

# **THE FIELD TRAINING PROGRAM**

## ORIENTATION/DEPARTMENT POLICIES

## AGENCY SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of California State University, Northridge PD. The trainee shall be scheduled for and successfully complete the following training:

- 1.01 Firearms Training and Qualification (Including Shotgun) – #08-L.E.-011
- 1.02 Arrest and Control Techniques – #08-L.E.-011
- 1.03 Less than Lethal Weapons – #08-L.E.-012

## AGENCY ORIENTATION

- 1.04 The trainee shall know the department's organization, functions, work schedule, chain of command, and policy and procedures. (Issued SOP Manual)
- 1.05 The trainee shall review and briefly explain CSUN PD directives, policy, and procedures pertaining to:
  - A. Standard of conduct on and off duty (values and ethics) – #03-P.A.-001
  - B. Rules governing outside employment
  - C. Policy for carrying of weapons off duty – #08-L.E.-011
  - D. Hours of all shifts and absence reporting requirements – #08-P.A.-015
  - E. Interaction with local law enforcement agencies – L.A.P.D., CHP, etc.

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## ORIENTATION/DEPARTMENT POLICIES (Continued)

- F. News media release laws, rules, and regulations – 05-S.O.-008
- G. Security of agency’s facilities – 07-S.O.-011
- H. Department shift briefing book – 2007-009

1.06 The trainee shall know and understand Department Policy regarding:

- A. Agency Role and Jurisdiction #02-O.A.-001
- B. Use and Discharge of Firearms – 08-L.E.-012
- C. Domestic or Work Place Violence – 08-S.O.-014 – 07-S.O.-012
- D. Emergency Vehicle Operations #02-L.E.-001
- E. Sexual Harassment – 05-P.A.-003
- F. Officer Involved Shooting – 08-L.E.-011
- G. Major Incident Response Plan – 08-S.O.-019
- H. Use of Force – 08-L.E.-011
- I. Missing Person – 07-L.E.-008
- J. Sexual Assault Response and Investigation #02-S.O.-001

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## ORIENTATION/DEPARTMENT POLICIES (Continued)

- K. Ethics (Standards of Conduct) #03-P.A.-001
- 1.07 The trainee shall be oriented to the work area, including:
  - A. Introductions to key personnel
  - B. Equipment supplies and locations
- 1.08 The trainee shall know the operation of and policy regarding personal equipment, safety equipment, and equipment used by the officers in the field.
- 1.09 The trainee shall know and explain agency policy on uniforms and equipment damage. - SOP #06-P.A.-005
- 1.10 The trainee shall demonstrate the procedures for obtaining and using the following items:
  - A. Vehicle
  - B. Hand-held radio
  - C. Shotgun and Rifles – #08-L.E.-011
  - D. Ammunition
  - E. Special equipment (i.e., helmet, O.C. Pepper, gas mask, etc.)

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ORIENTATION/DEPARTMENT POLICIES (Continued)

- F. Report forms
- G. Cones and Flares

SUPPORT SERVICES

- 1.11 The trainee shall know the locations and general function of city, or county support services and shall explain the proper utilization of special CSU-CRU/units.
- 1.12 The trainee shall identify the location and general function of each of the following:
  - A. City Hall or Chancellor’s Office
  - B. Municipal, Superior, and Juvenile Courts
  - C. District Attorney’s Office
  - D. Probation Department
  - E. Health Department and/or Coroner’s Office
  - F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency utilized rooms or departments)
  - G. L.A. County/City Jails

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**ORIENTATION/DEPARTMENT POLICIES (Continued)**

- H. Juvenile Hall
- I. State and federal law enforcement agencies, including:
  - 1. California Highway Patrol - CHP
  - 2. Department of Motor Vehicles - DMV
  - 3. Federal Bureau of Investigations - FBI
  - 4. Postal Inspectors
  - 5. Bureau of Narcotic Enforcement - BNE
  - 6. Secret Service
  - 7. Immigration and Naturalization Service - INS
  - 8. Bureau of Alcohol, Tobacco, and Firearms - ATF
  - 9. Military Police
  - 10. DOJ – Attorney General
  - 11. Cal. Anti-Terrorism Info Center – CATIC

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**ORIENTATION/DEPARTMENT POLICIES (Continued)**

COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

- 1.13 The trainee shall know the following locations within the agency’s jurisdiction:
- A. Hospital(s)
  - B. Fire station(s)
  - C. Fraternity House and Pubs
  - D. Schools and Child Centers
  - E. University Housing and University Village
  - F. PPM, University Hall and Science Buildings
- 1.14 The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:

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**ORIENTATION/DEPARTMENT POLICIES (Continued)**

- A. Major arteries – Nordhoff, Zelzah, Lassen, Darby
  - B. “Through streets” – Lindley, Etiwanda, Plummer
  - C. Dead-end streets – Dearborn, Prairie
  - D. Freeways – 405, 118, 5, 110
  - E. Campus Roads – University East and West
- 1.15 The trainee shall know the jurisdictional boundaries, beats, campus buildings and student housing – SOP #02-O.A.-001

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# PATROL VEHICLE OPERATIONS

## PATROL VEHICLE INSPECTION

- 2.01 The trainee shall be familiar with the patrol vehicle, its equipment, and the policy regarding its use. – SOP #05-L.E.-002
- 2.02 The trainee shall point out the location and describe the use of the following:
- A. Rear door locks, trunk and hood release
  - B. Command Post
  - C. Shotgun release
  - D. Emergency lights and siren switches
  - E. Emergency flares and police line tape
  - F. First aid equipment and AED
  - G. Radio
  - H. Jumper cables
  - I. Fire extinguisher

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**PATROL VEHICLE OPERATIONS (Continued)**

2.03 The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include: - SOP #05-L.E.-002

- A. The procedure for reporting damaged or mechanically deficient vehicle.
- B. The proper locations for repairs and service of vehicles.

2.04 The trainee shall understand the objectives of a vehicle inspection prior to driving. These objectives shall include:

- A. Prevention of accidents
- B. Promotion of operational efficiency
- C. Reduction of maintenance and repair costs

2.05 Given a patrol vehicle, the trainee shall conduct a pre-shift inspection that shall minimally include:

- A. Visual check of the exterior of the vehicle for damage and the tires for wear and proper inflation.
- B. An inspection of the trunk for the spare tire and/or required equipment.

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**PATROL VEHICLE OPERATIONS (Continued)**

- C. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, P.A. system, shotgun release, etc.).
- D. An inspection of the interior of the vehicle 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.

**PATROL VEHICLE OPERATION SAFETY**

- 2.06 The trainee shall know and understand the agency policy on approved driving techniques, including:
- A. Backing
  - B. Parking
  - C. Right-of-way violations
  - D. Passing
  - E. Excessive speed

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**PATROL VEHICLE OPERATIONS (Continued)**

- 2.07 The trainee shall understand factors which influence the overall stopping distance of a vehicle, including:
- A. Driver condition
  - B. Vehicle condition
  - C. Environmental conditions, including road surfaces
  - D. Vehicle speed
  - E. Reaction time and distance
  - F. Braking distance
  - G. Knowledge of anti-lock braking systems
- 2.08 The trainee shall identify the components of “defensive driving”. These shall include:
- A. Driver attitude
  - B. Driver skill
  - C. Vehicle capability
  - D. Seat belt usage

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**PATROL VEHICLE OPERATIONS (Continued)**

- 2.09 The trainee shall identify driver attitudes which contribute to the occurrence of traffic accidents. These attitudes shall include:
- A. Over-confidence
  - B. Impatience (including “road rage”)
- 2.10 The trainee shall understand the effects of driver fatigue. These shall include:
- A. Lowers visual efficiency
  - B. Causes slower reaction time
- 2.11 The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

**EMERGENCY VEHICLE OPERATIONS/PURSUIT**

- 2.12 The trainee shall understand California laws which apply to the operation of an emergency vehicle under emergency conditions:
- A. The trainee knows why emergency calls do **NOT** absolve an officer from personal liability if the emergency vehicle is misused.

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**PATROL VEHICLE OPERATIONS** (Continued)

- B. The trainee knows agency practices and policies for the operation of emergency vehicles.
  - C. The trainee relies more on caution than upon the emergency warning devices.
- 2.13 The trainee shall understand the common factors involved in determining whether to initiate or abandon a vehicle pursuit and shall demonstrate safe driving maneuvers during emergency driving situations.
- 2.14 The trainee shall understand the agency's policy concerning pursuits and code-three driving. #02-L.E.-001
- 2.15 The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include:
- A. Slowing for intersections
  - B. Careful observation at cross streets
  - C. Caution when passing other vehicles
  - D. Constant alertness for any unforeseen hazard or conditions
  - E. Using a well-planned route of travel in emergency response situations

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**PATROL VEHICLE OPERATIONS (Continued)**

- 2.16 The trainee shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include:
- A. Amount of other traffic, both vehicular and pedestrian
  - B. Road hazards and road conditions
  - C. Environmental conditions
  - D. Condition of police vehicle and driver
  - E. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property
  - F. Can vehicle or driver be identified
- 2.17 Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.

**VEHICLE OPERATIONS LIABILITY**

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

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**PATROL VEHICLE OPERATIONS (Continued)**

2.19 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

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

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

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## PATROL VEHICLE OPERATIONS (Continued)

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

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## OFFICER SAFETY

## OFFICER SURVIVAL

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

- A. Concept of tactical retreat
  - 1. Pre-planning
  - 2. Reduction of unnecessary risks
- 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 personal appearance – SOP #06-P.A.-005
  - 2. Physical fitness and being alert
- D. Weapon retention

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## OFFICER SAFETY (Continued)

### CONTACT AND COVER (PRIMARY/BACKUP)

3.02 The trainee shall discuss and demonstrate the contact officer tactics and responsibilities to include:

- A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witnesses/RP's
- B. Watches hand movement of suspects and victims.
- C. Performs pat down and custody search of suspect(s)
- D. Recovers evidence and contraband from persons or vehicles
- E. Handles routine radio communications
- F. Relays pertinent information to cover officer
- G. Maintains control of situation, unless relieved by senior officer.

3.03 The trainee shall discuss and demonstrate the cover officer tactics and responsibilities to include:

- A. Approach and position of advantage
- B. Cover positions with vehicle(s) and person(s)

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OFFICER SAFETY (Continued)

- C. What to watch for:
    - 1. Hands in pockets or otherwise concealed, movement
    - 2. Weapons or contraband
    - 3. The approach of other persons or vehicles in the area
    - 4. Symptoms of intoxication or illness
    - 5. Potential reactions and escape
  - D. Communications with contact officer/danger signals
  - E. Position of assistance, if needed, during arrest
  - F. Provides assistance as directed by contact officer
- 3.04 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. Use of a shotgun and outside agency assistance, if requested.

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OFFICER SAFETY (Continued)

- C. Position to assume after the vehicle or person is stopped, cover
  - D. Officer to officer communication – hand or voice commands
- 3.05 The trainee shall safely and effectively carry out the responsibilities of **both** the contact and cover officer positions during:
- A. Calls for service
  - B. “In-progress” calls, handling unit or back-up
  - C. Pedestrian stops
  - D. Traffic stops
  - E. High-speed pursuit, felony stop, and/or foot chase

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# REPORT WRITING

## FIELD NOTES AND NOTEBOOK

- 4.01 The trainee shall identify the types of information that may be entered into his/her notes or field notebook. This information may include:
- A. Date, day, time, vehicle number
  - B. Name of partner or supervisor
  - C. Type of incident or call for service
  - D. Pertinent information
  - E. Names of suspects, victims, witnesses, and reporting persons
- 4.02 The trainee shall understand that the contents of field notebooks are discoverable in a court proceeding.
- 4.03 The trainee shall explain the necessity for field notes. The explanation shall include:
- A. Reference to future investigation
  - B. Reference to future court appearance
  - C. Shift or area information, for future reference

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## REPORT WRITING (Continued)

# REPORT WRITING

- 4.04 The trainee shall exhibit an understanding of the flow of completed reports and the relative importance of the information that they contain.
- 4.05 The trainee shall give the location of the report depository.
- 4.06 The trainee shall describe the function for the records unit in the reporting process.
- 4.07 The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.
- 4.08 The trainee shall explain the importance of police reports by listing their various uses. These uses shall include:
  - A. Recording facts to a permanent record
  - B. Providing coordination of follow-up activities
  - C. Providing investigative leads
  - D. Providing statistical data and reference material
  - E. Providing reference material

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**REPORT WRITING (Continued)**

- 4.09 The trainee shall understand the qualities of a good police report. These shall include:
- A. Accuracy
  - B. Brevity
  - C. Completeness
  - D. Clarity
  - E. Legibility
  - F. Objectivity
  - G. Grammatical and structural correctness
  - H. Timely and neatness
  - I. First person/Past tense
- 4.10 The trainee shall identify the proper report forms to be utilized in given situations.
- 4.11 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.

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**REPORT WRITING (Continued)**

- 4.12 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, how, and how many
- 4.13 The trainee shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody.
- 4.14 Given an incident in which an arrest is made, the trainee shall complete the appropriate report which shall include:
- A. The elements constituting the offense
  - B. A complete documentation of reasonable cause to arrest
  - C. A complete description of all physical evidence, where it was found, and its disposition

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**REPORT WRITING (Continued)**

- D. A complete listing of all suspects, including whether or not they are in custody
- E. The trainee shall understand the need to complete all reports, before end of shift.

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# CALIFORNIA CODES AND LAW

## CRIMINAL LAW

5.01 The trainee shall define certain terms as recognized in California criminal law. These shall include:

- A. Accessory
- B. Corpus delicti
- C. Criminal negligence
- D. Entrapment
- E. Implied intent
- F. Specific intent
- G. Transferred intent
- H. Principal

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

- A. Any act or omission
- B. By a person

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CALIFORNIA CODES AND LAW (Continued)

- C. In violation of statutory law
  - D. For which there is punishment
- 5.03 The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).
- 5.04 Given any situation in which a possible crime has occurred, the trainee shall identify 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 – resist, disobey or obstruct.
  - B. Homicide
  - C. Robbery
  - D. Assaults
  - E. Children as victims of crimes
  - F. Sex crimes
  - G. Disturbing the peace / Disorderly conduct
  - H. Theft and Burglary

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CALIFORNIA CODES AND LAW (Continued)

- I. Trespassing – University codes
- J. Arson
- K. Vandalism
- L. Forgery and identity theft
- M. Use, possession, and sales of dangerous drugs (to include under the influence)
- N. Control and use of dangerous weapons

PROBABLE CAUSE

- 5.05 The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:
- A. Specific and articulable facts
  - B. Crime related activity that has occurred, is occurring, or is about to occur
  - C. Involvement by the person to be detained in a crime-related activity
- 5.06 The trainee shall recognize and describe the police officer’s right to search a person when probable cause to arrest exists.

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## CALIFORNIA CODES AND LAW (Continued)

## LAWS OF ARREST

- 5.07 The trainee shall explain a peace officer's authority to make an arrest.
- 5.08 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 at what time it must be provided
  - C. What must be done with the person arrested
- 5.09 The trainee shall explain the requirements placed upon a private person making the arrest of another and be able to determine if the "private persons" arrest is legal.
- 5.10 The trainee shall know the requirements for advising a person of his/her Miranda rights.
- 5.11 The trainee shall know the requirements regarding gaining admittance into a location to make an arrest.
- 5.12 The trainee shall know the amount of force that may be used when effecting an arrest (Refer to #08-L.E.-011).
- 5.13 The trainee shall understand the term "reasonable" as it applies to the use of force.

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## CALIFORNIA CODES AND LAW (Continued)

- 5.14 The trainee shall understand California law and department policy concerning the use of physical force and deadly force. – #08-L.E.-011
- 5.15 The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.
- 5.16 The trainee shall explain situations where legal exceptions to an arrest might exist, including:
- A. Diplomatic immunity (22 U.S. Const. 252)
- B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2<sup>nd</sup>, 667) (Roynin v. Battin, 55 CA 2<sup>nd</sup>, 861)
- C. Congressional exceptions (Art. 1, Section 6 U.S. Const.) (Art. 4, Section 2, Cal Const.)

## JUVENILE LAW AND PROCEDURE

- 5.17 The trainee shall know applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall include:
- A. Miranda advisement
  - B. 300 W&I; 601 W&I; 602 W&I; 625 W&I; 627 W&I; and any additional local ordinances/curfews
  - C. Laws pertaining to schools and Universities (415.5, 626 P.C.)

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## CALIFORNIA CODES AND LAW (Continued)

## ADDITIONAL LAWS

- 5.18 The trainee shall recognize violations of the Alcoholic Beverage Control Act and, will locate the applicable sections including those prohibiting:
  - A. After-hours sale/consumption of alcoholic beverages on licensed premises
  - B. Selling/providing alcoholic liquor to any person under the age of 21 years
  - C. Selling/providing alcoholic liquor to a person who is visibly intoxicated
- 5.19 The trainee shall recognize violations of University Housing regulations as it relates to alcohol.
- 5.20 The trainee shall know the laws regarding parole and probation violations, searches, and holds including:
  - A. 3056 P.C.
  - B. 1203.2 P.C.
- 5.21 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. These rights shall include those granted by the following amendments:
  - A. First - Freedom of religion, speech, press, and public assembly
  - B. Fourth - Search and seizure only by warrant or good cause

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CALIFORNIA CODES AND LAW (Continued)

- C. Fifth - Right to trial; no double jeopardy; no self incrimination; no punishment without due process; and no confiscation without compensation
  - D. Sixth - Right to a speedy trial
  - E. Eighth - Excessive bail prohibited
  - F. Fourteenth - Civil rights
- 5.22 The trainee shall be familiar with Title 18 USC 1982 and 1983.

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# PATROL PROCEDURES

POLICE PATROL

- 6.01 The trainee understands the principle types of police patrol and their respective impacts on University and community relations.
- 6.02 The trainee shall know basic preventive patrol methods utilized by an officer:
  - A. Frequent checks and contacts with students, staff, faculty and visitors
  - B. Frequent checks of suspicious persons / vehicles
  - C. Fluctuating patrol patterns – foot, bicycle and vehicle
  - D. Maintenance of visibility and personal contact
  - E. Daily individual patrol and student housing
- 6.03 The trainee shall understand the agency’s concept of “Community-Oriented Policing” as it relates to campus / housing priorities and needs, focusing on specific violations, crimes, or circumstances.
- 6.04 The trainee shall understand the advantage(s) of foot patrol and bicycle patrol, including:
  - A. Increased personal contact between police and citizens

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**PATROL PROCEDURES (Continued)**

- B. Increased observation ability
- C. Increased ability to gather information and contacts
- 6.05 The trainee shall understand the advantage(s) of motorized patrol over foot patrol, including:
  - A. Increased speed and mobility
  - B. Increased conspicuousness
  - C. Availability of additional equipment
  - D. Increased transportation capability
  - E. Decreased response time
- 6.06 The trainee shall understand the importance of positive daily personal contact with the campus community.

**OBSERVATION SKILLS**

- 6.07 The trainee shall understand methods by which perception skills may be improved and can describe scene activity, persons, and vehicles with acceptable accuracy.

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## PATROL PROCEDURES (Continued)

## PREVENTING AND DETECTING CRIME

- 6.08 The trainee shall understand those techniques and procedures which improve a patrol officer's capabilities in preventing and detecting crime.
- 6.09 The trainee shall know factors to be considered in becoming familiar with the community:
  - A. General population information – time of day, holiday
  - B. Appropriate geographic information and maps
  - C. Recent criminal activity on campus and adjacent areas
  - D. Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.)
- 6.10 The trainee shall know how to prepare for a normal patrol shift:
  - A. Gathering information through crime reports and briefing book
  - B. Gathering needed materials (i.e., report forms, citation books, etc.)
  - C. Obtaining and checking equipment (i.e., shotgun, vehicle, etc.)
  - D. Planning work around identified priorities

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**PATROL PROCEDURES (Continued)**

- E. Preparing daily campus patrol and housing action plan
- 6.11 The trainee shall know those locations and/or situations which exist in a “patrol area” that warrant frequent checks.
- 6.12 The trainee shall know what an officer on nighttime patrol should be looking for:
  - A. Broken glass, punched locks, open doors and windows
  - B. Persons on foot
  - C. Pry marks or burglary tools
  - D. Suspicious vehicles or persons
  - E. Differences in normal lighting (on or off)
  - F. Unusual sounds
- 6.13 The trainee shall know ways to determine if a parked vehicle has been recently operated.
- 6.14 The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., autos, trucks, trailers, motorcycles, and bicycles).
- 6.15 The trainee shall know department policies on mutual aid and jurisdiction, including:  
#02-O.A.-001

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**PATROL PROCEDURES (Continued)**

- 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
- 6.16 The trainee shall know how to react when encountering a plain-clothes officer in the field:
- A. No display of recognition until presence acknowledged by plain-clothes officer
- 6.17 The trainee shall know how to react to uniformed officers when the trainee makes a plain-clothes or off-duty arrest.

**ADDITIONAL PATROL SAFETY**

- 6.18 The trainee shall know ways to avoid the hazards of “silhouetting”.
- 6.19 The trainee shall know how to avoid making telltale “police noises”:
- A. Vehicle – siren, air horn, etc.
  - B. Radio noises – lower volume
  - C. Baton, key and whistle noises – secure items

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**PATROL PROCEDURES (Continued)**

6.20 The trainee shall know the importance of always keeping a subject’s hands in view.

**PEDESTRIAN STOPS**

6.21 The trainee shall demonstrate the ability to make safe and effective pedestrian stops.

6.22 The trainee shall explain the concept of probable and reasonable cause to stop and detain.

6.23 The trainee shall explain the existing circumstances to make a lawful pedestrian stop. This explanation shall minimally include:

- A. The existence of suspicious activity
- B. The time of day, night or location
- C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.

6.24 The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. This discussion shall minimally including determining:

- A. Whether or not to stop the person

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## PATROL PROCEDURES (Continued)

B. When and where to stop the person

C. Methods to utilize in stopping the person

- 6.25 The trainee shall identify the reasons an officer should approach pedestrian suspects on foot rather than in the vehicle.
- 6.26 The trainee shall describe positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.
- 6.27 The trainee shall properly and legibly complete the field interview (FI) report form and need to input into ARMS database.
- 6.28 The trainee shall understand the role and use of CLETS (JDIC) in determining a person's wanted status.
- 6.29 Given a situation involving one or more persons on foot, who are acting suspiciously, the trainee shall, having sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s) contacted.

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PATROL PROCEDURES (Continued)

SEARCHING PERSONS

- 6.30 The trainee shall identify and describe 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
- 6.31 The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:
- A. Constant alertness
  - B. The maintaining of control and position of advantage
  - C. Thoroughness of the search
  - D. Safeguarding weapons – if located
- 6.32 Given an incident, including probable cause, the trainee shall safely and effectively conduct a pat search of single or multiple suspects.

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## PATROL PROCEDURES (Continued)

6.33 Given an incident, including probable cause, the trainee shall safely and effectively conduct a standing, kneeling, or prone search of single or multiple suspects.

6.34 The trainee shall discuss the responsibilities of the back-up officer during a search of person(s). The responsibilities include:

- A. Protecting the searching officer from outside interference and from those being searched
- B. Providing continuous observation of the person(s) being searched

6.35 The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.

6.36 Given an incident, the trainee shall safely and effectively serve as a backup officer while another officer conducts a search of single or multiple suspects.

### LOW-RISK VEHICLE STOPS

6.37 The trainee shall know the potential hazards of traffic stops and will possess the ability to satisfactorily perform a safe and efficient stop with due regard for a positive police-citizen contact.

6.38 The trainee shall know how to safely stop and approach vehicles other than automobiles:

- A. Motorcycles, bicycles and scooters

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**PATROL PROCEDURES (Continued)**

- B. Campers, vans and trucks - (SUV)
- C. Buses and Limos
- 6.39 The trainee shall understand the various types of vehicle stops which minimally include:
  - A. Traffic violations
  - B. Investigative
  - C. Felony or high risk
- 6.40 The trainee shall identify the inherent hazards involved when an officer conducts a traffic stop. These hazards shall minimally relate to the:
  - A. Area in which the stop is made – lighting, traffic, etc.
  - B. Stop itself – reason
  - C. Officer’s approach – position
  - D. Contact with the violator – other occupants
- 6.41 The trainee shall understand the advantages of recording the license number and description of the vehicle prior to the stop.

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**PATROL PROCEDURES (Continued)**

- 6.42 The trainee shall understand the potential hazards 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
- 6.43 The trainee shall describe the various techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:
- A. Use of emergency lights, equipment or siren
  - B. Use of headlights or spotlights
  - C. Use of horn or P.A. system
  - D. Proper use of spotlight to include:
    - 1. Not blinding the driver while the vehicle is moving
    - 2. Illuminating the interior of the stopped vehicle
    - 3. Focusing on the rear and side mirrors to blind the occupants of the officer’s approach

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## PATROL PROCEDURES (Continued)

- 6.44 The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:
  - A. Not so great as to encourage the driver to attempt to escape
  - B. Not so close as to present a hazard due to erratic actions of the driver
  - C. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).
- 6.45 The trainee shall understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.
- 6.46 The trainee shall understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.
- 6.47 The trainee shall identify common violator reactions upon being stopped by an officer and shall discuss techniques for acceptably dealing with the identified reaction. These reactions shall minimally include:
  - A. Embarrassment
  - B. Anger or fear
  - 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 and issue proper copy of citation to the violator

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PATROL PROCEDURES (Continued)

6.48 Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and issue a citation or warning in a manner that promotes a positive police image.

FELONY/HIGH-RISK VEHICLE STOPS

6.49 The trainee shall know how to safely and effectively stop a suspected felony vehicle and remove and place the occupant(s) in a position of disadvantage.

6.50 The trainee shall identify and discuss the important considerations taken when about to make a felony vehicle stop. These elements shall minimally include:

- A. Seriousness of the crime(s)
- B. Availability of backup
- C. Location at which to make the stop – lighting, traffic, etc.
- D. Proper position of police vehicle
- E. Tactics to be used after making the stop
- F. Number of suspects involved

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

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**PATROL PROCEDURES (Continued)**

- 6.52 The trainee shall discuss verbal commands which should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect:
- A. Keep hands in sight at all times
  - B. Exit the vehicle – how and where
- 6.53 The trainee shall discuss the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:
- A. Who has the radio responsibilities
  - B. Assumes the shotgun responsibilities, if applicable
  - C. Communicates to the occupants – one officer
  - D. Searches the occupants and/or the vehicle
- 6.54 Given an incident involving a felony vehicle stop, the trainee shall safely stop the vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

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## PATROL PROCEDURES (Continued)

## SEARCHING VEHICLES

- 6.55 The trainee shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:
  - A. Proper removal and control of occupants
  - B. A systematic method of search and who conducts search
- 6.56 Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a vehicle.

## SEARCHING BUILDINGS/AREAS

- 6.57 The trainee shall identify the principles of a safe and effective search of a building, which may contain a suspect. These principles shall minimally include:
  - A. Containment of the building – all exits
  - B. Containment of area(s) already searched
  - C. Utilization of a systematic method and safe searching techniques
  - D. Appropriate use of canine or air unit, if available
- 6.58 Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a building or structure

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## PATROL PROCEDURES (Continued)

## HANDLING CRIMES IN PROGRESS

- 6.59 The trainee shall know agency procedure and factors to consider when responding to a crime in progress. These may include:
  - A. Nature of crime and availability of assisting units
  - B. Proceeding directly to scene as quickly and silently as possible
  - C. Proceeding directly to scene utilizing emergency lights and/or siren, if needed
  - D. Proceeding to the location most likely to intercept fleeing suspects and coordinating arrival and/or deployment with other units
  - E. Traffic and environmental conditions
  - F. Concern for possible lookouts
  - G. Watch for fleeing suspects or apprehension of suspect(s)
  - H. Broadcasting additional information and securing the scene
- 6.60 The trainee shall know agency procedures to be followed when responding to a prowler call which may include:
  - A. Utilization of a quiet and possibly “blacked-out” approach
  - B. Containment of the area and coordination of responding units

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**PATROL PROCEDURES (Continued)**

- C. Immediate contact of the informant or RP (advantages and disadvantages)
- D. Controlled search of area or location
- E. Inspection for telltale signs, footprints, barking of dogs, etc.

**VICTIMS OF VIOLENT CRIME**

- 6.61 The trainee shall understand and describe the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:
- A. Who is eligible for such aid
  - B. The time limitations upon the victim in filing a claim
  - C. Whom to contact
- 6.62 The trainee shall discuss those factors necessary in the proper handling of child abuse, neglect, or sexual exploitation of children, including:
- A. Initial receipt and evaluation of information
  - B. Preliminary investigative procedures
  - C. Reporting laws
  - D. Follow-up investigative procedures

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PATROL PROCEDURES (Continued)

DOMESTIC VIOLENCE

- 6.63 The trainee shall understand the legal issues and the law enforcement officer’s duties in response to a domestic violence situation to minimally include:
- A. Difference between domestic violence and a domestic dispute
  - B. Impact of domestic violence
  - C. Essential elements of Penal Code Sections 13700 and 13519
  - D. Duty to provide maximum protection to the victim from abuse (emergency protective order)
  - E. Provide safety to other persons and property
  - F. Verification and enforcement of court orders (restraining and stay-away orders)
  - G. Determine if a crime has been committed and if arrest is mandatory
  - H. Completion of appropriate documentation and required reports
  - I. Making appropriate victim’s assistance information referrals for medical aid, personal safety, Housing resources, and legal options.
  - J. The removal of firearms or other weapons

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**PATROL PROCEDURES (Continued)**

- 6.64 The trainee shall know the inherent dangers to an officer who enters the residence of parties involved in a dispute.
- 6.65 The trainee shall know the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
- 6.66 The trainee shall explain the differences between criminal and civil law which apply during dispute situations.
- 6.67 The trainee shall understand the law and procedures relating to enforcement of restraining orders.
- 6.68 Given a domestic dispute or domestic violence situation, the trainee shall be able to handle the situation in a safe and efficient manner.

**SNIPER ATTACK**

- 6.69 The trainee shall know those steps which should be immediately taken when confronted with a sniper situation including:
  - A. Cover and calling for assistance
  - B. Isolating and clearing the area
  - C. Determining possible location of assailants
- 6.70 The trainee shall know tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:

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## PATROL PROCEDURES (Continued)

- A. Reversal or turning
- B. Abandonment of target vehicle

6.71 The trainee shall know tactics that should be used when the police vehicle has been hit with a firebomb:

- A. Acceleration and roll-up windows
- B. Abandon vehicle

## UNUSUAL OCCURRENCES

6.72 The trainee shall know those responsibilities and actions required of an officer at the scene of a disaster, potential disaster, chemical spill, or bomb (including ICS - Incident Command System). – #08-S.O.-019

6.73 The trainee shall understand the agency's policy on hazardous substances or chemical spills (HAZMAT). – #08-S.O.-019

6.74 The trainee shall identify and discuss the initial responsibilities of the first unit to arrive at a disaster scene. These responsibilities shall minimally include:

- A. Requesting needed assistance and equipment
- B. Providing for emergency medical aid
- C. Notification of supervisor and set-up command post.

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**PATROL PROCEDURES (Continued)**

- D. Establishing a security perimeter
  - E. Identifying and admitting only authorized personnel
  - F. Dealing with the media – #05-S.O.-008
- 6.75 The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include:
- A. Malfunctioning traffic signals
  - B. Hazards on the roadway – electrical wire, pot holes, etc.
  - C. Damage to fire hydrants
  - D. Gas leaks or chemical spills
- 6.76 The trainee shall explain the tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:
- A. Immediate cessation of radio transmissions at the scene
  - B. Evacuation of civilian personnel and securing location
  - C. Possibility that more than one explosive device exists

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**PATROL PROCEDURES (Continued)**

6.77 Given a disaster, potential disaster, chemical spill, or a bomb scene, the trainee shall react properly and shall handle all necessary responsibilities and actions in a safe and effective manner.

**FIRES**

6.78 The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

- A. Request for fire department
- B. The need for immediate action, if required
- C. Request for further law enforcement assistance, if necessary
- D. Immediate evacuation of any occupants
- E. Isolation of the immediate area
- F. Establishment of a perimeter for crowd control

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

6.80 Given an incident involving fire, the trainee shall take all necessary steps to safely and effectively manage the situation.

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## PATROL PROCEDURES (Continued)

## CROWD CONTROL

- 6.81 The trainee shall know the basic principles of crowd and riot control tactics and shall be able to participate effectively as a team member in crowd control situations.
- 6.82 The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.

## SICK, INJURED, OR DECEASED PERSONS

- 6.83 The trainee shall know department policies concerning providing aid and transportation to sick or injured persons.
- 6.84 The trainee shall know and understand California law and department procedures concerning death investigations that must be handled by the medical examiner:
- A. Apparent homicide, suicide, or occurring under suspicious circumstances
  - B. Resulting from the use of dangerous or narcotic drugs
  - C. The death of any person who is in police custody
  - D. Apparently accidental or following an injury
  - E. By disease, injury, or toxic agent during or arising from employment

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## PATROL PROCEDURES (Continued)

F. Death related to disease which might constitute a threat to public health

6.85 The trainee shall know requirements concerning the removal of a human body from the death scene.

### FIRST AID

6.86 The trainee shall possess the knowledge and skills needed to administer necessary CPR, AED or first aid during emergency situations.

6.87 The trainee shall understand the agency's procedure on administering first aid.

6.88 The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.

6.89 The trainee shall discuss why the improper application of first aid techniques could conceivably result in civil action against the officer and the department.

6.90 Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of L.A. Fire Department.

6.91 The trainee shall know and understand the agency's plan for the management of occupational exposure to blood and airborne pathogens (ie., AIDS, Hepatitis, TB, etc.).

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## PATROL PROCEDURES (Continued)

## ANIMAL CONTROL

- 6.92 The trainee shall understand the agency's procedure on animal control and be able to effectively deal with situations involving animals, they should include:
- A. Stray, injured or dead animals
  - B. Rabid or dead animals
  - C. Animals in student housing or on campus
  - D. Protective custody of animals
  - E. Animal bites
  - F. Nuisances created by unsanitary keeping of animals
- 6.93 The trainee shall discuss the agency's policy and procedure when it is determined that a vicious, dangerous, or injured animal must be destroyed. This explanation shall minimally include:
- A. Whom to notify prior to killing the animal
  - B. When may you shoot an animal – #08-L.E.-011
  - C. What report should be completed following the shooting of the animal
  - D. Disposal of the dead animal is handled

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## PATROL PROCEDURES (Continued)

## MISSING PERSONS

- 6.94 The trainee shall understand and explain state law (including statutory reporting requirements) and agency's policies and procedures for handling missing persons, both adult and juvenile, and shall be able to adhere to these policies and procedures when called to a scene regarding a missing person. – #07-L.E.-008
- 6.95 The trainee shall explain the agency's procedure regarding searching for missing persons.
- 6.96 The trainee shall know the importance of making a thorough search of a "missing" child's residence and nearby area at the outset of the investigation.
- 6.97 Given an incident involving a missing person, the trainee shall properly adhere to the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.

## LOST, FOUND, AND RECOVERED PROPERTY

- 6.98 The trainee shall know and understand California law and department procedures concerning the disposition of property other than evidence including:
- A. Property recovered by trainee
  - B. Property found by citizen
  - C. Property (real or personal) of injured, ill, or deceased persons

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PATROL PROCEDURES (Continued)

HATE CRIMES

- 6.99 The trainee shall recognize the indicators of hate-related crimes including anti-religious symbols/slurs, racial/sexual/ethnic slurs, racist symbols, hate group symbols, anti-gay/lesbian slurs.
- 6.100 The trainee shall identify and discuss the possible consequences of hate crimes including psychological effect on victim, denial of basic constitutional rights, divisiveness in the community, and potential escalation of violence.
- 6.101 The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crime including provisions of 13023 PC and the procedures for the reporting and documentation of hate crimes.
- 6.102 The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.

GANG AWARENESS

- 6.103 The trainee shall demonstrate knowledge of the gangs operating in and around the area of jurisdiction.
- 6.104 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.

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## PATROL PROCEDURES (Continued)

- 6.105 The trainee shall identify type of gangs that represent law enforcement concerns, including, street gangs, motorcycle gangs, prison gangs, and cult/ritualistic gangs.
- 6.106 The trainee shall discuss primary reasons for gang membership, including peer pressure, common interest, and protection/safety.
- 6.107 The trainee shall discuss characteristics that are common to most gangs, including cohesiveness, code of silence, rivalries, and revenge.
- 6.108 The trainee shall identify methods that gangs use to distinguish their members from other members of other gangs, including, tattoos, attire and accessories, use of monikers, and use of hand signs.
- 6.109 The trainee shall identify gang graffiti factors significant to law enforcement, including identifying individuals and/or a specific gang, identifying gang boundaries, and indications of pending and/or past gang conflicts.
- 6.110 The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including sale and use of narcotics, physical violence, and auto theft/burglary from vehicles.

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**PATROL PROCEDURES (Continued)**

6.111 The trainee shall explain law enforcement methods used to reduce gang activity, including identification of gang activity, coordination with allied agencies, and reduction of the opportunity for criminal activities

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# CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED

## CONTROL/SEARCHING OF PERSONS

- 7.01

The trainee shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.
- 7.02

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.

Checking for weapons and contraband

E.

The procedure regarding searching individuals of the opposite sex
- 7.03

The trainee shall explain and demonstrate proper techniques for searching individuals of the opposite sex.

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**CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED**  
(Continued)

## HANDCUFFING

- 7.04 The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from an arrest scene.
- 7.05 The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent:
  - A. Attack or escape
  - B. The destruction or concealment of evidence or contraband
- 7.06 The trainee shall understand various handcuffing principles which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:
  - A. Control of the suspect(s) and the handcuffs
  - B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms
  - C. Reasonable degree of tightness
  - D. Observation of restrained suspects
  - E. Other approved restraint devices (ie., flex cuffs, hobbles, etc.)

[illegible]

## CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED (Continued)

F. Safe and controlled removal of handcuffs and other restraint devices

7.07 The trainee shall know and understand the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females and all other types of detainees/prisoners. – #08-L.E.-009

### LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

7.08 The trainee shall understand the legal responsibilities for providing the prisoner with shelter, food, medical care and protection.

7.09 The trainee shall understand the requirements for issuing property receipts.

7.10 The trainee shall understand the requirements pertaining to temporary custody or confinement of juveniles.

7.11 The trainee shall understand local policy and the legal aspects pertaining to the rights and privileges of prisoners.

### TRANSPORTATION OF PRISONERS

7.12 The trainee shall explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include: - #08-L.E.-009

A. Prisoners restrained with specialty devices (ie., hobble, leg restraints, etc.)

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## CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED (Continued)

- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. A search of the area in which the prisoner is about to be placed prior to transportation and the use of seatbelts
- E. A search of the area where the prisoner has been following transportation
- F. The proper positioning of the officer(s) and the prisoner(s) within the vehicle
- G. Close and constant observation of the prisoner(s)

- 7.13 Given a situation in which prisoner(s) must be transported in the patrol vehicle, the trainee shall safely place the handcuffed (according to policy) prisoner(s) in the vehicle and safely transport the prisoner(s) to the predetermined destination.
- 7.14 Given an incident of prisoner transport, the trainee shall safely and effectively control the suspect(s), and safely remove the handcuffs.

### BOOKING PRISONERS

- 7.15 The trainee shall know how to properly book adult and juvenile prisoners in conformance with department procedure.
- 7.16 The trainee shall know what notifications are required when booking juveniles.

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**CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED**  
(Continued)

- 7.17 The trainee shall be able to properly book prisoners who warrant special considerations:
- A. Drunk or under the influence (detox when appropriate)
  - B. Injured or sick
  - C. Females (including pregnant females)
  - D. Elderly or juveniles
  - E. Mentally ill and/or developmentally disabled
  - F. Gang members or police informants
  - G. Current or former police officers, judges, high-profile etc.
  - H. Any other prisoner(s) who may need specialized classification/housing needs

## MENTAL ILLNESS CASES

- 7.18 The trainee shall know state law and agency policy regarding mental illness, and shall be able to safely and effectively deal with, control, and if necessary, take into custody mentally disturbed person(s). Additionally, the trainee shall be able to complete the necessary report forms. #10-S.O.-022

[illegible]

## CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED (Continued)

- 7.19 The trainee shall identify the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:
- A. Danger to himself/herself
  - B. Danger to others
  - C. Gravely disabled adult or minor
- 7.20 The trainee shall understand the warrant process for mentally ill persons. This discussion shall minimally include:
- A. Affidavit (who makes it, where, and to whom)
  - B. Notice to Appear papers and commitment papers (warrant)
- 7.21 The trainee shall identify considerations to be made when handling and dealing with mentally disturbed persons. These considerations shall minimally include:
- A. Ignoring verbal abuse
  - B. Avoiding excitement
  - C. Requesting backup to minimize resistance

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**CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED**  
(Continued)

- D. Keeping the disturbed person in sight constantly
- E. Continual alertness
- F. Seizing firearms or weapons for safekeeping

7.22 The trainee shall identify the departments and mental health reports involved in a mental illness arrest both with and without a warrant.

7.23 Given a situation involving a mentally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely taking the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

PERSONS WITH DISABILITIES

7.24 The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:

- A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis

[illegible]

## CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED (Continued)

- 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 being detained
  - D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised
- 7.25 The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.
- 7.26 The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:
- A. Give one direction or ask one question at a time
  - B. Allow the person to process what you have said and respond (10-15 seconds, then repeat)

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## CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED (Continued)

- 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

- 7.27 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.
- 7.28 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:

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**CONTROL OF PERSONS/PRISONERS/MENTALLY ILL/DISABLED**  
(Continued)

- A. His/her own abilities to physically control the person
- B. Escape routes
- C. Use of cover
- D. Call for backup

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# TACTICAL COMMUNICATION/ MANAGEMENT RESOLUTION

## TACTICAL COMMUNICATION

- 8.01

The trainee shall identify the benefits of tactical communication including:

A.

Enhanced safety (reduces likelihood of physical confrontation and injury)

B.

Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress)
- 8.02

The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., generate voluntary compliance without resorting to physical force).
- 8.03

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

A.

I appreciate that, but I need to see your driver’s license.

B.

I understand that, but I need you to sign the citation.
- 8.04

Given an incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process:

A.

Ask (Ethical Appeal) - The subject is given an opportunity to voluntarily comply by simply being asked to comply

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## TACTICAL COMMUNICATION/ MANAGEMENT RESOLUTION (Continued)

- B. Set Context (Reasonable Appeal) - The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation
- C. Present Options (Personal Appeal) - Explain possible options
- D. Confirm (Practice Appeal) - Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
- E. ACT - (Take appropriate action)

## HANDLING DISPUTES

- 8.05 The trainee shall be able to handle dispute situations in a safe and efficient manner.
- 8.06 The trainee shall identify an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:
- A. Remaining impartial and preserving the peace
  - B. Determining whether or not a crime has been committed
  - C. Conducting an investigation if a crime has been committed
  - D. Providing safety to individuals and property
  - E. Suggesting solutions to the problem

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TACTICAL COMMUNICATION/  
MANAGEMENT RESOLUTION (Continued)

- F. Considering arrest as a viable alternative if a crime has been committed
- 8.07 The trainee shall identify various social service organizations which are available within the campus or community to render assistance in dispute situations. These organizations shall minimally include those dealing with:
- A. Student Services or Health Services
  - B. Alcohol or drug problems
  - C. Family counseling and child guidance
- 8.08 The trainee shall understand the inherent dangers to an officer who enters the residence of a family or roommate involved in a dispute.
- 8.09 The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.
- 8.10 The trainee shall understand citizen arrest procedures.
- 8.11 The trainee shall discuss different techniques to use in given dispute situations. These situations shall minimally include:
- A. Family or roommate disputes
  - B. Neighbor housing disputes

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**TACTICAL COMMUNICATION/  
MANAGEMENT RESOLUTION (Continued)**

- C. Juvenile disputes
  - D. Loud parties (Fraternities, Sororities, music, etc.)
- 8.12 Given an incident involving a dispute, the trainee shall handle the dispute in a safe, efficient, reasonable, and discretionary manner.

CIVIL DISPUTES

- 8.13 The trainee shall recognize and be able to effectively deal with civil disputes.
- 8.14 The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations, which arise from housing-tenant disputes. These situations shall minimally include:
- A. Evictions and lockouts
  - B. Alcohol and drug violations
  - C. Trespasses (unauthorized guests or visitors)
  - D. Housing rules and regulations
- 8.15 The trainee shall explain the department procedure relative to typical policing problems which occur during labor-management disputes. These problems shall minimally include:

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**TACTICAL COMMUNICATION/  
MANAGEMENT RESOLUTION (Continued)**

- A. Obstruction of ingress or egress
- B. Blocking of sidewalks and roadways
- C. Outside agitators
- D. Violence and vandalism

8.16 The trainee shall explain the general rules that pertain to the repossession of items.  
These rules shall minimally include:

- A. What property is subject to repossession
- B. Who may make a repossession and what lengths may they go
- C. When a repossession is complete

8.17 The trainee shall explain the role of the small claims court.

8.18 Given any situation involving a civil dispute, the trainee shall handle the situation in an appropriate manner consistent with department procedure and state law.

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# TRAFFIC

VEHICLE CODE

- 9.01 The trainee shall understand the basic California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.
- 9.02 The trainee shall define the following terms as used in the California Vehicle Code:
- A. Crosswalk
  - B. Darkness
  - C. Driver
  - D. Highway
  - E. Intersection
  - F. Limit line
  - G. Motor vehicle
  - H. Roadway
  - I. School bus
  - J. Sidewalk
  - K. Vehicle

[illegible]

TRAFFIC (Continued)

- 9.03 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 and injury of vehicles
  - C. Driver’s licenses and identification cards including suspensions
  - D. Hit and run
  - E. Traffic control signals
  - F. Other traffic control devices (stop signs, posted speed limit, etc.)
  - G. Driving, overtaking, and passing
  - H. Right-of-way
  - I. Pedestrians
  - J. U-Turns
  - K. Driving under the influence
  - L. Other public offenses (open container, amplified sound, etc.)

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## TRAFFIC (Continued)

- M. Equipment violations (lights, windshield, etc)
- N. Fleeing/evading an officer
- O. Reckless driving
- P. Seat belt violations

## IMPOUNDING/STORING VEHICLES

- 9.04 The trainee shall understand the department procedure regarding towing procedures.
- 9.05 The trainee shall possess the knowledge to impound/store vehicles in an authorized manner.
- 9.06 The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property. CVC Sections.
- 9.07 Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:
  - A. Compliance with state law and department procedure
  - B. Completion of all required reports in a satisfactory manner

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## TRAFFIC (Continued)

### VEHICLE COLLISIONS

9.08 The trainee shall understand an officer's responsibilities in preventing accidents on campus or in the community. These may include:

- A. Education and enforcement
- B. Proactive engineering recommendations
- C. Patrol awareness (including assisting stranded motorists)
- D. Development of positive interagency relationships with L.A.P.D., D.O.T., etc.

9.09 The trainee shall understand the primary duties of an officer at any traffic accident scene. These duties shall minimally include:

- A. Determining injuries and need for emergency first aid treatment
- B. Protecting the scene, including the appropriate use of flares (spilled fuel)
- C. Ascertaining the need for fire or paramedics
- D. Considering the need for tow services
- E. Determining the need for further assistance

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	Written	Verbal				

## TRAFFIC (Continued)

- 9.10 The trainee shall be familiar with the department procedure regarding traffic collision investigation, reporting, and photographs
- 9.11 The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.
- 9.12 The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the roadway.
- 9.13 The trainee shall discuss the instances when a traffic accident must be investigated by law and department procedures. These instances shall minimally include any:
- A. Injury accident
  - B. Hit and run accident
  - C. Accident involving suspected drunk driving
  - D. Accident involving city, county, or state property
- 9.14 The trainee shall define the term “primary collision factor”.
- 9.15 The trainee shall define the term “point of impact” and shall explain and demonstrate how point of impact is determined at both intersection and non-intersection accidents.

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	Written	Verbal				

## TRAFFIC (Continued)

- 9.16 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 department procedure.

## DRIVING UNDER THE INFLUENCE CASES

- 9.17 The trainee shall explain the common driving indications of a suspected DUI.
- 9.18 The trainee shall explain and demonstrate the field sobriety tests.
- 9.19 The trainee shall explain the law and department procedure regarding the three chemical tests (blood, breath, and urine), including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.
- 9.20 The trainee shall explain the law and department procedure regarding processing persons who refuse chemical testing.
- 9.21 Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly report the incident. Identify the necessary report forms.

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# USE OF FORCE

## LEGAL AND ETHICAL ISSUES

- 10.01 The trainee shall know and understand the legal and ethical considerations pertaining to the use of force. – #08-L.E.-011
- 10.02 The trainee shall explain the department’s policy regarding the discharge of firearms. – #08-L.E.-011
- 10.03 The trainee shall describe situations which justify the use of deadly force and those situations which do not justify such use.
- 10.04 The trainee shall explain the legal ramifications, civil liability, and the procedures to be adhered to in the use of deadly force by a law enforcement officer.
- 10.05 The trainee shall explain department policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.

## FORCE OPTIONS

- 10.06 Given a set of circumstances where the use of force becomes necessary, the trainee shall exercise that degree of force which would fall within legal and moral limits. These shall include but not be limited to the following:
  - A. Non-verbal/police presence

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## USE OF FORCE (Continued)

- B. Verbal (Tactical communications)
- C. Physical (Weaponless)
- D. Less lethal weapons, including: - #08-L.E.-012

## CHEMICAL AGENTS

The trainee shall understand the department procedure on the use of chemical agents (including pepper ball gun), including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.

## IMPACT WEAPONS

1. The trainee shall know when and how to effectively use the police baton/impact weapon in an authorized manner.
2. The trainee shall identify the vital body points and bone edges recognized as baton/impact weapon “target” areas.
3. The trainee shall identify those body points that are potentially lethal when struck by a baton/impact weapon.
4. The trainee shall explain and demonstrate techniques of using the baton/impact weapon to remove a resisting suspect from a location.

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## USE OF FORCE (Continued)

5. The trainee shall explain and demonstrate baton/impact weapon techniques to be used in subduing an aggressive suspect.
6. Given an incident in which the use of the baton is necessary and justified, the trainee shall use the baton/impact weapon in an authorized manner.

### 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: #08-L.E.-011

1. Seriousness of the offense and suspect(s) involved
2. Threat to the lives of innocent persons
3. Officer's present capabilities
4. Capabilities of officer's weapon
5. Other exigent circumstances

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# SEARCH AND SEIZURE

## SEARCH CONCEPTS

- 11.01 The trainee shall be able to legally, safely, and effectively conduct a search of single and multiple suspects, vehicles, and buildings.
- 11.02 The trainee shall identify and explain the circumstances under which an officer may institute a search of a person or vehicle. These circumstances shall minimally include:
  - A. Pat searches for weapons (officer safety)
  - B. Consent searches (department forms)
  - C. Probable cause searches
  - D. A search warrant
  - E. Plain sight
  - F. Incident to arrest
  - G. Exigent circumstances
  - H. Probation/parole search

[illegible]

SEARCH AND SEIZURE (Continued)

- 11.03 The trainee shall identify those items for which an officer may legally search. These items shall minimally include:
- A. Dangerous weapons
  - B. Fruits of the crime
  - C. Instruments of the crime
  - D. Contraband
- 11.04 The trainee shall discuss the limits of searches when conducted with person(s), vehicles, and buildings including:
- A. Scope of Search
  - B. Closed containers
  - C. Inventory searches
- 11.05 The trainee shall explain the “exclusionary rule” and its effect upon police action and procedures including:
- A. Court filings
  - B. Prosecution of suspects

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## SEARCH AND SEIZURE (Continued)

## SEIZURE CONCEPTS

11.06 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

## WARRANTS

11.07 The trainee shall discuss the laws and procedures for obtaining search or arrest warrants, including: (assign to detectives)

- A. Probable cause necessity
- B. Allowable exclusions
  - 1. Hot pursuit
  - 2. Emergency situations
- C. Process for obtaining warrants during and after business hours

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**SEARCH AND SEIZURE (Continued)**

- 11.08 The trainee shall describe the process for serving search and arrest warrants, including:
- A. Hours of service for felony arrest warrants
  - B. Hours of service for misdemeanor arrest warrants
  - C. Hours of service for search warrants
  - D. Knock and notice for search warrants and exceptions to
  - E. “Signing off” warrants/return
- 11.09 Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow the department procedure for obtaining and serving the appropriate warrant(s).

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# RADIO COMMUNICATIONS

## RADIO COMMUNICATIONS

12.01 The trainee shall demonstrate knowledge of agency radio procedures and proper 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 or non-emergency transmissions until the termination of “emergency traffic only.”
- E. Knowing the call signs, assignments, and locations of other units

12.02 The trainee shall memorize the phonetic alphabet and department radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

12.03 The trainee shall be able to demonstrate proficiency in using the police radio:

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**RADIO COMMUNICATIONS (Continued)**

- A. To properly designate his or her unit in service
  - B. To make vehicle and name checks
  - C. During situations involving stress
- 12.04 Given a situation in which there is one or more suspects, 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, clothing description, and distinguishing characteristics
  - C. Loss (if any), including approximate value and denomination of bills
  - D. Weapon(s) used
  - E. Vehicle used and last seen direction
- 12.05 The trainee shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

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## RADIO COMMUNICATIONS (Continued)

- A. Reason for pursuit and location
- B. Complete description of the vehicle, including license number
- C. Number of occupants and possibility of weapons
- D. Direction of travel and approximate speed
- E. Necessity for backup and air unit
- F. Location of stop

12.06 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. Verbal control so as not to escalate the situation
- B. Control of possible escape routes
- C. Response of other police units at scene

## TELECOMMUNICATIONS / DISPATCH

12.07 The trainee shall be able to identify circumstances where an inquiry into a law enforcement information system would be necessary. (JDIC, ARMS, etc.) may include:

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**RADIO COMMUNICATIONS (Continued)**

- 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 on probation, parole or wanted
- F. To report or locate a missing person

12.08 The trainee shall be able to identify the law enforcement information systems used by the department 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)

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**RADIO COMMUNICATIONS (Continued)**

- 12.09 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 – how to obtain and log information
  - D. DMV information
  - E. Miscellaneous information and use of J.D.I.C. terminal
- 12.10 The trainee shall understand the proper use and agency’s policy regarding the use and misuse of CLETS, JDIC and ARMS system. (Sign employee statement forms)
- 12.11 The trainee shall understand the department policy on the security of the dispatch area. – #07-S.O.-011. This shall include: (Assigned to dispatch)
- A. Restricted access to authorized personnel only
  - B. Familiarization with ARMS systems

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**RADIO COMMUNICATIONS (Continued)**

- C. Familiarization with JDIC systems
- D. Familiarization with alarm systems

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# SELF-INITIATED ACTIVITY

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

13.01 Vehicle Stops:

- A. Investigative
- B. Traffic enforcement

13.02 Pedestrian Stops:

- A. Suspicious persons
- B. Consensual contacts
- C. Traffic enforcement

13.03 Directed Patrol:

- A. Student housing, fraternities, parking lots, etc.
- B. Traffic and DUI enforcement
- C. Illegal vendors or solicitors

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**SELF-INITIATED ACTIVITY (Continued)**

- D. Pattern crimes – BFMV, theft, hot prowls, etc.
  - E. Future high school project
- 13.04 Arrests:
- A. Misdemeanor and felony
  - B. Other (i.e., Municipal codes, local ordinances)
- 13.05 Other activities:
- A. Field Interview (FI) Cards
  - B. USU – university pub
  - C. Curfew violators – L.A. city code
  - D. Suspicious circumstances
  - E. Student housing and UVA
  - F. Crime prevention and escorts

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**SELF-INITIATED ACTIVITY (Continued)**

- G. Campus Intrusion and fire alarms
- H. Parking Enforcement
- I. CSO Program

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# INVESTIGATIONS/EVIDENCE

## INTERVIEWING

- 14.01 The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form.
- 14.02 The trainee shall discuss the ramifications of the Miranda warning and shall describe when, where, and why it should be used.
- 14.03 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

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INVESTIGATIONS/EVIDENCE (Continued)

- G. How many are involved
- 14.04 The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:
- A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.
  - B. Controlling the interview. Avoid rambling by the person being interviewed.
  - C. Putting the person being interviewed at ease.
  - D. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.
- 14.05 Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily relate the information on the appropriate form.

INVESTIGATIONS

“Cold” Crimes

- 14.06 The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.

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INVESTIGATIONS/EVIDENCE (Continued)

14.07 The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a “cold” crime.

Crimes Against Property

- 14.08 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish 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. Identify or description of suspect(s)
  - B. Description of loss
  - C. Direction of flight of suspect(s)
  - D. Possibility of weapons being involved
  - E. Radio broadcast of all known and important information, ASAP
  - F. Pursuit and/or apprehension of suspects, if possible

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INVESTIGATIONS/EVIDENCE (Continued)

14.09 Given any in-progress or fresh incident involving a crime against property, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the completion of the proper report(s).

Crimes Against Persons

14.10 The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.

14.11 The trainee shall discuss the steps to take at the following scenes:

- A. Sexual assault
- B. Felonious assault scene
- C. Theft or robbery scene
- D. Burglary (vehicle or residence)

14.12 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

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### INVESTIGATIONS/EVIDENCE (Continued)

- B. Determining the need for first aid and summoning fire / paramedics
- C. Identifying and apprehending suspect(s), if possible
- D. Making proper notifications – chain of command
- E. Locating and securing visible physical evidence
- F. Locating and interviewing witnesses or possible witnesses

14.13 Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

## EVIDENCE COLLECTION AND PRESERVATION

14.14 The trainee shall be able to search a crime scene and locate physical evidence through the use of an organized method which may include:

- A. Strip
- B. Spiral

14.15 The trainee shall possess the ability to preserve evidence in such a way as to ensure that it is received by an examining authority or court in as near to the condition it was found as possible. Chain of evidence

[illegible]

## INVESTIGATIONS/EVIDENCE (Continued)

- 14.16 The trainee shall understand the department policies on: Physical Evidence – SOP #06-C.I.-003
- A. Handling and packaging controlled substances
  - B. Depositing property, evidence, and money
  - C. Withdrawing and returning property
  - D. Depositing firearms, miscellaneous weapons, etc.
- 14.17 The trainee shall explain the methods for preserving evidence at a crime scene in fair and inclement weather.
- 14.18 The trainee shall discuss the provisions of the department rules, policies, and procedures regarding the storage of evidence. – SOP #06-C.I.-003
- 14.19 The trainee shall explain the term “chain of custody” or “chain of evidence”.
- 14.20 Given a list of evidence, the trainee shall properly complete required property report(s) and any evidence tag(s) needed.
- 14.21 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 in order to ensure the chain of custody.

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INVESTIGATIONS/EVIDENCE (Continued)

LINE UPS

- 14.22 The trainee shall know the department procedure for conducting the following types of “line ups”:
- 1. In custody
  - 2. In the field – field advisement
  - 3. Photographic – six pack

SOURCES OF INFORMATION

- 14.23 The trainee shall understand the importance of identifying and developing sources of information through networking with persons in the community.
- 14.24 The trainee shall know the types of public and private records which may be of assistance when collecting investigative information.

SUBPOENAS

- 14.25 The trainee shall understand department practices concerning the application of the subpoena process.
- 14.26 The trainee shall be able to define the term “subpoena” and describe the authority and immunities associated with the subpoena:

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INVESTIGATIONS/EVIDENCE (Continued)

- A. Who may serve a subpoena
- B. How a subpoena is served
- C. Review the department subpoena book

COURTROOM TESTIMONY AND DEMEANOR

- 14.27 The trainee shall explain the value of impressive and professional courtroom demeanor and appearance. (Pagers and cell phones off)
- 14.28 The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. These values shall minimally include:
- A. Refreshing the officer’s memory
  - B. Coordination of efforts
- 14.29 The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:
- A. Honesty
  - B. Clarity
  - C. Brevity

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**INVESTIGATIONS/EVIDENCE (Continued)**

- D. Objectivity
- E. Poise
- 14.30 The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:
  - A. Irate or offensive
  - B. Threatening
  - C. Argumentative
  - D. Overly friendly
- 14.31 The trainee shall know and understand courtroom security procedures such as:
  - A. Prisoner escort or restraint
  - B. Screening of courtroom audience
  - C. Disturbance procedures
- 14.32 The trainee shall possess the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

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## COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR

## COMMUNITY POLICING/RELATIONS AND SERVICE

- 15.01 The trainee shall recognize the department responsibilities to community service.
- 15.02 The trainee shall identify roles encompassed in the department responsibility to provide community service. Those roles may include:
  - A. Protect life and property
  - B. Order maintenance
  - C. Crime prevention
  - D. Public education
  - E. Delivery of service
  - F. Enforcement of law
  - G. Community partnerships, such as:
    1. RAD program

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## COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)

2. CSA program
3. DARE crime prevention program
4. Bicycle and motorcycle program

### CRIME PREVENTION

15.03 The trainee possesses the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.

15.04 The trainee shall identify examples of general forms of crime prevention including:

- A. Advice concerning mechanical devices (alarms, locks, etc.)
- B. Control of conditions (lighting, access, etc.)
- C. Public awareness – escorts
- D. Property identification or marking property
- E. Emergency ball boxes – blue lights

### PROFESSIONAL DEMEANOR AND COMMUNICATION

15.05 The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance a positive police image.

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	Written	Verbal				

**COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)**

- 15.06 The trainee shall know those verbal factors which could contribute to a negative response from the public:
- A. Profanity
  - B. Derogatory language
  - C. Ethnically offensive terminology
- 15.07 The trainee shall know those non-verbal factors which could contribute to a negative response from the public:
- A. Officious and disrespectful attitude
  - B. Improper use of body language
  - C. Improper cultural response
- 15.08 The trainee is able to communicate properly with the following types of persons:
- A. Angry or hostile
  - B. Hysterical
  - C. Intoxicated or under influence

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**COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)**

- D.      Developmentally disabled or mentally ill
  - E.      Sick, injured or depressed
  - F.      Very young or old
  - G.      Recipient of death notification
  - H.      Racist
  - I.      Culturally different
- 15.09   The trainee conducts telephone conversations in a professional manner.
- 15.10   The trainee shall understand various methods by which citizens evaluate police department and uniformed personnel.
- 15.11   The trainee shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.
- 15.12   The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through:
- A.      Campus and community contacts

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**COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)**

- B. Student housing and UVA contacts
- C. Campus and community involvement
- D. Positive role modeling – look and communicate in a professional manner
- E. Mentoring and ride-alongs
- F. Being pro-active vs. re-active

## COMMUNITY/PROBLEM-ORIENTED POLICING

- 15.13 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, crime, or circumstances.
- 15.14 The trainee shall explain the crime triangle (offender, victim, location /target, desire, opportunity)
- 15.15 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.
- 15.16 The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.
- 15.17 The trainee shall explain the agency's problem-solving model (e.g. S.A.R.A.) and be able to:

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## COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)

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

## CULTURAL DIVERSITY AWARENESS

- 15.18 The trainee shall explain how the culture of the community can have an effect on the community's relationship with his/her agency.
- 15.19 The trainee shall display respect and understanding for racial and cultural differences, and employ effective methods for carrying out law enforcement duties in a racially and culturally diverse environment.
- 15.20 The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.
- 15.21 The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

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**COMMUNITY POLICING/RELATIONS, CRIME PREVENTION AND PROFESSIONAL DEMEANOR (Continued)**

RACIAL PROFILING

- 15.21 The trainee shall distinguish that effective police work profiles behavior rather than race.
- 15.22 The trainee shall recognize that 13519.4 PC states, “a law enforcement officer shall not engage in racial profiling,” and that it applies to all protected classes including gender and religion.
- 15.23 The trainee shall explain the 4<sup>th</sup> and 14<sup>th</sup> Amendments of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.
- 15.24 The trainee shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.

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# LEADERSHIP

- 16.01 The trainee shall identify and develop effective strategies that provide purpose, direction, and motivation to co-workers and community members.
- 16.02 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
- 16.03 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.

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# ETHICS

- 17.01 The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.
- 17.02 The trainee shall display the ability to accept responsibility for his/her actions.
- 17.03 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 act that demean, harass, or intimidate another.
  - 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.

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**ETHICS (Continued)**

- E. 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.
- F. 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.
- 17.04 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.
- 17.05 The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.
- 17.06 The trainee shall identify and discuss problems associated with some common ethical decisions, including:
  - A. Non-enforcement of specific laws by personal choice

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**ETHICS (Continued)**

- B. Acceptance of gratuities
  - C. Misuse of sick time
- 17.07 The trainee shall review and explain the department policy regarding conduct both on and off duty. #03-P.A.-001

DECISION MAKING

- 17.08 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

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**ETHICS (Continued)**

- D. Community expectations
  - E. Officer safety
- 17.09 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

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**ETHICS (Continued)**

- F. Relationship with the community
- 17.10 Given various scenarios, simulated incidents, or calls for service, the trainee shall identify and conclude which of the following are acceptable decisions:
  - A. Arrest
  - B. Cite and release
  - C. Referral
  - D. Verbal warning
  - E. No action

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