

Appendix A

Recruit Online Course Book

Key Answer/411 - Recruit Officer

Activity (POST Obj.)	Description	Discussed	Performed	Trained	Acknowledged
1.0 - FIELD TRAINING PHASE 1					
1.1 - Agency Orientation					
1.1.1 (1.01)	<p>Firearms Qualifications:</p> <p>The trainee shall successfully pass a pistol, shotgun, and rifle qualification course of fire.</p> <p><i>(Lexipol Policy 312)</i></p>	Not Req'd FTO Initials and date when completed	FTO Initials and date when completed	Not Req'd FTO Initials and date when completed	Not Req'd Recruit Officer Initials and date when acknowledged
1.1.2 (1.02)	<p>Arrest and Control Techniques</p> <p><i>(Lexipol Policies 300 & 308)</i></p>	Not Req'd		Not Req'd	Not Req'd
1.1.3 (1.03)	<p>Impact Weapons Qualification and Orientation</p> <p><i>(Lexipol Policies 308 & 309)</i></p>	Not Req'd		Not Req'd	Not Req'd
1.1.4 (1.04)	<p>Agency Structure</p> <p>The trainee shall know the agency's organization, functions, work schedule, chain of command, and rules and regulations.</p> <p><i>(Lexipol Policy 200)</i></p>				
1.1.5 (1.05)	<p>Agency Rules</p> <p>The trainee shall review and briefly explain agency directives, rules, and regulations pertaining to: A) Standard of conduct on and off duty (values, ethics, principles), B) Rules governing outside employment, C) Regulations on the carrying of weapons off duty, D) Hours of all shifts and absence reporting requirements, E) Interaction with associated law enforcement agencies, F) News media release laws, rules, and regulations, G) Security of agency's facilities, and H) Any additional agency specific directives, rules, and regulations</p> <p><i>(Lexipol Policy 200)</i></p>				
1.1.6 (1.06)	<p>Department Policies / General Orders</p> <p>The trainee shall know and understand the Lexipol Policy and Guidelines for best practices regarding: A) Use of Force, B) Use and Discharge of Firearms, C) Domestic Violence, D) Emergency Vehicle Operations, E) Sexual Harassment, F) Use of Non-Lethal Weapons, G) Protective Orders, H) Hate Crimes, I) Child Abuse Investigations. Additionally, the recruit shall know the following Lexipol Policies; Discriminatory</p>				

	Harassment, Use of Force, Control Devices, TASER, Shooting, Vehicle Pursuits, Officer Response and Handcuff Policy. (Lexipol Policies 300, 306, 308, 309, 312, 314, 316, 320, 328, & 338)				
1.1.7 (1.07)	Work Area The trainee shall be oriented to the work area, including: A) Introductions to personnel, and B) Equipment supplies and locations.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.1.8 (1.08)	Equipment The trainee shall know the operation of and policy regarding personal equipment, safety equipment, and agency equipment used by the officers in the field.				
1.1.9 (1.09)	Uniforms & Equipment The trainee shall know and explain agency policy on uniforms and equipment damage.				
1.1.10 (1.10)	Safety Equipment The trainee shall know and explain the agency policy on safety equipment and what constitutes unauthorized equipment.				
1.1.11 (1.11)	Special Equipment The trainee shall demonstrate the procedures for obtaining and using the following items: A) Vehicle, B) Shotgun, C) Ammunition, D) Special equipment (i.e., helmet, mace, gas mask, etc.), E) Report forms, and F) Flares.				
1.1.12	Critical Lexipol Tests Demonstrated Knowledge about agency specific directives and general orders (Lexipol Policy Test to be covered during each phase).	Not Req'd		Not Req'd	Not Req'd
1.1.13	NIMS ICS The trainee shall complete the NIMS ICS modules 100, 200 700 and 800 located on the FEMA website.	Not Req'd		Not Req'd	Not Req'd
1.2 - Professional Demeanor and Communication					
1.2.1 (15.05)	Communicating with Public The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.2.2 (15.06)	Negative Communication The trainee shall know those verbal factors which could contribute to a negative				

	response from the public: A) Profanity, B) Derogatory language, and C) Ethnically offensive terminology.				
1.2.3 (15.07)	Non-Verbal Factors 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, and C) Improper cultural response.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.2.4 (15.08)	Communication Styles The trainee is able to communicate properly with the following types of persons: A) Hostile, B) Angry, C) Hysterical, D) Drunk, E) Mentally ill, F) Developmentally disabled, G) In shock, H) Sick or injured, I) Depressed, J) Very young, K) Very old, L) Recipient of death notification, M) Racist, and N) Culturally different.				
1.2.5 (15.09)	Telephone Conversations The trainee conducts telephone conversations in a professional manner.				
1.2.6 (15.10)	Citizen Evaluations The trainee shall understand various methods by which citizens evaluate law enforcement agencies.				
1.2.7 (15.11)	Citizen Explanations The trainee shall understand why it may be beneficial to explain the reasons for actions taken to inquiring citizens.				
1.2.8 (15.12)	Community Attitudes The trainee shall, at all times, act in a manner that promotes positive police image and community attitudes through: A) Community contacts, B) Business contacts, C) Community involvement, D) Positive role modeling, and E) Mentoring.				
1.2.9	Cultural Diversity The student will explain the importance of Cultural Diversity in our community and within the Department.			Not Req'd	
1.2.10 (1.6.13)	Racial Profiling The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race, and will recognize, and be able to explain, why effective police work profiles a person's behavior and not the race of the individual. The trainee will be made aware of PC 13519.4, which states, "A		Not Req'd		

	law enforcement officer shall not engage in racial profiling." (Lexipol Policy 402)				
1.3 - Use of Force - Legal & Ethical Issues					
1.3.1 (10.01)	Use of Force Considerations The trainee shall know and understand the legal and ethical considerations pertaining to the use of force. (Lexipol Policy 300)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.3.2 (10.02)	Firearm Policy The trainee shall explain the agency's policy regarding the discharge of firearms. (Lexipol Policy 312)				
1.3.3 (10.03)	Deadly Force The trainee shall describe situations which justify the use of deadly force and those situations which do not justify such use. (Lexipol Policy 300)				
1.3.4 (10.04)	Deadly Force Considerations 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. (Lexipol Policies 300 & 302)				
1.3.5 (10.05)	Force Considerations The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force. (Lexipol Policies 300 & 302)				
1.4 - Information Systems / Telecommunications					
1.4.1 (12.08)	Information Inquiries The trainee shall be able to identify circumstances where an inquiry into a law enforcement information system would be necessary. These may include: A) To locate information on lost, stolen, or recovered property (including vehicles), B) To establish probable cause for a search or an arrest, C) To verify the validity of a warrant, D) To verify the validity of a driver's license, vehicle registration, or occupational license, E) To determine if a person is wanted, and F) To	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	report or locate a missing person.				
1.4.2 (12.09)	<p>Identify Information Systems</p> <p>The trainee shall be able to identify the law enforcement information systems used by the agency. These systems include: A) Automated Property System (APS), B) Stolen Vehicle System (SVS), C) Wanted Persons System (WPS), D) Automated Firearms System (AFS), E) Domestic Violence Restraining Order System (DVROS), F) Missing Unidentified Person System (MUPS), G) Records Incident Management System (RIMS), H) Criminal Justice Information Center (CJIC), I) Automated Warrant System (AWS), J) Supervised Release File (SRF), and K) Violent Criminal Information Network (VCIN) (Registrants).</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.4.3 (12.10)	<p>System Requirements</p> <p>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, and D) DMV information.</p>				
1.4.4 (12.11)	<p>Mobile Data Computers</p> <p>The trainee shall understand the proper use and agency's policy regarding the use and misuse of Mobile Data Computers (MDC's).</p>				
1.4.5	<p>CLETS Test</p> <p>The trainee shall take a pass a CLETS Test. (Refer to Records Manager for test)</p>	Not Req'd		Not Req'd	Not Req'd
1.5 - Report Writing					
1.5.1 (2.01)	<p>Report Structure</p> <p>The trainee shall exhibit an understanding of the flow of completed reports and the relative importance of the information that they contain.</p> <p><i>(Lexipol Policy 344)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.5.2 (2.02)	<p>Report Review</p> <p>The trainee shall give the location of the report review tray.</p>				
1.5.3 (2.03)	<p>Records Unit</p> <p>The trainee shall describe the function for the Records Unit in the reporting process.</p> <p><i>(Lexipol Policy 344)</i></p>				

1.5.4 (2.04)	<p>Investigative Unit / DA</p> <p>The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.</p> <p><i>(Lexipol Policy 344)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.5.5 (2.05)	<p>Uses of Reports</p> <p>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, E) Providing a source for trainee evaluation, and F) Providing reference material.</p> <p><i>(Lexipol Policy 344)</i></p>				
1.5.6 (2.06)	<p>Qualities of a Good Report</p> <p>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 I) First person/Past tense.</p> <p><i>(Lexipol Policy 344)</i></p>				
1.5.7 (2.07)	<p>Location of Report Forms</p> <p>The trainee shall identify the proper report forms to be utilized in given situations and where they are located.</p>				
1.5.8 (2.08)	<p>Cold Crime Report</p> <p>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.</p>				
1.5.9 (2.09)	<p>Sample Report</p> <p>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, and D) Properly establishing who, what, when, where, how, and how many.</p>				
1.5.10 (2.10)	<p>In-Custody Report</p> <p>The trainee shall demonstrate the ability to satisfactorily complete all police reports involved when one or more persons are in custody.</p>				

	<i>(Lexipol Policy 344)</i>				
1.5.11 (2.11)	<p>Arrest Report</p> <p>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 probable cause to arrest, C) A complete description of all physical evidence, where it was found, and its disposition, and D) A complete listing of all suspects, including whether or not they are in custody.</p> <p><i>(Lexipol Policy 344)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.5.12 (2.12)	<p>Appropriate Use of Report Forms</p> <p>The trainee shall use the proper report forms in each situation that requires a report.</p>				
1.6 - Control/Searching Persons					
1.6.1 (6.31)	<p>Degrees of Searches</p> <p>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), and D) Strip search.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.6.2 (6.32/7.02)	<p>Principles of the Search</p> <p>The trainee shall explain the common principles of the search of both male and female individuals. These principles shall minimally include: A) Constant alertness, including keeping hands in view, B) The maintaining of control and position of advantage, C) Thoroughness of the search, D) Safeguarding weapons, and E) Standing, kneeling, and prone position searches.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
1.6.3 (6.33)	<p>Pat Search</p> <p>Given an incident, including probable cause, the trainee shall safely and effectively conduct a pat search of single or multiple suspects.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
1.6.4 (6.34/7.01)	<p>Control and Conduct a Search</p> <p>Given an incident, including probably cause, the trainee shall safely and effectively control (verbally and physically), as well as conduct</p>				

	<p>a standing, kneeling, or prone search of single or multiple suspects applying all officer safety tactics.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
1.6.5 (6.35)	<p>Back-Up Officer Responsibilities During Search</p> <p>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 control of the person(s) being searched, and C) Providing continuous observation of the person(s) being searched.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.6.6 (6.36)	<p>Places of Concealment</p> <p>The trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed.</p>				
1.6.7 (6.37)	<p>Back-Up Officer During Search</p> <p>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.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
1.6.8 (7.03)	<p>Opposite Sex Search Policy</p> <p>The trainee shall know agency policy regarding searching individuals of the opposite sex.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
1.7 - Handcuffing					
1.7.1 (7.04)	<p>Handcuffing Suspects</p> <p>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.</p> <p><i>(Lexipol Policy 306)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.7.2 (7.05)	<p>Purposes for Handcuffing</p> <p>The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent: A) Attack, B) Escape, and C) The destruction or concealment of evidence or contraband.</p>				

	<i>(Lexipol Policy 306)</i>				
1.7.3 (7.06)	<p>Handcuffing Principles</p> <p>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 in the standing, kneeling, and prone positions, B) Proper positioning of the suspect's hands, key outlets, and double locking mechanisms, C) Reasonable degree of tightness, D) Observation of restrained suspects, E) Other approved restraint devices (i.e. wrap, flex cuffs, hobbles, etc.), and F) Safe and controlled removal of handcuffs and other restraint devices.</p> <p><i>(Lexipol Policy 306)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.7.4 (7.07)	<p>Agency Policy on Handcuffing</p> <p>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.</p> <p><i>(Lexipol Policy 306)</i></p>				
1.8 - Use of Force / Force Options					
1.8.1 (10.06)	<p>Degrees of Force</p> <p>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, B) Verbal (Tactical communications), C) Physical (Weaponless), D) Less lethal weapons, including: CHEMICAL AGENTS The trainee shall discuss the regulations governing the use of chemical agents, 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, 5) The</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	<p>trainee shall explain and demonstrate baton/impact weapon techniques to be used in subduing an aggressive suspect, and 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, and E) Deadly Force, The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include: 1) Type of crime and suspect(s) involved, 2) Threat to the lives of innocent persons, 3) Law and agency policy, 4) Officer's present capabilities, and 5) Capabilities of officer's weapon.6) TASERS</p> <p><i>(Lexipol Policies 300, 308, & 309)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.8.2	<p>Use of Force Test</p> <p>The trainee will demonstrate proficiency by passing a Use of Force knowledge test.</p>	Not Req'd		Not Req'd	Not Req'd
1.9 - Medical Emergencies					
1.9.1 (6.100)	<p>First Aid Skills</p> <p>The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.9.2 (6.101)	<p>First Aid Policy</p> <p>The trainee shall understand the agency's policy on administering first aid. Failure to do so is considered as serious as neglect of duty.</p>				
1.9.3 (6.102)	<p>Maintaining Proficiency</p> <p>The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 13518 Penal Code) required to maintain proficiency in first aid techniques.</p>				
1.9.4 (6.103)	<p>Improper Techniques</p> <p>The trainee shall discuss why the improper application of first aid techniques could conceivably result in civil action against the officer and the agency.</p>				
1.9.5 (6.104)	<p>Administering First Aid</p> <p>Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.</p>				
1.9.6 (6.105)	<p>Exposure Management</p>				

	The trainee shall know and understand the agency's plan for the management of occupational exposure to blood and airborne pathogens (i.e., HIV, Hepatitis, TB, etc.). A) General Order L-12, B) Department provides safety equipment, C) Fear of blood borne pathogens is not an excuse for not performing duty, D) Employee use safety equipment, and E) Report exposure.				
1.10 - Support Services					
1.10.1 (1.12)	Support Agencies The trainee shall know the locations and general function of agency, city, or county support services and shall explain the proper utilization of agency special teams/units. <i>(Lexipol Policies 800 through 820)</i>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.10.2 (1.13)	Support Locations The trainee shall identify the location and general function of each of the following: A) City Hall, B) Municipal, Superior, and Juvenile Courts, C) District Attorney's Offices, D) Probation Department, E) Health Department and 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) County Jails, H) Social Services, I) Juvenile Hall, and J) 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, and 10) US Marshall Service.				
1.11 - Radio Procedures and Communication Systems					
1.11.1 (12.01)	Use of Radio The trainee shall demonstrate knowledge of agency radio procedures and proper use of the radio. Proper use of the radio shall include: A) Waiting until the air is clear before pressing the transmit button, B) Pressing the transmit button firmly and speaking calmly and clearly into the microphone, C) Avoiding over-modulation by speaking moderately into the microphone, D) Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until the termination of "emergency traffic only" status, and E) Knowing the call signs,	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	assignments, and beat locations of other units in the area.				
1.11.2 (12.02)	<p>Agency Radio Policy</p> <p>The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.</p> <p><i>(Lexipol Policy 802)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.11.3 (12.03)	<p>Phonetic Alphabet and Radio Codes</p> <p>The trainee shall memorize the phonetic alphabet and agency brevity radio code, including commonly used numbers and codes for dispatching police units.</p>				
1.11.4 (12.04)	<p>Radio Proficiency</p> <p>The trainee shall be able to demonstrate proficiency in using the police radio. Proficiency includes: A) To properly designate his or her unit in service, B) To make vehicle and name checks, and C) During situations involving stress.</p> <p><i>(Lexipol Policy 802)</i></p>				
1.11.5 (12.05)	<p>Crime Broadcast</p> <p>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, eye color, clothing description, and distinguishing characteristics, C) Loss (if any), including approximate value and denomination of bills, D) Weapon(s) used, E) Vehicle used, and F) Direction(s) of flight.</p>				
1.11.6 (12.06)	<p>Vehicle Pursuit</p> <p>The trainee shall understand the proper use of the police radio to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include: A) Identification of the vehicle in pursuit, B) What the vehicle or occupant(s) is wanted for, C) Complete description of the vehicle, including license number, D) Number of occupants and possibility of weapons, E) Direction of travel, F) Approximate speed, G) Necessity for backup and number of units needed, and H) Location of stop.</p>				
1.11.7 (12.07)	<p>In-Progress Control</p>				

	Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. A) Verbal control so as not to escalate the situation, B) Control of possible escape routes, and C) Control of response of other police units.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.11.8	Radio Code Test The trainee will demonstrate performance by passing a Radio Code knowledge test.	Not Req'd		Not Req'd	Not Req'd
1.12 - Vehicle Code					
1.12.1 (9.01)	Basic Vehicle Code 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. <i>(Lexipol Policy 500)</i>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.12.2 (9.02)	CVC Terms 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. <i>(Lexipol Policy 500)</i>				
1.12.3 (9.03)	CVC Authority to Arrest The trainee shall define the elements of Vehicle Code sections giving authority to arrest. <i>(Lexipol Policy 500)</i>				
1.12.4 (9.04)	Vehicle Code Test The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with (Vehicle Code Test): A) Vehicle registration and insurance requirements, 4000(a)/16028(a) VC, B) Theft and damage to vehicles, 10851/10852 VC, C) Driver's licenses and identification cards including suspensions, 12951(a), 12500(a), 14601 VC, D) Hit and run, 20002 VC/20001 VC, E) Traffic control signals, 21400 VC, F) Other traffic control devices, 21461(a) VC, G) Driving, overtaking, and passing, H) Right of way, I) Pedestrians, 25950 VC, J) U-Turns, K) Stopping, standing, and parking, L) Driving under the influence, 23152 VC, M) Other public offenses, N) Equipment violations, 40610 VC, O)	Not Req'd		Not Req'd	Not Req'd

	Fleeing/evading an officer, 2800 VC, P) Reckless driving, and Q) Seat belt violations, 27315 VC.				
1.13 - Ethics					
1.13.1	Department Philosophy on Ethical Behavior On and Off Duty The trainee will be provided with the Law Enforcement Code of Ethics and will be able to explain the importance of ethical behavior in our community and within the Department. The trainee will also be familiar with the Lexipol Policy regarding conduct on and off duty. (Lexipol Policy 340)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.14 - Leadership					
1.14.1 (2.8.01)	Leadership Strategies The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
1.14.2 (2.8.03)	Daily Leadership The trainee shall assess and explain his/her leadership role within the Department with clear consideration of the organization's vision, mission, and values statement.				
1.14.3 (2.8.02)	Leadership Competencies The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skill and abilities as an officer. 1. Integrity 2. Credibility 3. Trust 4. Discretion 5. Duty 6. Loyalty 7. Honesty				
2.0 - FIELD TRAINING PHASE 2					
2.1 - Patrol Vehicle Inspections					
2.1.1 (2.01)	Vehicle Familiarization The trainee shall be familiar with the patrol vehicle, its equipment, and the policy regarding its use. (Lexipol Policies 704 & 706)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.1.2 (2.02)	Identify Equipment The trainee shall point out the location and describe the use of the following: A) Rear door locks, B) Trunk and hood release, C) Shotgun/AR-15 release, D) Emergency lights and siren controls, E) Flares, F) First aid equipment, G) Radio, H) Protocols, and I) In-car camera system.				

	<i>(Lexipol Policies 704 & 706)</i>				
2.1.3 (2.03)	<p>Repair Policy</p> <p>The trainee shall review and describe the agency policy on repair and servicing of patrol vehicles.</p> <p><i>(Lexipol Policy 704)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.1.4 (2.04)	<p>Service Request</p> <p>The trainee shall describe agency policy regarding requests for vehicle service in the field.</p> <p><i>(Lexipol Policy 704)</i></p>				
2.1.5 (2.05)	<p>Maintenance Policy</p> <p>The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include: A) The procedure for turning in a damaged or mechanically deficient vehicle, and B) The proper report(s) to be completed.</p> <p><i>(Lexipol Policy 704)</i></p>				
2.1.6 (2.06)	<p>Inspection Objectives</p> <p>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, and C) Reduction of maintenance and repair costs.</p> <p><i>(Lexipol Policies 704 & 706)</i></p>				
2.1.7 (2.07)	<p>Pre-Shift Inspection</p> <p>Given a patrol vehicle, the trainee shall conduct a pre-shift inspection. The inspection 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 required equipment: 1) Flares, 2) Rescue disc, 3) Protocols, 4) Water bottle, 5) Cellular phone with charged battery, 6) Roll-o-tape, 7) WRAP, and 8) Camera, C) An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.), D) An inspection of the shotgun/AR-15 and their releases, E) 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, and F) An inspection of the prisoner seating</p>				

	compartment for contraband or other items. (Lexipol Policies 704 & 706)				
2.2 - Patrol Vehicle Operation Safety					
2.2.1 (2.01)	Driving Technique Policy 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, and E) Excessive speed. (Lexipol Policies 316 & 706)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.2.2 (2.02)	Stopping Distance Factors 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, and G) Knowledge of anti-lock braking systems.				
2.2.3 (2.02)	Defensive Driving The trainee shall identify the components of "defensive driving". These shall include: A) Driver attitude, B) Driver skill, C) Vehicle capability, and D) Seat belt usage				
2.2.4 (2.05)	Driver Attitudes-Accidents 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"), and C) Self-righteousness.				
2.2.5 (2.06)	Driver Fatigue The trainee shall understand the effects of driver fatigue. These shall include: A) Lowers visual efficiency, and B) Causes slower reaction time.				
2.2.6 (2.07)	Safe Driving The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.				
2.2.7 (2.08)	Parking Patrol Vehicles The trainee shall explain the agency policy regarding the parking of patrol vehicles.				
2.2.8 (1.05.09.01)	Situation-Appropriate, Focused, Educated (S.A.F.E.) Driving The trainee will understand and demonstrate the application of "Situation-Appropriate,				

	<p>Focused, and Educated (S.A.F.E.) driving" during routine and emergency situations. A). "Situation-Appropriate" refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol-driving environment (e.g., routine patrol vs. code three driving, school zone vs. rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). The trainee will understand that the "appropriateness" of his or her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are "appropriate" for specific situations. B). "Focused" addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities. C). "Educated" refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gleaned in these areas to his or her daily driving habits.</p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>Recruit Officer Initials and date when acknowledged</p>
<p>2.2.9 (1.05.09.02)</p>	<p><i>Importance of Continued Training in Safe Driving</i></p> <p>The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving: A) Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training B) Speeds officers are expected to encounter in routine and emergency driving C) Night driving D) Use of interference vehicle(s) to simulate actual roadway conditions</p>				
<p>2.2.10 (1.05.09.03)</p>	<p><i>Understanding the Dangers and Consequences of Driving in a Manner Inappropriate for Conditions, or Beyond the Capabilities of the Driver or Vehicle</i></p> <p>The trainee will be made aware of the fact that routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles. In the years 2003 to 2010, more officers were injured or killed in traffic</p>				

	<p>accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe vehicle operation. The trainee will be made aware of these facts and will relate to the FTO the importance of SAFE driving. The trainee will continually demonstrate SAFE driving practices in routine and emergency vehicle operations throughout the FTO program in preparation for continued SAFE driving practices throughout his or her law enforcement career.</p>				
2.2.11 (1.05.09.04)	<p><i>Use of Seatbelts During Routine and Emergency Driving Conditions, and Tactical Seatbelt Removal</i></p> <p>The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO, if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt, if applicable) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.3 - Emergency Vehicle Operations/Pursuits					
2.3.1 (2.15)	<p><i>Emergency Operation Law and Liability</i></p> <p>The trainee shall understand California laws which apply to the operation of an emergency vehicle under emergency conditions: A) 21055 VC Exempts the driver of an emergency vehicle when responding "Code 3". One solid red light to the front/sound siren as needed, B) The trainee knows why emergency calls do NOT absolve an officer from personal liability if the emergency vehicle is misused. (21056 CVC), C) The trainee knows agency practices and policies for the operation of emergency vehicles, and D) The trainee relies more on caution than upon the emergency warning devices.</p> <p><i>(Lexipol Policies 314 & 316)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

2.3.2 (2.17)	<p>Code 3 Driving</p> <p>The trainee shall understand the agency's policy concerning pursuits and code-three driving.</p> <p><i>(Lexipol Policies 314 & 316)</i></p>				
2.3.3 (2.18)	<p>Emergency Driving Tactics</p> <p>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/stopping for intersections, B) Careful observation at cross streets, C) Caution when passing other vehicles, D) Constant alertness for any unforeseen hazards, E) Using a well-planned route of travel in emergency response situations, and F) Constant alertness for other code-three vehicles.</p> <p><i>(Lexipol Policies 314 & 316)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.3.4 (2.19)	<p>Continue/Abandon Pursuit</p> <p>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, and G) Known juvenile driving pursued vehicle.</p> <p><i>(Lexipol Policies 314 & 316)</i></p>				
2.3.5 (2.20)	<p>Safe Emergency Driving</p> <p>Given an emergency response and/or a pursuit incident, the trainee shall demonstrate safe and effective driving practices.</p> <p><i>(Lexipol Policies 314 & 316)</i></p>	Not Req'd		Not Req'd	Not Req'd
2.3.6	<p>EVOC Test</p> <p>The trainee will demonstrate proficiency by passing the Emergency Vehicle Operations Test.</p> <p><i>(Lexipol Policy 316)</i></p>	Not Req'd		Not Req'd	Not Req'd
2.3.7	<p>Pursuit Test</p>	Not Req'd		Not Req'd	Not Req'd

	The trainee will demonstrate proficiency by passing the Pursuit knowledge test. (Lexipol Policy 314)				
2.4 - Officer Safety					
2.4.1 (2.01)	Contact Tactics 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) Records incident information - (FI's), C) Performs pat down and custody search of suspect(s), D) Issues all citations, E) Recovers evidence and contraband, F) Handles routine radio communications, G) Relays pertinent information to cover officer and medical personnel, and H) Watches hand movement.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.4.2 (2.02)	Cover Tactics The trainee shall discuss and demonstrate the cover officer tactics and responsibilities to include: A) Approach, B) Cover positions with vehicle(s) and person(s), C) Position of advantage, D) What to watch for: 1) Hands in pockets or otherwise concealed, 2) Weapons or contraband, 3) Hostility or anger, 4) The approach of other persons or vehicles, 5) Symptoms of intoxication or illness, and 6) Potential reactions and escape routes, E) Communications with contact officer/danger signals, F) Positions of assistance, if needed, during arrest, and G) Provides assistance as directed by contact officer.				
2.4.3 (2.03)	Contact & Cover Roles 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) Shotgun, C) Position to assume after the vehicle or person is stopped, and D) Officer to officer communication.				
2.4.4 (2.04)	In-Field Contact & Cover 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, C) Pedestrian stops, D) Traffic stops, and E) High-speed pursuit, felony stop, and/or foot chase.				
2.4.5	Officer Survival	Not Req'd	Not Req'd		Not Req'd
2.4.6	Officer Survival				

	The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include: A) Concept of tactical retreat ----1) Pre-planning ----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 physical fitness and officer standards ----2) Role of good health and nutrition D) Weapon retention E) Employee Assistance Programs ----1) Counseling through Human Resources and/or contracted professionals ----2) Critical incident stress debriefings ----3) Law Enforcement Chaplains ----4) Peer Counseling	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.4.7	Silhouetting The trainee shall know ways to avoid the hazards of "silhouetting".				
2.4.8 (6.20)	Sounds The trainee shall know how to avoid making telltale "police noises." A) Vehicle, B) Radio noises, and C) Key and whistle noises.				
2.4.9 (6.21)	Hands in View The trainee shall know the importance of always keeping a subject's hands in view.				
2.5 - Community Orientation/Geographic Location					
2.5.1 (1.14)	Key Locations The trainee shall know the following locations within the agency's jurisdiction: A) Fire Station, B) Bars and "hot" spots, C) Schools, D) City Hall, E) Shopping centers, and F) Any additional hazardous/priority locations.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.5.2 (1.15)	Key Roadways The trainee shall know the names and/or locations of important types of roadways in the community or assigned area. These shall include: A) Major arteries, B) Neighborhood alley ways, C) Dead-end streets, D) Freeways, and E) Fire trails and other special access routes.				
2.5.3 (1.16)	Boundaries & Beats The trainee shall know the jurisdictional boundaries, and beats utilized by the agency.				
2.5.4	Map Test	Not Req'd		Not Req'd	Not Req'd

	The trainee will demonstrate proficiency by passing a map test.				
2.6 - Field Notes and Notebook					
2.6.1 (4.01)	<p>Information for Field Notes</p> <p>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 on report, C) Type of incident, D) Pertinent information, E) Names of suspects, victims, witnesses, and reporting persons, and F) Diagrams if necessary.</p> <p><i>(Lexipol Policies 344 & 440)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.6.2 (4.02)	<p>Notes are Discoverable</p> <p>The trainee shall understand that the contents of field notebooks are discoverable in a court proceeding (keeping notes for major cases, destroying notes on minor cases).</p>				
2.6.3 (4.03)	<p>Need for Notes</p> <p>The trainee shall explain the necessity for field notes. This explanation shall include: A) Reference to future investigation, B) Reference to future court appearance, and C) Beat or area information.</p>				
2.6.4 (4.04)	<p>Recording Notes</p> <p>The trainee shall properly use a field notebook to record pertinent information on any given (who, when, what, where, why, how, are in notes) incident.</p>				
2.7 - Low-Risk Vehicle Stops					
2.7.1 (6.38)	<p>Potential Hazards of Traffic Stops</p> <p>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.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.7.2 (6.39)	<p>Approaching Non-Auto Vehicles</p> <p>The trainee shall know how to safely stop and approach vehicles other than automobiles: A) Motorcycles and bicycles, B) Campers and vans, C) Buses, and D) Trucks.</p>				
2.7.3 (6.40)	<p>Identifying Inherent Hazards when Conducting Traffic Stops</p> <p>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</p>				

	made, B) Stop itself, C) Officer's approach, D) Position the officer takes, and E) Contact with the violator.				
2.7.4 (6.41)	<p>Types of Stops</p> <p>The trainee shall understand the various types of vehicle stops, which minimally include: A) Traffic violations, B) Investigative, and C) Felony or high risk.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.7.5 (6.42)	<p>Stop Location</p> <p>The trainee shall understand the following elements as those to be considered when selecting the proper location to effect a traffic stop: A) As little traffic hazard as possible, B) As few escape routes as possible, C) As few persons present as possible, D) Desirable lighting conditions, and E) Ability to properly position the patrol car and backup units.</p>				
2.7.6 (6.43)	<p>Vehicle Identification</p> <p>The trainee shall understand the advantages of recording the license number and description of the vehicle prior to the stop.</p>				
2.7.7 (6.44)	<p>Monitoring Occupants</p> <p>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, and C) Escape of occupants.</p>				
2.7.8 (6.45)	<p>Initiating a Stop</p> <p>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, B) Use of headlights, C) Use of horn, and D) Proper use of spotlight/take-down lights to include: 1) Not blinding the driver while the vehicle is moving, 2) Illuminating the interior of the stopped vehicle, and 3) Focusing on the rear and side mirrors to blind the occupants of the officer's approach.</p>				
2.7.9 (6.46)	<p>Stopping Distance</p> <p>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, and C) Enough to create a safety corridor (patrol car offset left or right) for the safety of the officer(s) and</p>				

	vehicle occupant(s).				
2.7.10 (6.47)	<p>Keeping Occupants in Vehicle</p> <p>The trainee shall understand the advantages, disadvantages, and legal aspects of allowing or disallowing a person to exit the vehicle during a stop.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.7.11 (6.48)	<p>Violator Reactions</p> <p>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, C) Fear, D) Rationalization or excuse for violation, and E) Refusal to sign citation.</p>				
2.7.12 (6.49)	<p>Warning vs. Citation</p> <p>The trainee shall explain discretion in a car stop situation by citing examples of traffic situations in which an officer feels that a warning would be more beneficial.</p>				
2.7.13 (6.50)	<p>Avoiding Arguments</p> <p>The trainee shall explain why an officer should not argue with a violator.</p>				
2.7.14 (6.51)	<p>Promise to Appear</p> <p>The trainee shall know that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA).</p>				
2.7.15 (6.52)	<p>Best Practices</p> <p>The trainee shall explain the advantages of the following procedures: A) Obtaining the violator's driver's license, vehicle registration, and proof of insurance as soon as possible after the stop is made, B) Not accepting the violator's wallet in response to a request for a driver's license, C) Checking the validity and authenticity of a driver's license (including picture) and vehicle registration, D) Checking the signature of the violator on the citation, and E) Issuing the proper copy of the citation to the violator.</p>				
2.7.16 (6.53)	<p>In-Field Traffic Stop</p> <p>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.</p>				
2.8 - Impounding/Storing Vehicles					
2.8.1	Towing Policy				

(9.05)	The trainee shall understand the agency's policy regarding towing procedures. (Lexipol Policy 510)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.8.2 (9.06)	Impound/Store Procedure The trainee shall possess the knowledge to impound/store vehicles in an authorized manner. (Lexipol Policy 510)				
2.8.3 (9.07)	Authority to Impound/Store a Vehicle The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property. (Lexipol Policy 510)				
2.8.4 (9.08)	In-Field Impound/Store a Vehicle Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include: A) Compliance with state law, B) Compliance with agency policy, and C) Completion of all required reports in a satisfactory manner. (Lexipol Policy 510)				
2.9 - Felony/High-risk Vehicle Stops					
2.9.1 (6.54)	Safety Tactics The trainee shall be familiar with and be able to apply all officer safety tactics as described in the low-risk vehicle stops guidelines.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.9.2 (6.55)	Effecting the Stop 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.				
2.9.3 (2.13.51)	Pre-Stop Considerations The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include: A. Seriousness of the crime(s) B. Availability of back-up C. Location at which to make the stop D. Tactics to be used after making the stop E. Number of suspects involved F. Placement of second, third, and subsequent units at the stop itself G. Placement of additional units away from the stop to control traffic (to provide additional safety for the				

	stop itself) H. Use of Public Address system I. Use of additional resources: K-9 units, air support units				
2.9.4 (6.57)	Vehicle Positioning The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.9.5 (6.58)	Removing Suspect(s) The trainee shall discuss the advantages of verbally ordering the removal of the suspect (s) from the vehicle prior to approaching on foot.				
2.9.6 (6.59)	Verbal Commands 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 (according to agency policy), and C) Assume position of disadvantage outside the vehicle.				
2.9.7 (6.60)	Waiting for Backup The trainee shall discuss the advantages of using the tactic of waiting for additional backup before approaching the vehicle or the occupants.				
2.9.8 (6.61)	Primary & Backup Roles 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) Has the radio responsibilities, B) Assumes the shotgun responsibilities, if applicable, C) Communicates to the occupants, and D) Searches the occupants and/or the vehicle.				
2.9.9 (6.62)	In-Field Stop 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.				
2.11 - Searching Vehicles, Building, Areas					
2.11.1 (6.63)	Principles of Vehicle Search The trainee shall identify and explain principles of safe and effective search of a vehicle. These principles shall minimally include: A) Proper removal and control of occupants, and B) A systematic method of search.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

2.11.2 (6.64)	<i>In-Field Vehicle Search</i> Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a vehicle.				
2.11.3 (6.65)	<i>Principles of Building Search</i> The trainee shall identify the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include: A) Containment of the building, B) Containment of area(s) already searched, C) Utilization of a systematic method, D) Safe searching techniques, and E) Appropriate use of canine or specialized assistance.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.11.4 (6.66)	<i>In-Field Building Search</i> Given an incident, including probable cause, the trainee shall safely and effectively conduct a search of a building/area.				
2.12 - Legal Responsibilities and Requirements with Prisoners					
2.12.1 (7.08)	<i>Legal Responsibilities</i> The trainee shall know and understand the legal responsibilities for protecting a prisoner.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.12.2 (7.09)	<i>Shelter, Food, & Medical Care</i> The trainee shall understand the legal responsibilities for providing a prisoner with shelter, food, and medical care.				
2.12.3 (7.10)	<i>Property Receipts</i> The trainee shall understand the requirements for issuing property receipts. <i>(Lexipol Policy 804)</i>				
2.12.4 (7.11)	<i>Custody of Juveniles</i> The trainee shall understand the requirements pertaining to temporary custody or confinement of juveniles. <i>(Lexipol Policy 324)</i>				
2.12.5 (7.12)	<i>Rights & Privileges of Prisoners</i> The trainee shall understand local policy and the legal aspects pertaining to the rights and privileges of prisoners.				
2.13 - Transportation of Prisoners					
2.13.1 (7.13)	<i>Transportation Policy</i> The trainee shall explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include: A)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	<p>Prisoners restrained with specialty devices (i.e., The Wrap, etc.), B) Sick, injured, mentally ill, physically challenged, or pregnant prisoners, C) Juveniles with/without adults, D) Females, E) Use of seat belts, F) A search of the area in which the prisoner is about to be placed prior to transportation, G) Following transportation, a search of the area where the prisoner has been, H) The proper positioning of the officer(s) and the prisoner (s) within the vehicle, and I) Close and constant observation of the prisoner(s).</p> <p><i>(Lexipol Policy 1022)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.13.2 (7.14)	<p><i>In-Field Transport</i></p> <p>Given a situation in which prisoner(s) must be transported in the patrol vehicle, the trainee shall safely place the handcuffed prisoner(s) in the vehicle and safely transport the prisoner(s) to the predetermined destination.</p>				
2.13.3 (7.15)	<p><i>In-Field Handcuff Removal</i></p> <p>Given an incident of prisoner transport, the trainee shall safely and effectively control the suspect(s), and safely remove the handcuffs.</p> <p><i>(Lexipol Policy 306)</i></p>				
2.14 - Booking Prisoners					
2.14.1 (7.16)	<p><i>Booking Prisoners</i></p> <p>The trainee shall know how to properly book adult and juvenile prisoners in conformance with agency policy and legal codes.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.14.2 (7.17)	<p><i>Juvenile Notification</i></p> <p>The trainee shall know what notifications are required when booking juveniles.</p> <p><i>(Lexipol Policy 324)</i></p>				
2.14.3 (7.18)	<p><i>Special Considerations</i></p> <p>The trainee shall be able to properly book prisoners who warrant special considerations. A) Drunk (First Chance when appropriate), B) Injured or sick, C) Females (including pregnant females), D) Elderly, E) Mentally ill and/or developmentally disabled, F) Juveniles, G) Gang members or police informants, H) Current or former police officers, judges, etc., I) High-profile prisoners, and J) Any other prisoner(s) who may have special classification/housing needs.</p>				
2.15 - Domestic Violence					

2.15.1 (6.71)	<p>Domestic Violence Incidents</p> <p>The trainee shall recognize and be able to effectively deal with domestic violence incidents.</p> <p><i>(Lexipol Policy 320)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.15.2 (6.72)	<p>Legal Issues</p> <p>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) Responsibility and authority with tenancy issues related to domestic violence, H) Determine if a crime has been committed and if arrest is mandatory, I) Completion of appropriate documentation and required reports, J) Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office, and K) The safekeeping of firearms as per 12028.5 PC.</p> <p><i>(Lexipol Policy 320)</i></p>				
2.15.3 (6.73)	<p>Dangers to Officers</p> <p>The trainee shall know the inherent dangers to an officer who enters the home of a family involved in a dispute.</p> <p><i>(Lexipol Policy 320)</i></p>				
2.15.4 (6.74)	<p>Separating Parties</p> <p>The trainee shall know the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.</p> <p><i>(Lexipol Policy 320)</i></p>				
2.15.5 (6.75)	<p>Criminal vs. Civil Law</p> <p>The trainee shall explain the differences between criminal and civil law, which apply during dispute situations.</p> <p><i>(Lexipol Policy 320)</i></p>				

2.15.6 (6.76)	Mandatory Custody Arrests The trainee shall understand mandatory custody arrest requirements. (Lexipol Policy 320)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.15.7 (6.77)	Restraining Orders The trainee shall understand the law and procedures relating to enforcement of restraining orders. (Lexipol Policy 320)				
2.15.8 (6.78)	In-Field Domestic Violence Incident Given a domestic dispute or domestic violence incident, the trainee shall be able to handle the situation in a safe and efficient manner. (Lexipol Policy 320)				
2.15.9	Lexipol Domestic Violence Policy Demonstrated knowledge about agency specific directives and Lexipol Policies regarding domestic violence. (Lexipol Policy 320)	Not Req'd		Not Req'd	Not Req'd
2.16 - Victims of Violent Crime					
2.16.1 (6.69)	Victim Notification 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, and C) Whom to contact. (Lexipol Policy 336)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.16.2 (6.70)	Child Abuse, Neglect & Exploitation 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, and D) Follow-up investigative procedures. (Lexipol Policy 330)				
2.17 - Warrants					

2.17.1 (11.06)	<p>Warrant Procedures</p> <p>The trainee shall discuss the laws and procedures for obtaining search or arrest warrants, including: A) Probable cause necessity, B) Allowable exclusions, 1) Hot pursuit, 2) Emergency situations, and 3) Consent, and C) Process for obtaining warrants during and after business hours.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
2.17.2 (11.07)	<p>Serving Warrants</p> <p>The trainee shall describe the process for serving search and arrest warrants, including: A) Hours of service for felony arrest warrants (24-hours), B) Hours of service for misdemeanor arrest warrants (0600-2200 hours), C) Hours of service for search warrants (0700-2200 hours), D) Knock and notice for search warrants and exceptions to, and E) "Signing off" warrants/return.</p>				
2.17.3 (11.08)	<p>In-Field Warrant Service</p> <p>Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow the agency's procedure for obtaining and serving the appropriate warrant(s).</p>				
3.0 - FIELD TRAINING PHASE 3					
3.1 - Pedestrian Stops					
3.1.1 (2.12.22)	<p>Pedestrian Stops</p> <p>The trainee shall explain the concepts of consensual encounter and reasonable suspicion to stop and detain. The trainee will then explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.</p> <p><i>(Lexipol Policy 259)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.1.2 (6.23)	<p>Probable Cause & Reasonable Suspicion</p> <p>The trainee shall explain the concept of probable cause and reasonable suspicion to stop and detain.</p> <p><i>(Lexipol Policy 259)</i></p>				
3.1.3 (6.24)	<p>Circumstances to Stop</p> <p>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 or night, and C)</p>				

	Reasonable suspicion to believe that the person being stopped may be involved in criminal activity. (Lexipol Policy 259)				
3.1.4 (6.25)	Tactical Considerations The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. This discussion shall minimally include determining: A) Whether or not to stop the person, B) When and where to stop the person, and C) Methods to utilize in stopping the person.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.1.5 (6.26)	On Foot vs. Vehicle Stops The trainee shall identify the reasons an officer should approach pedestrian suspects on foot rather than in the vehicle.				
3.1.6 (6.27)	Position of Advantage 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.				
3.1.7 (6.28)	Field Interview The trainee shall properly and legibly complete the field interview (FI) card and later enter the information into RIMS. (Lexipol Policy 259)				
3.1.8 (6.29)	Use of CLETS The trainee shall understand the role and use of CLETS in determining a person's wanted status.				
3.1.9 (6.30)	In-Field Interview 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. (Lexipol Policy 259)				
3.2 - Search and Seizure					
3.2.1 (11.01)	Searches, Person, Vehicles, Residences The trainee shall be able to legally, safely, and effectively, conduct the search of person (s), vehicles, and buildings.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	<i>(Lexipol Policies 332 & 902)</i>				
3.2.2 (11.02)	<p>Types of Searches</p> <p>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, B) Consent searches, C) Probable cause searches, D) A search warrant, E) Plain sight, F) Incident to arrest, G) Exigent circumstances, and H) Probation/parole search.</p> <p><i>(Lexipol Policies 332 & 902)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.2.3 (11.03)	<p>Objects of Search</p> <p>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, and E) Suspects.</p> <p><i>(Lexipol Policies 332 & 902)</i></p>				
3.2.4 (11.04)	<p>Search Limits</p> <p>The trainee shall discuss the limits of searches when conducted with person(s), vehicles, and buildings including: A) Protective sweeps, B) Closed containers, and C) Inventory searches.</p> <p><i>(Lexipol Policies 332 & 902)</i></p>				
3.2.5 (11.05)	<p>Exclusionary Rule</p> <p>The trainee shall understand the "exclusionary rule" and its effect upon police action and procedures including: A) Court filings, and B) Prosecution of suspects.</p> <p><i>(Lexipol Policies 332 & 902)</i></p>				
3.2.6	<p>Seizure Concepts</p> <p>The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:</p> <p>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</p> <p><i>(Lexipol Policies 300 & 322)</i></p>				
3.3 - Missing Persons					

<p>3.3.1 (3.13.87)</p>	<p>Laws Regarding Missing Persons</p> <p>The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, both adult and juvenile. In addition, the trainee will also review and explain the criteria and initiation process for an Amber Alert. Reference: 784.5 PC; 14205(a) PC; 14205(b) PC; 14206(a)(1) PC; 14207 (a)-(c) PC.</p> <p><i>(Lexipol Policy 332)</i></p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>Recruit Officer Initials and date when acknowledged</p>
<p>3.3.2 (6.110)</p>	<p>Agency policy</p> <p>The trainee shall explain the agency's policy regarding search procedures for missing persons.</p> <p><i>(Lexipol Policy 332)</i></p>				
<p>3.3.3 (6.111)</p>	<p>Searching for Children</p> <p>The trainee shall know the importance of making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.</p> <p><i>(Lexipol Policies 332 & 334)</i></p>				
<p>3.3.4 (6.112)</p>	<p>In-Field Search</p> <p>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.</p> <p><i>(Lexipol Policy 332)</i></p>				
3.4 - Mental Illness Cases					
<p>3.4.1 (7.19)</p>	<p>Dealing with Disturbed Persons</p> <p>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.</p> <p><i>(Lexipol Policy 418)</i></p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>FTO Initials and date when completed</p>	<p>Recruit Officer Initials and date when acknowledged</p>
<p>3.4.2 (7.20)</p>	<p>72-Hour Hold Criteria</p> <p>The trainee shall identify and discuss 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)</p>				

	Gravely disabled, and D) Due to a mental condition. (Lexipol Policy 418)				
3.4.3 (2.12.39)	Mental Illness Cases The trainee shall explain the documentation for detaining and placing mentally ill persons. This discussion shall minimally include: A) Required documentation on the 5150 WIC form B) Verbal admonishment and supplementary written documentation as specified in 5157 WIC C) Any additional agency-specific documentation or additional mental health facility documentation as may be required by agency policy or Memorandum of Understanding D) Any additional agency policies and procedures related to the detention and placement of mentally ill persons. (Lexipol Policy 418)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.4.4 (7.22)	Safety Considerations 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) Avoiding unnecessary deception, D) Requesting backup to minimize resistance, E) Requesting ambulance prior to confronting subject, if necessary, F) Keeping the disturbed person in sight constantly, G) Continual alertness, and H) Seizing firearms/deadly weapons for safekeeping (8102 W&I). (Lexipol Policy 418)				
3.4.5 (7.23)	Required Reports The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant. (Lexipol Policy 418)				
3.4.6 (7.24)	In-Field Performance 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. (Lexipol Policy 418)				

3.5 - Driving Under the Influence Cases

3.5.1 (9.20)	<p>Common Indications</p> <p>The trainee shall explain the common driving indications of a suspected DUI.</p> <p><i>(Lexipol Policy 514)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.5.2 (9.21)	<p>Agency Sobriety Tests</p> <p>The trainee shall explain and demonstrate sobriety tests used by the agency.</p> <p><i>(Lexipol Policy 514)</i></p>				
3.5.3 (9.22)	<p>Chemical Tests Policy</p> <p>The trainee shall explain the law and agency policy regarding the two chemical tests (blood and breath) 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.</p> <p><i>(Lexipol Policy 514)</i></p>				
3.5.4 (9.23)	<p>Refusal to Test</p> <p>The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.</p> <p><i>(Lexipol Policy 514)</i></p>				
3.5.5 (9.24)	<p>DUI Forms</p> <p>The trainee shall identify the report forms to be used for driving under the influence cases.</p> <p><i>(Lexipol Policy 514)</i></p>				
3.5.6 (9.25)	<p>In-Field Sobriety Test</p> <p>Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.</p> <p><i>(Lexipol Policy 514)</i></p>				

3.6 - Handling Disputes

3.6.1 (8.06)	<p>Dispute Situations</p> <p>The trainee shall be able to handle dispute situations in a safe and efficient manner.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.6.2 (8.07)	<p>Officer Responsibility</p> <p>The trainee shall identify an officer's basic</p>				

		FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
	responsibilities at the scene of a dispute. These responsibilities shall minimally include: A) Remaining impartial, B) Preserving the peace, C) Determining whether or not a crime has been committed, D) Conducting an investigation if a crime has been committed, E) Providing safety to individuals and property, F) Suggesting solutions to the problem, G) Offering names of referral agencies, and H) Considering arrest as a viable alternative if a crime has been committed.				
3.6.3 (8.08)	Social Service Resources The trainee shall identify various social service organizations which are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with: A) Public health, B) Alcohol problems, C) Family counseling and child guidance, and D) Drug problems.				
3.6.4 (8.09)	Officer Safety The trainee shall understand the inherent dangers to an officer who enters the home of a family involved in a dispute.				
3.6.5 (8.10)	Separating Parties The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.				
3.6.6 (8.11)	Citizen Arrest The trainee shall understand citizen arrest procedures. (Lexipol Policy 364)				
3.6.7 (8.12)	Dispute Techniques The trainee shall discuss different techniques to use in given dispute situations. These situations shall minimally include: A) Family disputes, B) Neighbor disputes, C) Juvenile disputes, and D) Loud parties.				
3.6.8 (8.13)	In-Field Dispute Given an incident involving a dispute, the trainee shall handle the dispute in a safe, efficient, reasonable, and discretionary manner.				
3.7 - Civil Disputes					
3.7.1 (8.14)	Civil Disputes The trainee shall recognize and be able to	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	effectively deal with civil disputes.				
3.7.2 (8.15)	Landlord-Tenant Disputes The trainee shall understand the agency's policy on handling landlord-tenant disputes.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.7.3 (8.16)	Landlord-Tenant Law The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations, which arise from landlord-tenant disputes. These situations shall minimally include: A) Evictions, B) Lockouts, C) Trespasses, and D) Confiscation of property.				
3.7.4 (8.17)	Labor-Management Disputes The trainee shall understand the agency's policy on labor-management disputes.				
3.7.5 (8.18)	Labor-Management Typical Problems The trainee shall explain the agency policy and procedure relative to typical policing problems, which occur during labor-management disputes. These problems shall minimally include: A) Obstruction of ingress or egress, B) Blocking of sidewalks and roadways, C) Outside agitators, and D) Violence and vandalism.				
3.7.6 (8.19)	Repossessions The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include (28 VC, Chapter 11 of the Business and Professions code): A) What property is subject to repossession, B) Who may make repossession, C) To what lengths a repossession may go, and D) When a repossession is complete.				
3.7.7 (8.20)	Small Claims Court The trainee shall explain the role of the small claims court.				
3.7.8 (8.21)	In-Field Civil Dispute Given any situation involving a civil dispute, the trainee shall handle the situation in an appropriate manner consistent with agency policy and state law.				
3.8 - Police Patrol and Observation Skills					
3.8.1 (6.01)	Types of Patrol The trainee understands the principle types of police patrol and their respective impacts on community relations.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.8.2	Preventive Patrol Measures				

(6.02)	The trainee shall know basic preventive patrol methods utilized by an officer: A) Frequent checks and contacts with business premises, B) Frequent checks of suspicious persons, C) Fluctuating patrol patterns, D) Maintenance of visibility and personal contact, and E) Daily individual patrol and community action plan.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.8.3 (6.03)	Community-Oriented Policing The trainee shall understand the agency's concept of "Community-Oriented Policing" as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.				
3.8.4 (6.04)	Foot & Low Visibility (Unmarked Car) Patrol The trainee shall understand the advantage (s) of foot patrol and low visibility patrol (UC). Including: A) Increased personal contact between police and citizens, B) Increased observation ability, and C) Increased ability to gather information.				
3.8.5 (6.05)	Motorized Patrol 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, and F) Communications.				
3.8.6 (6.111)	Searching for Children The trainee shall know the importance of making a thorough search of a "missing" child's home and nearby area at the outset of the investigation. <i>(Lexipol Policy 332)</i>				
3.8.7 (6.07)	Perception Skills The trainee shall understand methods by which perception skills may be improved and can describe scene activity, persons, and vehicles with acceptable accuracy.				
3.9 - Preventing and Detecting Crime					
3.9.1 (6.08)	Improving Capabilities The trainee shall understand those techniques and procedures, which improve a patrol officer's capabilities in preventing and detecting crime.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.9.2 (6.09)	Community Familiarization The trainee shall know factors to be				

	considered in becoming familiar with the community: A) General population information, B) Appropriate geographic information, C) Recent criminal activity, and D) Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.).				
3.9.3 (6.10)	<p>Preparing for Patrol Shift</p> <p>The trainee shall know how to prepare for a normal patrol shift: A) Gathering information through crime reports, patrol bulletins, daily bulletins, and briefings, B) Gathering needed materials (i.e., report forms, citation books, etc.), C) Obtaining and checking special equipment (i.e., PAS, Radar, Lidar, Unmarked vehicles, etc.), D) Planning work around identified priorities, and E) Preparing daily patrol and community action plan.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.9.4 (6.11)	<p>Special Patrol Areas</p> <p>The trainee shall know those locations and/or situations which exist in a "patrol area" that warrant frequent checks.</p>				
3.9.5 (6.12)	<p>Nighttime Patrol</p> <p>The trainee shall know what an officer on nighttime patrol should be looking for: A) Broken glass (reflection of light), B) Open doors and windows, C) Pry marks, D) Suspicious vehicles, E) Persons on foot, F) Difference in normal lighting (on or off), G) Unusual sounds, and H) Access to rooftop or upper floors.</p>				
3.9.6 (6.13)	<p>Parked Vehicles</p> <p>The trainee shall know ways to determine if a parked vehicle has been recently operated.</p>				
3.9.7 (6.14)	<p>Surveillance</p> <p>The trainee shall know how to conduct surveillance: A) Invisible deployment, B) Radio security, and C) Can use surveillance/vision devices and unmarked vehicles.</p>				
3.9.8 (6.15)	<p>Locate VINs</p> <p>The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., autos, trucks, trailers, motorcycles, and bicycles).</p>				
3.9.9 (6.16)	<p>Mutual Aid</p> <p>The trainee shall know department policies on mutual aid and jurisdiction, including: A) Use of official vehicles outside the agency's</p>				

	jurisdiction, B) Responding to calls for assistance outside the agency's jurisdiction, and C) Assisting other agencies with arrests within agency jurisdiction.				
3.9.10 (6.17)	Plain-Clothes Officer 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.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.9.11 (6.18)	Plain-Clothes Arrest The trainee shall know how to react to uniformed officers when the trainee makes a plain-clothes or off-duty arrest.				
3.10 - Tactical Communication					
3.10.1 (8.01)	Demeanor and Words The trainee shall understand that tactical communication involves both professional demeanor and words.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.10.2 (8.02)	Benefits The trainee shall identify the benefits of tactical communication including: A) Enhanced safety (reduces likelihood of physical confrontation and injury), and B) Enhanced professionalism (decreases citizen complaints, civil liability, personal and professional stress).				
3.10.3 (8.03)	Calm Presence 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).				
3.10.4 (8.04)	Deflection Techniques 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", and B) "I understand that, but I need you to sign the citation."				
3.10.5 (8.05)	Voluntary Compliance 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, 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?", and E) ACT - (Take appropriate action).				
3.11 - Interviewing					
3.11.1 (14.01)	Conduct an Interview The trainee shall demonstrate the ability to properly conduct an interview and satisfactorily relate the information on the appropriate form. <i>(Lexipol Policies 440 & 600)</i>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.11.2 (3.14.04)	Miranda Warning The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interrogations.				
3.11.3 (14.03)	Contents of a Good Statement The trainee shall describe the contents of a good statement. These contents shall minimally include: A) What happened, B) When it happened, C) Where it happened, D) Who it happened to, E) How it happened, F) Why it happened, and G) How many were involved. <i>(Lexipol Policies 440 & 600)</i>				
3.11.4 (3.14.01)	Rules of Interviewing/Interrogation The trainee shall discuss basic rules in statement taking, interviewing, and interrogations. These rules shall minimally include: A) Asking direct and brief questions. Let the person being interviewed do the majority of talking, B) Controlling the interview. Avoid rambling by the person being interviewed, C) Avoiding leading questions except when absolutely necessary, D) Putting the person being interviewed at ease, and E) Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions. <i>(Lexipol Policies 440 & 600)</i>				
3.11.5 (14.05)	In-Field Interview Given a situation in which a statement should				

	<p>be taken, the trainee shall properly conduct an interview and satisfactorily relate the information on the appropriate form.</p> <p><i>(Lexipol Policies 440 & 600)</i></p>				
3.12 - Criminal Codes and Laws					
3.12.1 (5.01)	<p>Legal Terminology</p> <p>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, and H) Principal.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.12.2 (5.02)	<p>Elements of a Crime</p> <p>The trainee shall identify the elements of a crime. These shall include: A) Any act or omission, B) By a person, C) In violation of statutory law, and D) For which there is punishment.</p>				
3.12.3 (5.03)	<p>Legally Incapable Persons</p> <p>The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).</p>				
3.12.4 (5.04)	<p>Right to Search</p> <p>The trainee shall recognize and describe the police officer's right to search a person when probable cause to arrest exists.</p> <p><i>(Lexipol Policies 322 & 902)</i></p>				
3.12.5 (5.05)	<p>Use of Force</p> <p>The trainee shall know the amount of force that may be used when effecting an arrest (835 PC).</p> <p><i>(Lexipol Policy 300)</i></p>				
3.12.6	<p>Code Test</p> <p>After completing the Code Test Study Guide, the trainee will demonstrate proficiency by passing the Code Test.</p>	Not Req'd		Not Req'd	Not Req'd
3.12.7 (5.07)	<p>Authority to Arrest</p> <p>The trainee shall know the peace officer's authority to make an arrest (836 PC).</p> <p><i>(Lexipol Policy 100)</i></p>				
3.12.8 (5.08)	<p>Private Person Arrest</p> <p>The trainee shall know the instances when a</p>				

	private person may make an arrest (837 PC). <i>(Lexipol Policy 364)</i>				
3.12.9 (5.09)	Miranda Warning The trainee shall know the requirements for advising a person of his/her Miranda warning.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.12.10 (5.10)	Admittance to Arrest The trainee shall know the requirements regarding gaining admittance into a location to make an arrest (to include 844 PC).				
3.12.11 (5.11)	Reasonable Use of Force The trainee shall understand the term "reasonable" as it applies to the use of force. <i>(Lexipol Policy 300)</i>				
3.12.12 (5.12)	Use of Force Policy The trainee shall understand California law and department policy concerning the use of physical force and deadly force. <i>(Lexipol Policy 300)</i>				
3.12.13 (5.13)	Identification of a Crime 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, B) Homicide, C) Robbery, D) Assaults, E) Children as victims of crimes, F) Sex crimes, G) Disturbing the peace, H) Burglary, I) Trespassing, J) Arson, K) Vandalism, L) Theft, M) Forgery and check offenses, N) Disorderly conduct, O) Control and use of dangerous weapons, and P) Use, possession, and sales of dangerous drugs (to include under the influence).				
3.12.14 (5.14)	Alcoholic Beverage Control The trainee shall recognize violations of the Alcoholic Beverage Control Act and, given a copy of that act, will locate the applicable sections including those prohibiting: A) After-hours sale/consumption of alcoholic beverages on licensed premises, B) Selling/providing alcoholic liquor to any person under the age of 21 years, and C) Selling/providing alcoholic liquor to a person who is visibly intoxicated.				
3.12.15	Local Ordinances				

(5.15)	The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections. The sections shall minimally include: A) Alcohol Laws, B) Park Hours, C) Audible Tire Friction, D) Skateboard Restrictions, E) Bicycle Restrictions, F) Leash Laws, G) Curfew, and H) Soliciting Laws.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.12.16 (5.16)	<p>Juvenile Offenses</p> <p>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, and C) Laws pertaining to schools D) In-Re-Gladys.</p> <p><i>(Lexipol Policy 324)</i></p>				
3.12.17 (5.17)	<p>Parole and Probation</p> <p>The trainee shall know the laws regarding parole and probation violations, searches, and holds including: A) 3056 PC, and B) 1203.2 PC.</p> <p><i>(Lexipol Policy 322)</i></p>				
3.12.18 (5.18)	<p>United States Constitution</p> <p>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, 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, and F) Fourteenth - Civil rights.</p>				
3.12.19 (5.19)	<p>Title 18 USC 1982 & 1983</p> <p>The trainee shall be familiar with Title 18 USC 1982 and 1983.</p>				
3.12.20 (2.9.05.01)	<p>Probable Cause to Arrest</p> <p>"Probable cause to arrest" requires more than the "reasonable suspicion" necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the</p>				

	<p>following elements of "probable cause" as those required to make a valid arrest: A) Whether "probable cause" exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest. B) The officer's training and experience are relevant to a determination of probable cause. C) "Probable cause" exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.</p> <p><i>(Lexipol Policy 100)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.12.21 (2.9.05.02)	<p>Misdemeanor and Felony Probable Cause Arrests</p> <p>The trainee shall identify and explain how "probable cause" is used in an arrest for felonies and misdemeanors: A) For a felony, an officer may arrest with a warrant, or without a warrant if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer's presence. B) For a misdemeanor, an officer may arrest with a warrant, or without a warrant if the officer has probable cause to believe the misdemeanor was committed in the officer's presence. C) See California Penal Code and Peace Officers' Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence. D) See California Penal Code and Peace Officers' Legal Sourcebook for statutes on accepting a private person's arrest.</p> <p><i>(Lexipol Policy 100)</i></p>				
3.13 - Line Ups					
3.13.1 (14.25)	<p>Types of Line Ups</p> <p>The trainee shall know the agency policy and procedure, as well as potential defenses for conducting the following types of "line ups": A) In the field show up, 1) Leading statements to witnesses, B) Photographic, 1) Leading statements to witnesses, 2) Suspect easily discernable, C) In custody, D) Where photos can be obtained, E) Proper method for showing a line-up, and F) Exceptions to moving the victim/witness to the location of the suspect in a field line-up.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.15 - People With Disabilities					
3.15.1	Americans with Disabilities Act				

(2.12.28)	The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows: A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis. B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature. C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained. D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
3.15.2 (2.12.29)	<p><i>Recognizing and Effectively Communicating with People who have Cognitive Impairments</i></p> <p>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. The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include: A. Give one direction or ask one question at a time. B. Allow the person to process what you have said and respond (10-15 seconds, then repeat). C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers). D. Repeat questions from a slightly different perspective, if necessary. E. Avoid questions about time, complex sequences, or reasons for behavior. F. Use concrete terms and ideas. Avoid jargon or figures of speech.</p>				
3.15.3 (2.12.31)	<p><i>Non-Compliance Warning Sign</i></p> <p>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.</p>				
3.15.4 (2.12.32)	<p><i>Standard Tactical Assessments and Safeguards</i></p> <p>Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including: A. His/her own abilities to physically control the person B. Escape routes C. Use of cover D. Call for</p>				

	backup E. The T.A.C.T. Model -Tone (Present a calm and firm demeanor/Maintain respect and dignity) -Atmosphere (Reduce distractions/Respect personal space) - Communication (Establish contact/Develop rapport) -Time (Slow down/Reassess)				
4.0 - FIELD TRAINING PHASE 4					
4.1 - Crimes in Progress					
4.1.1 (2.13.62)	<p>Handling Crimes in Progress</p> <p>The trainee shall explain agency policy and factors to consider when responding to a crime in progress. These may include: A) Proceeding directly to scene as quickly and silently as possible B) Proceeding directly to scene utilizing emergency lights and/or siren C) Proceeding to the location most likely to intercept fleeing suspects D) Proceeding to scene and coordinating arrival and/or deployment with other units E) Distance to location F) Availability of assisting units G) Nature of crime H) Traffic and environmental conditions I) Concern for possible lookouts J) Broadcasting additional information K) Securing the scene L) Use additional resources: K-9 units, air support units</p> <p><i>(Lexipol Policy 400)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.1.2 (6.68)	<p>Prowler Calls</p> <p>The trainee shall know agency policy and procedures to be followed when responding to a prowler call which may include: A) Coordination of responding units, B) Utilization of a quiet and possibly "blacked-out" approach, C) Containment of the area, D) Parking and securing the vehicle, E) Immediate contact of the informant or RP (advantages and disadvantages), F) Controlled search of area or location, G) Inspection for telltale signs, footprints, barking of dogs, etc., H) Locate "warm" vehicles, and I) Available resources: 1) FLIR device and 2) K-9.</p>				
4.2 - Sniper Attack					
4.2.1 (6.79)	<p>Sniper Procedure</p> <p>The trainee shall know those steps which should be immediately taken when confronted with a sniper situation including: A) Cover, B) Calling for assistance, C) Isolating and clearing the area, and D) Determining possible location of assailants.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.2.2 (6.80)	<p>Driving Tactics</p> <p>The trainee shall know tactical actions that can be taken by the driver of a vehicle that</p>				

comes under sniper attack: A) Reversal, B) Turning, and C) Abandonment of target vehicle.

4.3 - Sick, Injured, or Deceased Persons

4.3.1 (6.97)	Aid & Transportation The trainee shall know department policies concerning providing aid and transportation to sick or injured persons.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.3.2 (6.98)	Medical Examiner Investigations 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 incarcerated in any jail, correctional facility, or who is in police custody, D) Apparently accidental or following an injury, E) By disease, injury, or toxic agent during or arising from employment, F) While not under the care of a physician during the period immediately preceding the death, and G) Death related to disease, which might constitute a threat to public health.				
4.3.3 (6.99)	Removal of Body The trainee shall know the legal requirements concerning the removal of a human body from the death scene.				

4.4 - Unusual Occurrences

4.4.1 (6.82)	Disaster Responsibilities 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 and OES - Office of Emergency Services).	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.4.2 (6.83)	Aircraft Crashes The trainee shall understand the agency's policy on aircraft crashes.				
4.4.3 (6.84)	Hazardous Substances The trainee shall understand the agency's policy on hazardous substances or chemical spills (HAZMAT).				
4.4.4 (6.85)	Explosives The trainee shall understand the agency's policy and procedures for handing explosives.				
4.4.5	First on Scene				

(6.86)	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) Undertaking immediate coordination with appropriate outside agencies, D) Establishing a security perimeter, E) Establishing ingress and egress corridors, F) Identifying and admitting only authorized personnel, and G) Dealing with the media.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.4.6 (6.87)	<i>Procedures for Unusual Occurrences</i> The trainee shall discuss procedures to be used when confronted with unusual occurrences. These occurrences shall minimally include: A) Electrical wires down, B) Malfunctioning traffic signals, C) Hazards on the roadway, D) Damage to fire hydrants, E) Gas leaks, F) Chemical spills, and G) Conditions caused by inclement weather such as fog, snow, ice, and flooding.				
4.4.7 (6.88)	<i>Tactics for Explosive Devices</i> 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) Request for a technician or E.O.D., C) Isolation of the area, D) Evacuation of civilian personnel, and E) Possibility that more than one explosive device exists.				
4.4.8 (6.81)	<i>Firebombs</i> The trainee shall know tactics that should be used when the police vehicle has been hit with a firebomb: A) Acceleration, B) Roll-up windows, and C) Abandon vehicle.				
4.4.9 (6.89)	<i>In-Field Unusual Occurrence</i> 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.				
4.5 - Crowd Control					
4.5.1 (6.94)	<i>Crowd Control Tactics</i> 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. <i>(Lexipol Policy 400)</i>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

4.5.2 (6.95)	<p>Crowd Control Formations</p> <p>The trainee shall define and describe basic crowd and riot control formations: A) Squad Column, B) Skirmish Line, C) Echelon (right or left)(to direct a crowd in one direction), and D) Wedge.</p>				
4.5.3 (3.13.118)	<p>Use of Force in Response to Incident Involving Crowds</p> <p>The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any management or crowd control situation. The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.5.4 (3.13.118.0)	<p>Agency Issued Riot Equipment</p> <p>The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other gear/equipment).</p>				
4.5.5 (3.13.118.0)	<p>First Amendment Rights</p> <p>The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.</p>				
4.5.6 (3.13.118.0)	<p>Restoring Order</p> <p>The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.</p>				
4.5.7 (3.13.118.0)	<p>Agency Crowd Control Philosophy</p> <p>The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or</p>				

	group's First Amendment rights of free speech and assembly. (Lexipol Policy 400)				
4.5.8 (3.13.118.0)	Personal Opinions, Beliefs, and Views The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual's rights to free speech and assembly.	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.5.9 (3.13.118.0)	Crowd Management The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.				
4.5.10 (3.13.118.0)	Agency Policy and Philosophy for Crowd Management Situations The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include the following: A. Crowd Management at large planned/organized gatherings ----1. Protests/Demonstrations/First Amendment activities ----2. Labor disputes ----3. Concerts ----4. Sporting events/celebrations ----5. Holiday celebrations ----6. Cultural programs ----7. Religious gatherings ----8. Community activities B. Incident Planning ---1. Establishing a command post ----2. Coordination of resources ----3. Planning, preparation, and coordination with event promoters ----4. Deploying sufficient personnel with proper equipment ----5. Establishment of a unified chain of command ----6. Establishment of rules of conduct for the crowd, law enforcement, media, etc. ----8. Preparing to handle multiple arrests ----9. Planning and coordinating the response of medical personnel or additional resources, if needed ----10. Making contingency plans for response if a riot situation ensues ----11. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System ----12. Authorized/designated law enforcement personnel interacting with the media C. Containment ----1. Establishment of a flexible and controllable perimeter for the				

	crowd, whenever possible ----2. Using officers to control the entry and exit of the crowd within the perimeter				
4.5.11 (3.13.118.0)	<p>Crowd Control Incident</p> <p>The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.5.12 (3.13.118.0)	<p>Agency Policy and Philosophy for Crowd Control Situations</p> <p>The trainee will identify and explain the agency's philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following: A. Isolation and containment ----1. Establishment of a perimeter around the crowd ----2. Consideration of barricades and placement of additional personnel to maintain the perimeter ----3. In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd B. Law enforcement presence ----1. Coordination of resources ----2. Communication ----3. Deploying sufficient personnel with proper equipment ----4. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language) ----5. Use of force options ----6. Law enforcement documenting its own response (video/audio) ----7. Making selective arrests (arrest teams/communication) ----8. Establishment of a unified chain of command ----9. Preparing to handle multiple arrests ---10. Planning and coordinating the response of medical personnel or additional resources, if needed ----11. Authorized/designated law enforcement personnel interacting with media</p>				
4.5.13 (3.13.118.1)	<p>Crowd Dispersal</p> <p>The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any</p>				

	arrests.				
4.5.14 (3.13.118.1)	<p>Crowd Control Clarity of Purpose, Objective, Mission, & Policy</p> <p>The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to IMMEDIATELY contact a supervisor to obtain clarification.</p> <p><i>(Lexipol Policy 400)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.5.15 (3.13.118.1)	<p>Riot Control</p> <p>The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following: A. Specific operational tactics/formations B. Additional resources, equipment, and personnel that may be required for a response C. Assignment of specific tasks D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law E. Dispersal orders F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, bean-bag rounds, taser, etc.) G. Clarity on the agency policy for the use of deadly force</p>				
4.5.16 (3.13.118.1)	<p>Principles of Riot Control</p> <p>The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following: A. Containment ----1. Flexible outer perimeter controlling ingress and egress of the crowd ----2. Denying access and preventing others from joining the existing crowd B. Isolation ----1. Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse C. Dispersal ----1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in</p>				

	place to support and control crowd movement, ingress, and egress D. Restoration of order ----1. Medical aid ----2. Detention, arrest, cite and release, transportation ----3. Criminal investigation -- --4. Authorized/designated law enforcement personnel interacting with the media				
4.5.17 (3.13.118.1)	<p>Law Enforcement Conduct in Response to Crowd Situations</p> <p>The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.</p> <p><i>(Lexipol Policy 400)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.6 - Investigations					
4.6.1 (14.06)	<p>Preliminary Investigations</p> <p>The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.6.2 (14.07)	<p>Factors when Interviewing</p> <p>The trainee shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses. A) Has a crime occurred?, B) Time frame?, C) what is the crime?, and D) Person's involvement type.</p> <p><i>(Lexipol Policies 440 & 600)</i></p>				
4.6.3 (14.08)	<p>Use of Evidence Technician</p> <p>The trainee shall understand situations when the skills of an evidence technician or criminalist are helpful.</p>				
4.6.4 (14.09)	<p>Cold Crime Investigations</p> <p>The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.</p>				
4.6.5 (14.10)	<p>Fresh Crime Against Property</p> <p>The trainee shall possess the knowledge and skills necessary to satisfactorily accomplish an officer's responsibilities associated with the preliminary investigation and reporting of</p>				

	in-progress or fresh crimes against property. These responsibilities should minimally include: A) Identity or description of suspect (s), B) Description of loss, C) Direction of flight of suspect(s), D) Possibility of weapons being involved, E) Radio broadcast of all known and important information, and F) Pursuit and/or apprehension of suspects, if possible.				
4.6.6 (14.11)	<i>In-Field Crime Against Property</i> 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 satisfactory completion of the proper report(s).	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.6.7 (14.12)	<i>Fresh Crime Against Persons</i> 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.				
4.6.8 (14.13)	<i>Tactics at Crime Scenes</i> The trainee shall discuss the steps to take at the following scenes: A) Rape scene, B) Felonious assault scene, C) Robbery scene, and D) Kidnapping scene.				
4.6.9 (14.14)	<i>Serious Injury or Death Investigations</i> The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include: A) Preserving the scene, including the restriction of unauthorized police personnel, B) Determining the need for first aid and summoning medical assistance, C) Identifying and apprehending suspect(s), if possible, D) Making proper notifications, E) Locating visible physical evidence and protection of evidence, and F) Locating and interviewing witnesses or possible witnesses as appropriate.				
4.6.10 (14.15)	<i>In-Field Crime Against Person</i> Given any 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).				
4.6.11	<i>Hate Crimes</i> The student will explain the difference		Not Req'd		

	<p>between a Hate Crime and other criminal activity. The student will demonstrate an understanding of the special procedures involved when investigating a hate crime and be able to explain why hate crimes cannot be tolerated in any community.</p> <p><i>(Lexipol Policy 338)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.6.12 (3.13.86)	<p>Gang Awareness</p> <p>The trainee shall explain law enforcement methods used to reduce gang activity, including: A. Identification of gang activity B. Coordination with allied agencies C. Reduction of the opportunity for criminal activities D. Requesting the District Attorney to consider criminal street gang enhancement charges(PC 186.22) when gang members are arrested</p> <p><i>(Lexipol Policy 442)</i></p>		Not Req'd		
4.7 - Evidence Collection and Preservation					
4.7.1 (14.16)	<p>Search Methods</p> <p>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, and C) Quadrant.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.7.2 (14.17)	<p>Preserving Evidence</p> <p>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.</p> <p><i>(Lexipol Policy 804)</i></p>				
4.7.3 (14.18)	<p>Agency Policy on Special Property</p> <p>The trainee shall understand the agency's policies on A) Handling controlled substances: 1) Weighed by supervisor, 2) Packaged in special envelope, 3) Booked separate from other property, and 4) Lab analysis (in most cases), B) Depositing property, evidence, and money: 1) Counted/logged by supervisor, 2) Packaged in money envelope, and 3) Booked separate from other property, C) Withdrawing and returning property, and D) Depositing firearms, miscellaneous weapons, and explosives: 1) Explosives shall not be booked at station, and 2) Weapons shall be properly packaged and marked.</p> <p><i>(Lexipol Policy 804)</i></p>				
4.7.4	<p>Preserving Evidence in Weather</p>				

(14.19)	The trainee shall explain the methods for preserving evidence at a crime scene in fair and inclement weather.				
4.7.5 (14.20)	Storing Evidence The trainee shall discuss the provisions of the agency's rules, policies, and procedures regarding the storage of evidence. (Lexipol Policy 804)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.7.6 (3.14.30)	Moving Evidence The trainee shall review and explain the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court. The discussion will include a review of the agency's policy on calling out Crime Scene Investigators and/or detectives to process a crime scene. (Lexipol Policy 804)				
4.7.7 (14.22)	Chain of Custody The trainee shall explain the term "chain of custody" or "chain of evidence". (Lexipol Policy 804)				
4.7.8 (14.23)	In-Field Property Reports Given a list of evidence, the trainee shall properly complete required property report (s) and any evidence tag(s) needed. (Lexipol Policy 804)				
4.7.9 (14.24)	In-Field Recovery of Evidence Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence and properly complete all necessary forms in order to ensure the chain of custody. (Lexipol Policy 804)				
4.8 - Fires					
4.8.1 (6.90)	Emergency Fire Response The trainee shall know how to react to fires in which immediate action is required: A) The trainee shall be familiar with the P.A.S.S. method of using a fire extinguisher: 1) Pull the pin on the extinguisher, 2) Aim the extinguisher at the base of the fire, 3) Squeeze the handle of the extinguisher, and 4) Sweep the extinguisher hose across the	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	base of the fire, and B) The trainee will understand the importance of where to position the patrol car at the scene of a fire.				
4.8.2 (6.91)	<p>Building Fire - Initial Steps</p> <p>The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include: A) Request for fire department, B) Request for further law enforcement assistance, if necessary, C) Immediate evacuation of any occupants, D) Isolation of the immediate area, and E) Establishment of a perimeter for crowd control.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.8.3 (6.92)	<p>Building Search During Fire</p> <p>The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.</p>				
4.8.4 (6.93)	<p>In-Field Fire Response</p> <p>Given an incident involving fire, the trainee shall take all necessary steps to safely and effectively manage the situation.</p>				
4.9 - Crime Prevention					
4.9.1 (15.03)	<p>Home Security & Vacation Checks</p> <p>The trainee shall possess the knowledge and skills necessary to gain citizen support and participation in the prevention of crime: A) The trainee shall demonstrate the ability to conduct a home security survey, and B) The trainee shall understand the purpose and procedure for conducting vacation house checks.</p> <p><i>(Lexipol Policy 400)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.9.2 (15.04)	<p>Forms of Crime Prevention</p> <p>The trainee shall identify examples of general forms of crime prevention including: A) Advice concerning mechanical devices (alarms, locks, and target hardening), B) Control of conditions (lighting, access, and architecture), C) Public awareness, D) Property identification/Engraver loan program, and E) Neighborhood watch program.</p> <p><i>(Lexipol Policy 400)</i></p>				
4.10 - Sources of Information					
4.10.1 (14.26)	<p>Personal Networking</p> <p>The trainee shall understand the importance of identifying and developing sources of</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged

	information through networking with persons in the community.				
4.10.2 (14.27)	<p>Informants</p> <p>The trainee shall know techniques for identifying and developing "informants" and the: A) Hazards of divulging too much information to informants, and B) Danger of breaking confidentiality.</p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.10.3 (14.28)	<p>Public and Private Records</p> <p>The trainee shall know the types of public and private records, which may be of assistance when collecting investigative information.</p>				
4.11 - Self-Initiated Activity					
4.11.1 (13.01)	<p>Self-initiated vehicle stops</p> <p>The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated vehicle stops: A) Investigative, and B) Traffic enforcement.</p> <p><i>(Lexipol Policies 400 & 500)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
4.11.2 (13.02)	<p>Self-initiated pedestrian stops</p> <p>The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated pedestrian stops: A) Suspicious persons, B) Consensual contacts, and C) Traffic enforcement.</p> <p><i>(Lexipol Policies 400 & 500)</i></p>				
4.11.3 (13.03)	<p>Self-initiated directed patrols</p> <p>The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated directed patrol: A) Traffic issues, B) DUI enforcement, C) Illegal solicitors, D) Pattern crimes, and E) Community problem-solving, school programs.</p> <p><i>(Lexipol Policy 400)</i></p>				
4.11.4 (13.04)	<p>Self-initiated arrests</p> <p>The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of self-initiated arrests: A) Misdemeanor and felony, and B) Other (i.e., City Codes).</p> <p><i>(Lexipol Policy 400)</i></p>				
4.11.5 (13.05)	<p>Other self-initiated activities</p>				

	<p>The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of other self-initiated activities, such as: A) Field Interview (FI) Cards, B) Bar checks, C) Curfew violators, D) Suspicious circumstances and E) Agency-specific activities.</p> <p><i>(Lexipol Policy 400)</i></p>				
5.0 - FIELD TRAINING PHASE 5					
5.1 - Lost, Found, and Recovered Property					
5.1.1 (6.113)	<p>Disposition of Property</p> <p>The trainee shall know and understand California law and department policies and procedures concerning the disposition of property other than evidence including: A) Property recovered by trainee, B) Property found by citizen, C) Property (real or personal) of injured, ill, or deceased persons, E) How California Law Enforcement Telecommunications System (C.L.E.T.S.) and National Crime Information Center (N.C.I.C.) can assist in determining property status: 1) Automated Property System (A.P.S.), 2) Automated Firearms System (A.F.S.), 3) Automated Boat System (A.B.S.), and 4) Stolen Vehicle System (S.V.S.), and F) The trainee will understand the need to complete a property report and when to provide a citizen with a property receipt.</p> <p><i>(Lexipol Policy 804)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.2 - Animal Control					
5.2.1 (6.106)	<p>Animal Control Policy</p> <p>The trainee shall understand the agency's policy and pertinent forms related to animal control procedures and be able to effectively deal with situations involving animals.</p> <p><i>(Lexipol Policy 820)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.2.2 (6.107)	<p>Animal Control Situations</p> <p>The trainee shall explain the agency's policy and procedure when confronted with different types of animal control situations. These types of situations shall minimally include: A) Injured animals, B) Dead animals, C) Rabid animals, D) Noisy animals, E) Stray animals, F) Wild animals, G) Nuisances created by unsanitary keeping of animals, H) Protective custody of animals, and I) Animal bites J) Barking dog reports / ordinance violations.</p> <p><i>(Lexipol Policy 820)</i></p>				

5.2.3 (6.108)	<p><i>Dangerous Animals</i></p> <p>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) Who may shoot the animal, C) What report should be completed following the shooting of the animal, and D) How disposal of the dead animal is handled.</p> <p><i>(Lexipol Policy 820)</i></p>				
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5.3 - Subpoenas

5.3.1 (14.29)	<p><i>Subpoena Process</i></p> <p>The trainee shall understand agency practices and policies concerning the application of the subpoena process.</p> <p><i>(Lexipol Policy 348)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.3.2 (14.30)	<p><i>Definition of Subpoena</i></p> <p>The trainee shall be able to define the term "subpoena" and describe the authority and immunities associated with the subpoena: A) Who may serve a subpoena, B) How a subpoena is served, C) What immunities from arrest are granted to a person traveling in answer to a subpoena, and D) The trainee shall know the proper procedure to follow in the following situations: 1) Upon successful service, 2) When service is not successful, and 3) When address is determined to be outdated or incorrect.</p> <p><i>(Lexipol Policy 348)</i></p>				

5.4 - Courtroom Testimony and Demeanor

5.4.1 (3.14.41)	<p><i>Courtroom Demeanor</i></p> <p>The trainee shall explain the value of impressive and professional courtroom demeanor and appearance. This discussion will also cover the fact that perjury in court and officers falsifying police reports are felony crimes that can result in both criminal and civil actions against the officer, and civil actions against the agency.</p> <p><i>(Lexipol Policy 348)</i></p>	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.4.2 (14.32)	<p><i>Pre-Trial Conference</i></p> <p>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,</p>				

	and B) Coordination of efforts. (Lexipol Policy 348)				
5.4.3 (14.33)	Effective Testimony The trainee shall identify and explain principles of effective testimony. These principles shall minimally include: A) Honesty, B) Clarity, C) Brevity, D) Objectivity, and E) Poise. (Lexipol Policy 348)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.4.4 (14.34)	Value of Professional Testimony The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including: A) Irate, B) Offensive, C) Threatening, D) Argumentative, and E) Overly friendly. (Lexipol Policy 348)				
5.4.5 (14.35)	Courtroom Security The trainee shall know and understand local courtroom security policies and procedures such as: A) Prisoner escort, B) Prisoner restraint, C) Screening of courtroom audience for potential witnesses/suspects, and D) Disturbance procedures. (Lexipol Policy 348)				
5.4.6 (14.36)	Preparing Testimony 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. (Lexipol Policy 348)				
5.5 - Community Relations and Service					
5.5.1 (15.01)	Need for Community Service The trainee shall recognize the agency's responsibilities to community service. (Lexipol Policy 400)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.5.2 (15.02)	Roles in Community Service The trainee shall identify roles encompassed in the agency's 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, and G) Community partnerships, such as: 1) G.R.E.A.T., 2) P.A.L., and 3) Other programs. (Lexipol Policy 400)				
5.6 - Vehicle Collisions					
5.6.1 (9.09)	Preventing Collisions The trainee shall understand an officer's responsibilities in preventing collisions in the community. These may include: A) Education, B) Enforcement, C) Proactive engineering recommendations, D) Patrol awareness (including assisting stranded motorists), E) Environmental factors that detract from traffic safety, and F) Development of positive interagency relationships with road/street department, public works, planning, and traffic safety committee. (Lexipol Policy 502)	FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
5.6.2 (9.10)	Duties at a Collision The trainee shall identify and discuss the primary duties of an officer at any traffic collision 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 paramedics, D) Considering the need for tow services, and E) Determining the need for further assistance. (Lexipol Policy 502)				
5.6.3 (9.11)	Collision Investigation The trainee shall be familiar with the agency's policy regarding traffic collision investigation and reporting. (Lexipol Policy 502)				
5.6.4 (9.12)	Definition of Vehicle Collision The trainee shall define the term "vehicle collision".				
5.6.5 (9.13)	Moving Involved Vehicles The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic collision from the highway.				
5.6.6 (9.14)	Required Investigations The trainee shall discuss instances when a				

		FTO Initials and date when completed	FTO Initials and date when completed	FTO Initials and date when completed	Recruit Officer Initials and date when acknowledged
	<p>traffic collision must be investigated by law and agency policy. These instances shall minimally include any: A) Injury accident, B) Hit and run accident, C) Accident involving suspected drunk driving or other crimes, D) Accident involving city, county, or state property, and E) Accident involving a City employee.</p> <p><i>(Lexipol Policy 502)</i></p>				
5.6.7 (9.15)	<p><i>Accident Photographs</i></p> <p>The trainee shall identify instances when photographs should be taken at an accident scene.</p>				
5.6.8 (9.16)	<p><i>Primary Collision Factor</i></p> <p>The trainee shall define the term "primary collision factor".</p>				
5.6.9 (9.17)	<p><i>Area Of Impact</i></p> <p>The trainee shall define the term "area of impact" and shall explain and demonstrate how it is determined at both intersection and non-intersection accidents.</p>				
5.6.10 (9.18)	<p><i>Coefficient of Friction</i></p> <p>The trainee shall define the term "coefficient of friction" as it pertains to roadways.</p>				
5.6.11 (9.19)	<p><i>In-Field Accident Report</i></p> <p>Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy.</p> <p><i>(Lexipol Policy 502)</i></p>				
5.6.13	<u>Intentionally Blank - Remove</u>	Not Req'd	Not Req'd	None None	Not Req'd
5.6.14	<u>Intentionally Blank - Remove</u>	Not Req'd	Not Req'd		Not Req'd