforcement.		
4	School and Public Safety rules, policies and procedures.		
5	Policies and Procedures/Traffic Codes		

FIELD PERFORMANCE		RATING	OFFICERS INITIALS
1	Non-stress conditions		
2	Stress condition		

SELF-INITIATED FIELD ACTIVITY		RATING	OFFICERS INITIALS
1	Recognizes activity and takes action.		

**RATING SCALE**    0: Not Observed    1: Unacceptable    4: Acceptable    7: Superior

	NAME	SIGNATURE	DATE
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FTO			
SUPERVISOR			



**1.00-POLICE-COMMUNITY RELATIONS**

CATEGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLE PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
1.01	Requirement to provide services to the community including								
	A. Protection of rights and the enforcement of law								
	B. Maintenance of order								
	C. Protection of life and property								
	D. Prevention of crime								
	E. Education of the public (information)								
1.02	Police-sponsored community organizations (COPs, PALs, DARE, etc.)								
1.03	Police community programs (Special patrols, foot beats, police on campus)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer should have a good knowledge of the requirements for police to provide services to the community and police and community programs to promote the community well-being.



**1.00-POLICE-COMMUNITY RELATIONS (CONT).**

CATEGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
1.04	Factors in the Enhancement of Police - Community Relations								
	A. Effective procedures for delivering police services								
	B. Visible, professional patrol								
	C. Effective curtailment of crime								
	D. Professional and positive communications with the public								
	E. Avoidance of negative response to the public								
	F. Effective-professional officers								
	G. Community contacts/ business, professional, organizational, individual								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know and understand how the police service and the manner in which it is delivered effects the community and its citizens.

**1.00-POLICE-COMMUNITY RELATIONS (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
1.05	Officer factors in promoting a positive public image								
	A. Professional contacts with individuals								
	1. Avoidance of negative verbal response								
	a. Profanity, derogatory language or terminology								
	b. Improper culture response (officious or disrespectful attitude)								
	2. Proper communications with:								
	a. Drunk, mentally ill, hostile, angry, sick, injured								
	b. The very young/old, developmentally disabled or culturally different								
	B. Off-duty conduct - positive role-modeling								
	1. Actions at home and involvement in community organizations								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall understand his role and its effect on how the community evaluates the police, based on his actions and behavior, both on and off duty. He shall possess a knowledge of how he can promote a positive image of the police in the community.

**2.00-POLICE-COURTROOM DEMEANOR**

CATEGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
2.01	Importance of Professional Demeanor and Appearance								
	A. Appearance, attire and grooming								
	B. Pre-Trial preparation (review reports- notes)								
	C. Pre-Trial conference with the prosecuting attorney								
	D. Trial testimony, demeanor-poise								
	1. Understand the question-answer honestly and briefly								
	2. Remain calm and objective, speak clearly								
	E. Cross-examination, awareness of attorney personalities and techniques								
	1. Argumentative, threatening, offensive								
	2. Overly friendly								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall possess a knowledge of proper preparation for court appearances, and demonstrate the ability to testify calmly and effectively.

### 3.00-POLICE-VEHICLE OPERATIONS

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
3.01	Vehicle usage, knowledge of procedures and Policy (Ride-a-Long)								
3.02	Vehicle operations safety (driving skill and safety practices)								
	1. Awareness of vehicle condition and capability.								
	2. Use of seat belts and safety equipment.								
3.03	Defensive Driving practices								
	1. Drivers conditions, skill and attitude								
	2. Environmental-weather and road conditions								
	3. Knowledge of reaction time and braking distance.								
	4. Awareness of traffic and possible hazards								
3.04	Policy on transportation of passengers/prisoners								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have demonstrated his/her ability to safely operate the police vehicle and employ safe and defensive driving practices  
The officer shall know the policy and procedure for operating the vehicle(s) and the transportation of passengers.

**3.00-POLICE-VEHICLE OPERATIONS (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
3.05	Emergency Vehicle Operations Requirements								
	A. Knowledge of laws and policies regarding emergency vehicle usage.								
	B. Legal and personal liabilities during emergency operations.								
	C. The affect and effectiveness of emergency equipment, (lights and siren)								
	D. Reasons for the use of emergency equipment.								
3.06	Emergency Driving Tactics								
	A. The affect of emergency driving on the driving Officer (Adrenaline)								
	B. The response of the public to emergency vehicles.								
	C. Drivers liability while operating under emergency conditions.								
	D. Pursuit initiation and termination (safety concerns)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know and demonstrate knowledge, regard and concern for the safe operation of a police vehicle under emergency conditions.



**4.00-POLICE-RADIO PROCEDURES COMMUNICATIONS**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
4.01	Knowledge of Use of Radio (overall)								
	A. Radio and mic controls and usage								
	B. Transmits properly (keying mic, speaking clearly)								
	C. Waits for radio traffic to clear								
	D. Knowledge and use of proper unit designations								
	E. Use of brevity codes (commonly used P.C. and "10" codes)								
	F. Proper use, concise messages (no unnecessary chatter)								
	G. Use of accepted transmission formats								
	H. Understands "emergency traffic" and respects its effect								
	I. Knowledge of Sheriffs radio procedures								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have demonstrated ability to properly and effectively use the police radio.

**4.00-POLICE-RADIO PROCEDURES COMMUNICATIONS (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
4.02	Crime and information broadcast format, knowledge								
	A. Request air time								
	B. Gives date, time and type of incident								
	C. Relates number of suspects and description of vehicle								
	D. Informs whether a weapon was used or not (what type of weapon(s))								
	E. Describes vehicle (year, make, model, color, license, identifying characteristics)								
	F. Proper suspect description (sex, race, height, weight, hair, eyes, clothing, characteristics)								
	G. Identities properly taken								
	H. gives any available additional information								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall be able to give a crime broadcast using the proper format and cover the appropriate information.



**4.00-POLICE-RADIO PROCEDURES COMMUNICATIONS (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
4.03	Information Requests (overall knowledge)								
	A. Vehicle, wants, warrants, license and registration information								
	B. Criminal information, record, wants, warrant								
	C. DMV information, license status, driving record (DDL, etc)								
	D. Missing persons, juvenile run-away inquires								
	E. Property, weapons and firearms identification								
	F. Other available information (current crime broadcasts, etc.)								
	G. Information systems, CLETS, APS, SVS, WPS, AFS, DVROS, MUPS								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall have demonstrated knowledge as to what information is available over the radio and know the proper procedures for requesting the information.

**4.00-POLICE-RADIO PROCEDURES COMMUNICATIONS (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
4.04	Emergency Radio Usage -Transmissions								
	A. Requests for "Assistance or help" (minimum information)								
	B. Pursuit Broadcasts								
	1. Location, direction and reason for pursuit								
	2. Description of vehicle and suspect(s)								
	3. Weapon(s) used "shots fired" information								
	4. Up-dates, location/direction, speed								
	5. Pursuit termination (reason, assistance needed)								
	C. Tactical Communications								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the difference between "assistance" and "help" requests and when and how to initiate a pursuit broadcast and demonstrate the ability to handle these functions while under stress conditions.

**5.00-POLICE-OFFICER SURVIVAL-SAFETY**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
5.01	Sniper attacks/Ambush								
	A. Attack on police vehicle								
	1. Evasive actions, reversal, turning, Abandoning vehicle								
	2. Cover within vehicle (areas providing best protection)								
	B. Attack on officer								
	1. Locating and taking cover (cover vs. concealment)								
	2. Requesting assistance/ help								
	3. Determining sniper location								
	4. Isolating area/ Information broadcast								
	5. Directing responding units (safe routes, securing area)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall be aware of actions to take after surviving the initial attack. The officer shall have a plan to help determine the sniper location and know what information responding units will need to safely assist and secure the area.

**5.00-POLICE-OFFICER SURVIVAL-SAFETY (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
5.02	Firebomb assault on the Police Vehicle								
	A. Protective Actions								
	1. Accelerate								
	2. Roll-up windows								
	3. Abandon Vehicle (if necessary)								
	a. Location with cover (evasion of possible further assault)								
	4. Request help/ assistance/ directing responding units								
	B. Control of scene/ isolating area								
	1. Identifying and locating suspects								
	2. Broadcast of information								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the hazards of a fire-bomb assault on a police vehicle and the appropriate actions to be taken in the event of such an assault.

**5.00-POLICE-OFFICER SURVIVAL-SAFETY (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
5.03	Physical and Mental Condition								
	A. Health and nutrition (awareness and practice of good health habits)								
	B. Physical fitness (conditioning, endurance)								
	C. Self-confidence (knowledge of ability to compete and control)								
	D. Will to survive (determination to continue, to win, to survive)								
	E. Safety equipment (knowledge, maintenance and use of equipment)								
	F. Weapons safety (control and retention of weapons)								
	1. Handgun/ shotgun/ firearms								
	2. Baton (ASP), Pepper spray								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall demonstrate good health and physical fitness habits, and confidence in his/her ability to survive combative situations. The officer shall have demonstrated concern, control and retention of his/her weapons. He/she shall understand the importance of a will to survive.

**5.00-POLICE-OFFICER SURVIVAL-SAFETY (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
5.04	Officer Safety -During Public/ Suspect Contacts								
	A. Approach (reduction of risk/ positioning, position of advantage)								
	B. Observation/ watch hands (look for weapons disposing of contraband)								
	C. Awareness/ intoxication, illness, irritability								
	D. Orientation/ physical surroundings								
	1. Limit access to possible weapons								
	2. Reduce possible escape routes								
	3. Awareness of possible places for cover (exits, escape routes)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have demonstrated awareness of survival/safety techniques in all public contacts.

**5.00-POLICE-OFFICER SURVIVAL-SAFETY (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
5.05	Use of Force								
	A. Use of Force Continuum (escalation, de-escalation of force)								
	B. Verbal control (command presence)								
	C. Control and arrest techniques (handcuffing)								
	1. Verbal commands (directing and placing suspect in position)								
	2. Use of necessary force								
	3. Control of suspect during handcuffing/ searching								
	D. Physical control of combative suspects/ persons								
	E. Self defense techniques, application of force necessary.								
	1. Use of baton, spray, deadly force								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the legal and civil obligation and ramifications of the use of force. He/she shall know the force necessary and have demonstrated his/her ability to effectively use force to control a situation and effect an arrest.

**6.00-POLICE-USE OF FORCE**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
6.01	Use of Force (escalation/ de-escalation)								
	A. Use of Force continuum								
	B. Command presence/ verbal control								
	C. Arrest and control techniques								
	D. Use of physical force/ self defense								
	1. Tools available (hands, baton, pepper-spray)								
	E. Deadly force								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know the reasons for the use of force and the force necessary to effect an arrest or to protect himself/herself or others.



**7.00-POLICE-CRIMINAL LAW**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
7.01	Definition of crime								
	A. Any act or omission of an act								
	B. Committed by a person								
	C. In violation of a statutory law								
	D. For which there is punishment								
7.02	Elements of a crime								
	A. Specific intent								
	B. Implied intent								
	C. Transferred intent								
	D. Corpus Delicti (the body of the crime)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know what a crime is and what elements needed to complete a crime.

**7.00-POLICE-CRIMINAL LAW (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
7.03	Terms often used and recognized in California								
	Law								
	A. Principal								
	B. Accessory								
	C. Negligence								
	D. Entrapment								
7.04	Laws of Arrest								
	A. Peace Officer authority								
	B. Private persons arrest								
	C. Probable cause to arrest								
	D. The force necessary to effect an arrest (up to and including deadly force)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer must know a peace officers' authority to arrest and understand the meaning of "probable cause". The officer shall know under what conditions a private person may make an arrest and understand often used legal terms.

**7.00-POLICE-CRIMINAL LAW (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
7.05	Laws Pertaining Arrests (Legal requirements)								
	A. Warrant Arrests (Legal requirements to serve)								
	B. Juvenile Arrests (W.I.C. codes 300,601,602, 625, and 627)								
	C. Entrance requirements to effect an arrest (without a warrant).								
	D. Arrests on School Property (special sections)								
	E. Miranda Rights								
	F. Searches incidental to an Arrest								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know his requirements on serving arrests warrants, special provisions regarding juvenile arrests, when to administer "Miranda Warnings" and the scope of a search incidental to an arrest.

**7.00-POLICE-CRIMINAL LAW (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
7.06	United States Constitutional Rights								
	A. First Amendment- Freedom of Religion, Speech, Press and Assembly.								
	B. Fourth Amendment- Freedom from Unlawful search and seizure.								
	C. Fifth Amendment- Fair Trial Due process and no double jeopardy								
	D. Sixth Amendment- Speedy Trial								
	E. Eighth Amendment- Right to a Fair Bail								
7.07	Civil Rights- Title 18 U.S. Code, 1982 and 1983								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have a broad knowledge of the rights and privileges afforded to all persons by the United States Government.

**7.00-POLICE-CRIMINAL LAW (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
7.08	Major Crimes, Elements								
	A. Homicide								
	B. Robbery								
	C. Burglary								
	D. Arson								
	E. Felony Assaults								
	1. Assaults on a Peace Officer/ School Official								
	F. Dangerous Weapons (Weapons on school Property).								
	G. Restricted and Dangerous drugs								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have knowledge of the basic elements of each crime and other sections that relate specifically to schools.



**7.00-POLICE-CRIMINAL LAW (CONT).**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
7.09	Common Crimes, Elements								
	A. Theft (grand and petty)								
	B. Forgery (and check offenses)								
	C. Assaults (misdemeanor)								
	D. Vandalism/ Trespassing (school sections)								
	E. Disturbing the Peace/Disorderly Conduct (School Sections)								
	F. Domestic Violence								
	G. Sex Crimes/ Crimes Against Children								
	H. Alcoholic and Beverage Control (Selling, Providing, Possession).								
	I. Parole and Probation violations (P.C. 3056 and 1203.2)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know the elements of these crimes and be familiar with A.B.C. codes and how Parole and Probation violations are handled.

**8.00-SEARCH AND SEIZURE**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
8.01	Warrant less Searches of persons (probable cause necessary)								
	A. Officer safety (Pat-down search for weapons)								
	B. Incident to and arrest (Probation or Parole)								
	C. Booking Searches								
8.02	Vehicle Searches (Probable cause) warrant less								
	A. Plain Sight (Exigent circumstances)								
	B. Consent								
	C. Incident to arrest/ Vehicle impound searches								
8.03	Residence Searches (Probable Cause)								
	A. Exigent Circumstances								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the probable cause necessary to conduct a warrant less search of a person, vehicle or residence and the officers legal restriction as to the extent and scope of the search.



**8.00-SEARCH AND SEIZURE (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
8.04	Search Warrants (Legal cause for obtaining)								
	A. Procedures and reports necessary								
	B. Allowable exclusions- (hot pursuit-exigent circumstances)								
	C. Items of a legal search (Perons(s))								
	1. Weapons, Fruits of the crime, tools used, contraband)								
	D. Serving Warrants (compliance with the Warrant)								
	1. Arrest warrants (Felony/misdemeanor) hours for service, item of search/scope.								
	2. Search Warrants-hours of service, items of search/scope								
	3. Knock and notice requirements/ exceptions								
	4. Warrant returns-"sign off"								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know when a warrant is required, how to obtain a warrant and how to serve a warrant "in compliance".

**9.00-REPORT WRITING**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
9.01	Aspects of Police Reports								
	A. Accurate and Timely								
	B. Objective								
	C. Complete, Clear, and Concise								
	D. Proper Form (Chronological-First person, past tense)								
	E. Legible (Handwriting-Printed capitols, grammar, spelling, punctuation)								
	F. Through- Pertinent Information (Crime Elements-investigation)								
	G. Narrative, recording- Who, What, When, Where, How.								
	1. Interview (obtaining complete statements, suspects, victims and witnesses)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the purpose of a police report and how to complete a report accurately, objectively and completely. The officer shall demonstrate the ability to interview; suspects, victims, and witnesses.

**9.00-REPORT WRITING (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
9.02	Types of Reports								
	A. Arrest Reports								
	1. Cite and release								
	B. Crime Reports								
	C. Property Reports (Evidence, found, personal)								
	D. Vehicle Reports (Stolen vehicle, impound)								
	E. Traffic Accident Reports								
	F. Citations (Traffic and parking)								
	G. Student Incident Reports								
	H. Cite and Release (Sections and requirements)								
	I. Pre-booking form								
	J. 5150 W.I.C. admission forms								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall have completed each type of report; and have demonstrated the knowledge and ability to accurately complete the appropriate report.



**10.00-PRELIMINARY INVESTIGATIONS**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.01	Preliminary Crime Scene Investigation Steps								
	A. Check and provide for medical assistance (if required)								
	B. Locating and protecting possible evidence.								
	C. Identification of suspect(s)/ description/ apprehension (if possible)								
	D. Notification Information/crime broadcasts/ specialized units.								
	E. Interviews/Victims/Reporting persons/ witnesses.								
	F. Collection and preservation of evidence								
	G. Completion of reports								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall be able to conduct a through crime scene investigation including conducting interviews, collecting evidence, complete reports and give appropriate broadcasts.

**10.00-PRELIMINARY INVESTIGATIONS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.02	Interview Techniques								
	A. Set conditions for the interview								
	1. Separate parties involved								
	2. Private, quiet, and conformable as possible								
	3. Put person being interviewed at ease.								
	B. Control the Interview (Complete statements/ who, what, when, where, how)								
	1. Brief, direct questions (get pertinent Information/facts).								
	2. Avoid rambling answers (Paraphrase, repeat back).								
	3. Record statements as verbatim as possible								
	C. Miranda Warnings (use when required)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know proper interview techniques and have demonstrated the ability to conduct a complete and through interview, effectively obtain the information needed and record it properly on the appropriate report(s).

**10.00-PRELIMINARY INVESTIGATIONS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.03	Crimes Requiring Special Handling								
	A. Death investigations/Homicides								
	1. Policy regarding handling, duties and responsibilities								
	2. Notifications and cooperation with Sheriffs and Medical Examiner.								
	3. Protection and control of scene.								
	B. Violent Crimes (Notification of available aid)								
	1. California Government Code, Sections 13959-13969								
	2. Eligibility, filing time limit, where and how to file for aid.								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know his duties and responsibilities, the required notifications and how to protect and control the scene. The officer shall know, and have available the required notifications of aid, to be made to victims of violent crimes.

**10.00-PRELIMINARY INVESTIGATIONS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.04	Crimes Requiring Special Handling (Cont.)								
	C. Domestic violence (California Penal Code sections 13519 and 13700)								
	1. Duty to provide safety and protection								
	a. Enforcement of Court Orders/Mandatory arrests								
	2. Tenancy issues/ authority. Custody of firearms								
	3. Victim assistance, medical, legal, personal safety and other resources.								
	4. Required reports and documentation								
	5. Danger involved in handling								
	a. Fear, anger								
	b. Availability of weapons								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the provisions of P.C. sections 13519 and 13700 to provide safety and protection to victims of violent crimes and the resources available to them. The officer shall be aware that domestic dispute calls are the most hazardous to handle.



**10.00-PRELIMINARY INVESTIGATIONS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.05	Crimes Requiring Special Handling (Cont.)								
	D. Crimes against children (Abuse, neglect, or exploitation)								
	1. Requirement to report information and provide protection.								
	2. Required investigation and follow -up procedures.								
	E. Missing person/Kidnap investigations								
	1. Laws requiring reporting and notification								
	2. Special investigation procedures.								
	3. Determining, initiating and conducting search								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the requirements involved in the handling of crimes against a child and the requirement and authority to provide protection for the child. The officer shall be able to conduct a missing person investigation including the appropriate search.

**10.00-PRELIMINARY INVESTIGATIONS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.06	Crimes Against Property								
	A. Arson (Determining cause, protection of scene)								
	1. Special investigation procedures/notifications								
	2. Cooperation with county C.D.F. and Sheriffs investigators								
	B. Burglary (Elements required/types of evidence probable)								
	C. Theft (Grand /Petty) Knowledge of difference								
	D. Forgery (Check crimes)								
	E. Vandalism/Malicious Mischief								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the common crimes against property and be able to conduct a through investigation, including a complete report with all the necessary elements.

**10.00-PRELIMINARY INVESTIGATIONS PROPERTY**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.07	Found and Recovered Property Investigations								
	A. Laws and school policies regarding the disposition.								
	B. Describing and Identifying property (Proper format)								
	1. Determining if property is evidence or reported missing or stolen								
	a. Use of Law Enforcement Data System								
	C. Handling, custody, reporting and disposition								
	1. Proper care and custody of evidence								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall be able to properly handle a found property investigation completely, including identifying, describing, making the proper notification and disposition of the property.

**10.00-PRELIMINARY INVESTIGATIONS/EVIDENCE**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
10.08	Evidence (Located by observation, information or search)								
	A. Protection of Evidence (Prints, marks, impressions, hair, skin, blood, etc.)								
	B. Controlled substances contraband (Procedures, packaging, testing, etc.)								
	C. Firearms/Weapons (Handling, storage)								
	D. Explosives (Bomb Squad)								
	E. Custody, booking, and depositing of evidence								
	F. Completion of Reports								
	1. Chain of evidence (Chain of custody)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know what constitutes evidences, how to locate, protect, preserve and package evidence. The special handling of contraband, weapons and explosives. The proper booking and disposition of evidence and have demonstrated the ability to complete the reports necessary.

**11.00-VEHICLE STOPS**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
11.01	Types of Vehicle Stops								
	A. Traffic Stops (Vehicle Code Enforcement)								
	B. Crime/Investigation Stops (Probable Cause)								
	1. BOL's								
	2. Wants/Warrants								
	3. Felony								
	4. Misdemeanor								
	Officer Safety Concerns (Inherent Hazards; Auto, Van, Truck)								
	1. Physical Conditions (Traffic, terrain, surroundings)								
	2. Unknown Occupants (possible criminal/criminal activity)								
	a. Possible weapons (set-up or ambush)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall have an understanding primary vehicle code violation, probable cause for vehicle stops and should understand the inherent hazards involved.



**11.00-VEHICLE STOPS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
11.02	Actual Stop and Approach/Officer Safety								
	A. Stop Location (available area, back-up, considerations)								
	1. Terrain buildings, lighting, surroundings, escape routes								
	B. Vehicle Positioning (Officer safety/protection)								
	1. Traffic, visibility, use of headlights, spot lights, back-up units)								
	C. Emergency Equipment Usage								
	1. Lights, Seiren, light-bar, spot lights, loud speaker								
	D. Approach (Securing of police vehicle/safe route) Awareness								
	1. Observation and control of vehicle occupants								
	a. Number and actions of occupants								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall be able to make a safe traffic stop, demonstrate knowledge and use of the police vehicle and its equipment in making an effective stop and make a safe and cautious approach to the vehicle and its occupants.





**11.00-VEHICLE STOPS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
11.03	Driver (Suspect or Violator) Contact								
	A. Safe Approach, (Watch suspect(s)-clear vehicle) Observation								
	B. Interview (Driver or Suspect)								
	1. Obtaining information (identification, vehicle registration, etc.)								
	2. Control of interview, interview techniques								
	C. Appropriate Action (warning, citation, arrest)								
	1. Removal from vehicle, verbal commends, control of suspect.								
	2. Awareness of driver reactions (embarrassment, anger, fear)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know and demonstrate appropriate and safe approach to a stopped vehicle, good technique of interview and obtaining pertinent information and control of the situation using good clear verbal commands.

**11.00-VEHICLE STOPS (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
11.04	Felony/High Risk Stops (type of crime, suspect(s) weapon used?)								
	A. Notification to communications								
	B. Back-up considerations (Availability-response time)								
	C. Proper Vehicle Stop Procedures								
	D. Use of Available cover/concealment								
	E. Coordination with Responding units, other officers								
	1. Positioning (Observation-Escape routes?)								
	2. Responsibilities (who? Shotgun, search, etc.)								
	F. Control of suspects (removal from vehicle)								
	1. Orders, verbal commands, placement, searching, handcuffing)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall demonstrate his ability to safely make a high risk. Felony stop, entirely on his own. Use due caution and proper procedures. The officer shall coordinate activities with other officers and demonstrate to control, arrest and suspect search techniques.



## 12.00-PATROL PROCEDURES

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.01	Purpose of Police Patrol								
	A. Prevent a detection of crimes								
	B. Observation and familiarity of the area.								
	C. Contact with the community								
12.02	Factors Involved in Determining Type of Patrol								
	A. Population (number and diversity)								
	B. Geographic (locale, terrain, facilities, area usage)								
	C. Criminal activity (past, recent, potential)								
	D. Special Events								
12.03	Daily preparation (preparing a plan to meet needs and problems)								
	A. Briefing (current crimes, obtaining info, and equipment)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know the reasons for police patrol and why specific types of patrol are used, and know how to obtain the information and supplies to prepare for daily patrol.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.04	Types of Patrol (Reasons for and Advantages)								
	A. Foot Patrol- oldest, best community contact (small area)								
	B. Bicycle Patrol (Specialized function)								
	1. Increased mobility (quicker short distance time)								
	2. Availability of additional equipment and increased communications								
	3. Transportation capabilities								
	C. Vehicle Patrol								
	D. Unmarked-Plain clothes patrol.								
	1. Specific crime problems (Apprehension of suspects)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know the different types of patrol, the use and reasons for the specific type of patrol.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.05	Crime Suppression (Visible Patrol)								
	A. Observation activities- (General patrol of area/familiarity)								
	1. Patrol of specific problems (recent crime areas)								
	2. Suspicious activities or vehicles/ campus Specific Activities								
	A. Knowledge of campus and specific crime areas or potential problems								
	B. Patrol of buildings, facilities and campus (locking and checking)								
	C. Safety hazards and concerns								
	1. Poor maintenance, walkways, lots, buildings (Signage needed)								
	2. Dark or poorly visible areas (poor lighting)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall understand the crime suppression value of visible patrol have a basic knowledge of the crime problems on the campus and a knowledge of patrol requirements on the campus.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.06	Traffic Enforcement								
	A. Policy regarding citation issuance/ warnings								
	B. Knowledge of vehicle code (commonly used sections).								
	C. Proper issuance (Obtaining license/Info.) completion of "Ticket".								
	D. Instructions and refusal to sign notification and procedure.								
12.07	Parking Enforcement								
	A. Policy regarding citation issuance/ warnings/ vehicle impounds								
	B. Vehicle code and school regulations								
	C. Use of cite-machines								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall have knowledge of school policy regarding citation issuance and have a working knowledge of vehicle code sections and school regulations.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.08	General Calls								
	A. Officer Safety (No call is "routine")								
	B. Evaluation of scene (surroundings-tactical approach)								
	C. Control of scene								
	1. Interview of person(s) involved								
	2. Actions required- (Notifications, report completion?)								
12.09	Unknown Trouble, 911 Hang Up Calls								
	A. Officer Safety (Tactical approach, scene evaluation. Back-up?)								
	B. Scene investigation (Determine problem)								
	C. Control of scene (interview, notification, reports)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall demonstrate concern for officer safety in response to these calls, deploy and approach tactically, determine the police action necessary and take necessary steps to control and handle the situation.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.10	Crime in Progress Calls								
	A. Immediate response (No, non-emergency stops or activities)								
	B. Approach evaluation (Direct route or route to intercept fleeing suspect)								
	C. Awareness of situation (Surroundings, positioning, back-up?).								
	D. Control of scene (Officer safety)								
	1. Apprehension of suspect								
	2. Communications-Responding units, Crime broadcast								
	3. Interviews- Victim, person reporting, witnesses								
	4. Evidence, location, protection and preservation.								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall be able to respond to the call, keeping officer safety in mind, evaluate the approach according to the situation, tactically deploy and conduct a through investigation.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.11	Emergency Calls (Life threatening)								
	A. Code 3 (Quick, direct/lights and siren driving safety.								
	B. Approach (tactical positioning, Officer safety, back-up?)								
	C. Evaluation on scene, awareness of surroundings (tactical retreat)								
	D. Communications (With control, with other responding units)								
	E. Control of scene								
	1. Protection of Victims/public, apprehension of suspect(s)								
	2. Victim, medical assistance- First aid								
	3. Interviews of victim/ witnesses								
	4. Crime scene protection, preservation and collection of evidence.								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall understand the responsibilities involved in emergency response. Consider officer strategy and the safety of others. the officer's duties at the scene including apprehending the suspect(s) and providing medical assistance.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.12	Animal Control								
	A. School regulations, policy and procedures								
	B. Impounding of animals on campus, stray or abandon.								
	C. Emergency control of wild or rabid animals (impounding)								
	D. Emergency destruction of wild or rabid animal								
	1. Policy, procedures and actions								
	2. Disposal of animal, reports and notifications necessary								

RATING SCALE  
 1-UNACCEPTABLE      4-ACCEPTABLE      7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall understand how to deal with animals on campus, know the school policy and procedures for impounding animals and the legal requirements for the destruction and disposal of wild or rabid animals.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.13	Subpoena and Warrant Service (college policy)								
	A. How, when and who may serve								
	B. Legal immunities while traveling under subpoena								
12.14	Police Surveillance								
	A. Purpose and use of surveillance (tactics)								
	B. Contact/Interaction with officers on surveillance								
12.15	Aid to Sick or Injured (college policy)								
	A. Legal, civil and ethical to administer first aid								
	B. Exposure management to blood and airborne pathogens								
	C. Disease/Toxic agent control (public health threat responsibilities)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall have demonstrated knowledge of when and how to serve warrants, the purpose of surveillance, knowledge of first aid and legal, civil and health requirements.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.16	Development of Information Sources								
	A. Establishing confidence of the informant								
	B. Requirements of a "Reliable informant"								
	C. Hazards working with informants (maintaining confidence, divulging info)								
12.17	Suspect elimination (line-ups)/Identification								
	A. Field elimination								
	B. In-custody line-ups								
	C. Photographic line-ups								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the advantages and problems associated with informants and the difference between field elimination and line-ups and how to conduct both.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.18	Searches (Safe-Thorough)								
	A. Area Searches/ Evidence, suspects-missing persons								
	1. Types of systematic Searches (sweeps, quadrant, spiral)								
	B. Building Searches (safe, thorough, systematic)								
	1. Evidence/ contraband searches								
	2. Bomb/ Explosive devise searches								
	a. No radio transmissions								
	b. Notifications (bomb squad)								
	c. Secondary devise								
	3. Concealed suspect searches								
	C. Searches using the Canine Unit								
	1. Conditions necessary for Canine searches								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer must know and be able to demonstrate how to conduct all types of searches safely and effectively with due regard for the preservation of evidence.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.19	Building Fires								
	A. Reporting - Requesting Fire Department/ Assistance								
	B. Evacuate and Isolate Area								
	C. Search for Victims (Determine need and possibility)								
	1. Procedure and method of conducting a safe search								
	D. Provide for medical assistance								
	E. Establish a perimeter								
	F. Crowd and traffic control								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


INSTRUCTIONS: The officer shall know safe and proper procedures for handling and reporting fires, and how to safely search for victims if possible or necessary.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.20	Control of Persons, Prisoners & Mentally Ill								
	A. Safe and effective control, verbal and physical control of suspect(s)								
	B. Search techniques, male/female, agency policy								
	C. Effective and safe handcuffing techniques for restraint, attack, escape evidence and contraband control								
	D. Handcuffing principles, control, locking mechanisms, other restraint devices i.e. flex cuffs, hobbles								
	E. Agency policy regarding handcuffing a prisoner(s)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know his responsibility in the care and control of prisoners and mentally ill. Shall demonstrate safe and effective verbal and physical control techniques. The officers must posse's knowledge of agency policy regarding restraint devises, i.e. handcuffs, hobbles, flex cuffs and the effective use of such devises.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.21	Legal Responsibilities Prisoner(s), Transportation								
	A. Legal Responsibilities for Protecting Prisoner(s), Food, Shelter and Medical Care								
	B. Prisoner Property Receipts								
	C. Custody and Confinement of Juveniles								
	D. Agency Policy and Legal Rights and Privileges of Juveniles								
	E. Prisoner(s) with Specialty Devices, Sick/ Injured								
	F. Adults and Juveniles								
	G. Females								
	H. Seatbelt, prisoner positioning and control								
	I. Search of transportation vehicle								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know his legal responsibilities regarding the care and control of suspects in custody. The officer shall demonstrate his Ability to properly detain and transport those in his custody, including male, female, juvenile, sick injured and disabled physically or mentally.



**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.23	Tactical Communications								
	A. Professional and tactical communications								
	B. Safety, civil liability								
	C. Professional demeanor, de-escalating conflicts								
	D. Voluntary compliance through ethical, reasonable, personal, and practice appeal								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall demonstrate knowledge and ability to communicate tactically to, to gain compliance and maintain safety through ethical and reasonable appeals in the de-escalation of conflicts.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
12.24	Civil Disputes								
	A. Identify and explain California civil and criminal procedures								
	B. Deal effectively with evictions, lockouts trespasses, property confiscation								
	C. Labor-management disputes								
	D. Property subject to repossession, who may take, when and how								
	E. Small claims court function and role								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know what constitutes a civil procedure and be able to effectively handle civil disputes through demeanor, knowledge advice and referrals to proper organizations or agencies.

**12.00-PATROL PROCEDURES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY					DATE	FTO	OFC
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED			
				SCORE	SCORE				
12.25	Traffic Accidents, Fatal, Injury and Non-Injury								
	A. Accident prevention, education and enforcement								
	B. Patrol awareness								
	C. Policy and inter agency agreements								
	D. Officer duties on scene, flares, tow service								
	E. First aid, ambulance, fire								
	F. Hit and run, drunk driving procedures								
	G. District, city county or state property								
	H. Crime scene photographs, primary collision factor, point of impact								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know agency policy regarding the handling of traffic accidents and inter agency agreements. The officer shall demonstrate ability to safely control, protect and investigate an accident scene. Be aware of special circumstances such as; hit and run, drunk driving, Government properly involved, death or serious injury accidents.











**13.00-UNUSUAL OCCURANCES**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
13.01	Disasters (Explosions, Fires, Earthquakes)								
	A. Determine needs/request assistance (medical aid)								
	B. Establish a perimeter								
	C. Command center (if required)								
	D. Crowd and traffic control								
	1. Establish and maintain ingress and egress corridors								
	E. Coordinate, responding units/ other agencies								
	F. Evacuation								
13.02	Other Disasters (Flooding, mud slides, power failures)								
	A. Hazards-Electrical wires down, potential explosions signal out.								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know his responsibilities and be able to determine assistance requirements. The officer shall be able to establish and maintain access corridors and determine, establish and maintain a perimeter.

**13.00-UNUSUAL OCCURANCES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
13.03	Chemical Spills and Toxic Leaks								
	A. First Responder Duties								
	1. Determine Approach (safety, up-wind)								
	2. Provide for medical assistance (requesting further assistance)								
	3. Establish a perimeter and access corridors								
	4. Coordinate response of other units/ and agencies								
	5. Control of the area								
	a. Traffic and crowd control								
	b. Admitting Authorized Personnel only								
	6. Evacuation of area (if necessary)								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall know the duties of a "First Responder" to a chemical spill. Determine, establish and maintain a perimeter and safest response routes. Coordinate and delegate duties and responsibilities to other units and responding agencies.

**13.00-UNUSUAL OCCURANCES (CONT.)**

CATAGORY - TOPIC		COMPETENCY DEMONSTRATED BY							
		FIELD SITUATION	ROLL PLAY SCENARIO	WRITTEN TEST	VERBAL QUIZ	DEMONSTRATED DISCUSSED	DATE	FTO	OFC
				SCORE	SCORE				
13.04	Public Disturbances; Demonstration, Picketing, Riots								
	A. Crowd Control (Groups-Mobs)								
	1. Tactics (actions to be taken/methods)								
	2. Squad Formations (Team leader duties)								
	3. Baton tactics								
	4. Use of gas, horse patrol, other techniques								
	5. Riot Gear (Types and usage)								
13.05	Aircraft Down (Crash)								
	A. Policy on handling								
	B. Protection of Scene								

RATING SCALE  
1-UNACCEPTABLE    4-ACCEPTABLE    7-SUPERIOR

COMMENTS - WHAT WAS DONE (NOT HOW)


**INSTRUCTIONS:** The officer shall understand how a group or mob acts and reacts, what equipment and gear is available and how to use them. The officer shall know and be able to effectively use formations and the hand signals for each.