Gilroy Police Department

FTP
Field Training Program Guide

Transition to Becoming an Effective Patrol Officer

Vol. 1
Overview & Appendices

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POST Field Training Program Guide 2014
Volume 1: Overview and Appendices

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The purpose of this Field Training Program Guide is to provide administrators of POST-participating agencies with information and assistance in applying POST field training program regulations within their field training program development and maintenance. A standardized program and forms have been developed to guide law enforcement departments and their Field Training Officers (FTOs) through the initial orientation and field training of newly assigned patrol officers. The program is designed to assist the new officers in making the transition from what they learned in the academy to performing general law enforcement uniformed patrol duties competently in the field.

The POST standardized program (with its structured learning content and applicable regulations) and the other program samples in this guide are an accumulation of the best aspects of existing field training programs throughout our state and the nation. They were designed and provided with the following criteria in mind:

- **Defensible/Fair** – The program 1) ensures proper selection and training of FTOs, 2) allows trainee feedback mechanisms, 3) provide a comprehensive list of performance objectives, and 4) utilizes a standardized evaluation process.

- **Effective/Manageable** – The program is performance-based and includes adequate documentation, minimum time completion requirements, and competency specifications.

- **Adaptable/Flexible** – The program is adaptable to any size or type of agency. Flexibility is afforded as agencies are able to incorporate agency-specific policies and procedures and other local references/resources into the program.

The POST field training program regulations and POST-approved field training programs are intended to achieve the following goals:

- **To produce a competent peace officer** capable of working a uniformed, solo patrol assignment in a safe, skillful, productive, and professional manner.

- **To provide standardized training** to all newly assigned patrol officers in the practical application of learned information.

- **To provide clear standards** for rating and evaluation which give all trainees every reasonable opportunity to succeed.

- **To enhance the professionalism, job skills, and ethical standards** of California’s law enforcement community.

The mission of the California Commission on Peace Officer Standards and Training is to continually enhance the professionalism of California law enforcement in serving its communities. This POST Field Training Program Guide has been developed to support this mission, drawing upon the expertise of and input from the law enforcement community statewide and nationally.

The Commission appreciates the contributions made by the Field Training Advisory Council, Reno Police Department (Nevada), the Police Executive Research Forum (PERF), and the Office of Community-Oriented Policing Services (COPS), US Department of Justice, in providing input to prepare this guide. Questions or comments regarding this document should be directed to the Basic Training Bureau at (916) 227-4252.
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As a law enforcement officer, my fundamental duty is to serve mankind, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of everyone to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities, or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession — law enforcement.
The Field Training Program

The Field Training Program is intended to provide a standardized training program to facilitate the officer’s transition from the academic setting to the actual performance of general law enforcement duties of the Gilroy Police Department.

FIELD TRAINING OFFICER - SELECTION AND TRAINING:

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry level and lateral police officers in the application of their previously acquired knowledge and skills.

The FTO Program Supervisor or designee will announce FTO openings via email, which will include the application requirements.

FTOs will be selected based on the following criteria:

a. Desire to be an FTO  
b. Minimum of four years of patrol experience, and off of probation  
c. Demonstrated ability as a positive role model  
d. Participate in and pass an internal oral interview selection process  
e. Evaluation by supervisors and current FTO’s  
f. Possess a POST Basic certificate  
g. Conflicts with Special Assignments and Collateral Special Assignments may occur. For example a Field Training Officer (Collateral Special Assignment) who applies for and is selected to a Special Assignment such as ACT (to include SCCET, UNET and RATTF), Detectives (to include REACT), SRO, Motors/Traffic, etc. would be removed from the FTO Collateral Special Assignment. This officer would be eligible to reapply for the Collateral Special Assignment after returning to patrol if there is an open position.

An officer selected as a Field Training Officer shall successfully complete a POST (40-Hour) Field Training Officer Course prior to being assigned as an FTO.

All FTOs must complete a 24-hour Field Training Officer update course every three years while assigned to the position FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.
ALL FTO's will be evaluated annually by the FTO Program Supervisor to ensure they possess the skills and performance necessary to continue in the assignment. Feedback may be provided to the FTO's direct supervisor for inclusion in Employee Performance Evaluations.

PROGRAM OVERVIEW

All Trainees will go through a minimum one week orientation program and are also given the opportunity to spend time in dispatch, records, and property during that period. The Field Training Program is delivered over a minimum of 16 weeks in four (4) phases of training. The four (4) Phases will be broken down as follows:

Phase One: 4 Weeks assigned to FTO # 1
Phase Two: 4 Weeks assigned to FTO # 2
Phase Three: 4 Weeks assigned to FTO #3
Phase Four: 4 Weeks assigned to FTO #1

Academy graduates must perform in each of the four phases for a minimum of 16 weeks. Accelerated Lateral Officers must be evaluated by at least two (2) FTOs if they are to be considered for expedited release from the program.

EVALUATION PROCESS

Trainees will be evaluated on a daily basis, by their assigned FTO, using the POST Numeric Daily Observation Report 2-237 (DOR), and the Standard Evaluation Guidelines (SEGs). The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. Additionally, a Trainee's progress will be reviewed on a weekly basis by the FTO SAC; and the progress will be documented using the Supervisor's Weekly Report (SWR), and at the end of each phase by using the End of phase Report (EPR).

At the completion of the FTO Program, the Trainee will complete a Field Training Officer Critique for each Field Training Officer, and a Field Training Program Critique (FTP) of the training program.

The Field Training Officer’s attestation of each trainee's competence and successful completion of the Field Training Program must be completed at the end of the program, and a statement that releases the trainee from the program, along with the signed concurrence of the department head, or his/her designee.
Agency Mission Statement

MISSION
"Providing excellent public safety services in partnership with the community"

MOTTO
"Pride, professionalism, service"

VISION
"The men and women of the Gilroy Police Department are... Dedicated to courageously ensuring the safety of our community."
RESPECT- Appreciate the importance of our citizens, fellow employees and the law

INTEGRITY- To act at all times with courage, honor and truthfulness

COMPASSION- Making decisions and taking actions with empathy and consideration for others

TEAMWORK- Working together to achieve common goals

INNOVATION- Solution oriented, creative, flexible, and willing to take risks

ACCOUNTABILITY- Responsible in our words and actions
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FIELD TRAINING IS INTENDED to facilitate a peace officer’s transition from the academic setting (or custody assignment) to the performance of general law enforcement uniformed patrol duties of the employing department. Although an officer graduating from the POST Regular Basic Course (Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately assume the full responsibilities of an experienced officer. Newly assigned officers must receive additional training in the field, on actual calls for service, where they can learn from officers who already have practical patrol experience.

1.1 Field Training Overview

Field training introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the individual law enforcement department and provides the initial formal and informal training specific to the department and the day-to-day duties of its officers.

In order to make the new officers’ field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training program guide materials with the newly assigned officer (henceforth referred to as the trainee) and to demonstrate proper patrol procedures. Trainees will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and a Field Training Program Supervisor/ Administrator/Coordinator (FTP SAC).

The trainee’s performance will be evaluated by the FTO and monitored by the FTP SAC through daily and/or weekly reviews. This one-on-one style of training, in actual law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual trainee in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of policing that will remain with the officer throughout a career. Because of this, it is probably the most effective influence on the future direction of a department. The law enforcement department head and his/her field training staff must be certain that their field training program not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the responsibility of building the future of the department through the people they train. The field training program must have a training philosophy that ensures that each trainee is given the maximum opportunity to show that he/she can do the job. To accomplish this, the program must create a positive environment in which learning is maximized and in which trainees are able to perform to the best of their ability. The approach must be fair, firm, friendly, and professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should trainees be demeaned or ridiculed. Trainees should never be treated in a way that deprives them of their dignity. Every effort must be made to ensure that the stress felt by the trainee is caused by the job and not from the words or actions of the field training officers.
Department leaders and field training program staff have a responsibility to the community they serve. This responsibility requires that the department train and retain only the most competent officers. Not everyone has the capability to perform the complex, demanding tasks of the patrol officer position. If, after sufficient training, the trainee does not meet the acceptable standards he/she must be removed from patrol duties. To do otherwise would be an injustice to the department, the community it serves, and to the trainee.

To accomplish the field training task requires the utmost dedication and patience throughout the department. All levels must support the training mission and accommodate training needs. The future of the department rests in the implementation of a well organized and administered field training program. Support of the program and the program staff will result in successful trainees who can perform the duties of a patrol officer in a safe, effective, and competent manner.

**POST's Role/Expectations of Field Training Programs**

The POST Field Training Program and the collaborative field training regulations are intended to support a competency-based training system. Trainees need to develop competencies relevant to their position as new patrol officers. The program helps trainees achieve specific objectives in order to be successful in their new organizational role and to develop skills, knowledge, abilities, and attitudes at a personal and professional level. In this program, competency includes behaviors that demonstrate effective (acceptable) or superior performance. These behaviors may not always include specific knowledge (i.e., exact penal code references) but do include learned or practical experience, or the behavioral application of knowledge that produces a successful result. Competencies are not necessarily specific skills but, rather, the application of skills that produces a successful result.

**Figure 1.1**

**Objectives of Competency-Based Training System**

Departments will determine their own levels of acceptable performance and the competent standard of a solo patrol officer. As shown above, competencies have several components. Many of these are addressed in the hiring process; however, it’s usually only in the field training program, when these components actually have to work and come together, that potential success and true competence is revealed. The field training program staff has the responsibility to evaluate that competence and the success of each trainee. The future of the department depends on the effectiveness of this process.

**1.2 Field Training Program Elements**

The POST *Field Training Program Guide* has been designed based upon research and input from numerous law enforcement departments throughout California and the nation. The following program elements are designed to provide assistance to POST-participating departments seeking approval of their field training programs. POST's regulatory standards and requirements for program approval are incorporated into these elements.
Scope of the Program

The POST Field Training Program is designed to be completed by peace officers who have successfully completed the POST Regular Basic Course (Academy) and have been assigned to perform general law enforcement uniformed patrol duties. POST regulations exempt lateral officers who possess a POST Basic Certificate and has either completed a POST-approved Field Training Program or has a minimum of one year previous uniformed patrol experience performing general law-enforcement duties. However, a structured training program is highly recommended to introduce new officers to the department’s philosophies, procedures, and community services.

This program also meets the 400-hour field training requirement for Level 1 Reserves. Another POST exemption allows department heads to hire their own Level 1 Reserves if the officer: 1) is appointed to a full-time peace officer position within the same department and previously completed the department’s entire POST-approved Field Training Program within 12 months of the new appointment, or 2) has the signed concurrence of the department head attesting to the individuals competence, based upon experience and/or other field training, as a solo general law enforcement uniformed patrol officer.

These requirements and/or exemptions can be reported by the department head when applying for POST approval of their field training program on POST Form 2-229.

Length of the Program

POST-Approved Field Training Programs must minimally be 10 weeks long. The POST Field Training Program Guide is presented in such a way as to provide maximum flexibility in the time required to present its objectives. Research and experience in presenting similar programs have shown that a minimum of 10 weeks is required to provide a trainee time to become minimally proficient in general law enforcement uniformed patrol duties to the extent that he/she can operate independently of a field training officer. Most California programs are 12 to 16 weeks long. This period allows sufficient time for the FTO and Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) to provide further department-specific training, guidance, and evaluation to the trainee. It is incumbent upon the field training staff to work, within acceptable limits, to individualize a training approach for each trainee. Trainees need time to learn. Department administrators with input from their field training staff should establish a set time period for their field training program, based on department needs and philosophy, before they consider a recommendation to release a trainee from the program.

Orientation

The field training program shall begin with an orientation period of at least one week. The department should determine the actual length of this orientation based upon the trainee’s previous assignment and type of academy training (department vs. regional academy). This orientation allows for a smooth transition from the academy, prior department, or custody assignment to the field training program. The trainee’s first few days in the field training program may prove to be the most critical in terms of “setting the stage” for trainee learning and development.

Where possible, it is recommended that departments establish an initial classroom setting under the direction of the FTP SAC. The purpose of this assignment is to address performance objectives or agency-specific needs more appropriate for a classroom setting. This orientation must include firearms and impact weapons qualification as well as trainee demonstrated proficiency in arrest and control techniques. The introduction to the field training program should also include a discussion of the goals of the program, the procedures by which those goals are met, and what is expected of the trainee in order to attain those goals.

Orientation should provide a familiarization with the city or county and the department’s personnel and equipment. This orientation period is not evaluated. The goal of this orientation is to give trainees a solid foundation from which they can actively enter into the program.
Standardized/Phase Training

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

Following the POST Field Training Program Guide or using a training program based on the same structured learning content (topical areas of instruction and performance objectives) will minimize problems that arise from inconsistent training and will ensure maximum uniformity in the training process. A fundamental element of the field training program is phase training. Phase training is designed to provide the following:

1. a systematic approach to field training.
2. consistent and standardized training.
3. the means of assuring the trainee’s capability to perform competently as a solo patrol officer.
4. the opportunity to train with various FTOs and to be exposed to their methods and techniques while operating within standardized guidelines.

During each phase, the trainee will complete a portion of the program including specific performance objectives designed to ensure that the trainee has learned specific skills. Many field training programs, including the POST Field Training Program, are divided into four phases.

- **Phase 1**
  The introductory phase consists of the orientation period (of at least one week) followed by several weeks of instruction and training. During this time, the trainee will be taught certain basic skills. These include officer safety and other areas of potential liability to the organization and the trainee. FTOs assigned to Phase 1 responsibility are identified as the “Primary FTO” (Primary FTOs are sometimes assigned because they may be the best prepared to deal with what is believed to be the trainee’s biggest challenge based on the information available). The important elements of this phase are the molding of the trainee’s attitude toward the experienced officers and making it clear that the program is not “just something else they have to get through.” The FTO’s function as a role model is particularly important here. The trainee’s ultimate success may hinge on his/her attitude toward the training program and on the image projected by the FTO.

- **Phase 2**
  The second phase is somewhat more complex than the first phase and is the phase where trainees become more adept with their new role. During this phase, it is expected trainees will begin handling calls for service with less input required from their FTO. They should begin to master the skills at hand. The FTO must acknowledge the trainee’s growing assertiveness and remain constantly aware of and monitor the workload, guarding against under or over loading, to ensure a proper learning environment.

- **Phase 3**
  The third phase is the last phase of formal training. Trainees will be expected to handle all patrol details, except those they have not yet been exposed to, without assistance. They should be initiating all patrol activities on their own. During Phase 3, training continues to a lesser extent in an environment where critical evaluation takes on ever increasing importance. This is also an opportunity for the FTO to review those tasks previously accomplished and to be sure the trainee is prepared for the final phase.
• **Phase 4**

The fourth phase is a test phase. It is predominantly an evaluation only phase. It generally consists of one week of observed patrol activity. The training guide (and all performance objectives) should have been completed prior to the trainee’s entry into this phase. An important aspect of this phase is the trainee’s return to his or her Primary FTO for evaluation. This is done so that the FTO who originally observed the trainee will be able to evaluate the final product and compare performance levels. To ensure the trainee acts as the lead officer during this phase, the primary FTO should observe the actions of the trainee from a “ride-along” position while wearing plain clothes. The FTO will not take any action except in instances where his/her intervention is necessary. This FTO intervention should occur under the following circumstances:

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

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

→ **Embarrassment to a Citizen, the Department, or the FTO** – The FTO must not allow an incident to get to the point where the trainee embarrasses or brings discredit to a citizen, the Department, the FTO, or himself/herself at any time.

If it is determined the trainee has demonstrated a pattern of difficulty or an inability to perform to the established standards of achievement in any phase, he/she should either receive an extension of training, be given a remedial training assignment or “contract”, or be terminated from the program. A phase training overview is provided in Table 1.1.

Standardization and consistency of phase training are essential to the success of any field training program. Standardized training provides for uniform application of policy, procedure, and law throughout the department. Consistency in training ensures fair and impartial treatment of all trainees.

**Table 1.1**

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<th>Phase Training Overview</th>
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<tr>
<td><strong>Phase 1</strong></td>
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<td><strong>FTO A (Primary FTO)</strong></td>
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<tr>
<td>• Orientation (no evaluation)</td>
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<td>• Daily Evaluations</td>
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<td><strong>Phase 3</strong></td>
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<td><strong>FTO C</strong></td>
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<td>• Daily Evaluations</td>
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<td>• End of Phase Report</td>
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<td><strong>Phase 4</strong></td>
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<td><strong>FTO A (Primary FTO)</strong></td>
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<td>• Daily Evaluations</td>
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<td>• Weekly Progress Reports</td>
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<td>• End of Phase Report</td>
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<tr>
<td>• Completion Record / Competency Attestation</td>
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**Rotating Trainers/Trainees**

Whenever possible, the department’s field training program should be separated into a set of phases or evaluation periods encompassing a certain number of weeks and certain topics/areas of instruction. When a phase has been completed, the FTP SAC should assign the trainee to another FTO and, if possible, to another shift. The assignment of a different FTO will expose the trainee to a variation of training styles and personal approach to the job. Trainees who are having difficulty in the program will sometimes improve their performance significantly after such a change. The FTP SAC should attempt to match training difficulties of the trainee with specific expertise of an FTO (e.g., a trainee having report writing difficulties should be assigned to an FTO who is an exemplary report writer, or a trainee who needs
exposure to enforcement activity, should be assigned to the area or shift with the highest number of calls for service. If the department can provide FTOs on each shift, trainees should be rotated to a different shift for at least one evaluation period to provide exposure to the variation of responses that are appropriate at different times of the day.

**Evaluation Frequency**

Each trainee’s progress, as he/she proceeds through the field training program, is recorded by means of written evaluations. The evaluation process is as important as the training process. One without the other would make the learning process unachievable. Evaluations have many purposes. The obvious is to document a trainee’s progress, but there are other purposes as well. Evaluations are excellent tools for informing trainees of their performance level. They are also used for identifying training needs and documenting training efforts. Further, they chronicle the skills and efforts of the trainers. In essence, evaluation represents feedback on many aspects of the program.

Evaluation should be immediate, constant, and fair. POST field training regulations require that evaluation come in several ways from several levels of involvement in the field training program. FTOs are expected to complete Daily Observation Reports (DORs), Daily Training Notes with Weekly Progress Reports, and End of Phase Reports on each trainee while FTP SACs are expected to review and sign each DOR or Weekly Training Progress Report and/or complete their own Supervisor’s Weekly Report (SWR). Collectively, over the duration of the program, these written evaluations relate a chronological story of performance. These evaluations describe the trainee’s successes, failures, improvements, digressions, and attempts to manage each of these occurrences. Honest and objective evaluations of trainees must be a prime consideration of all members of the field training staff. Part II of this guide contains more information on evaluation.

**Organizational Structure/Chain of Command**

Most field training programs are administered/supervised by the patrol division. This usually includes the selection, training, and daily supervision of the FTOs, as well as the day-to-day operation of the program. Each department must assign at least one FTP SAC to coordinate tasks such as trainee/FTO assignments, remediation, review of the DORs and other weekly and end of phase reports. Patrol provides the framework and virtually all of the opportunity for trainees to apply the skills they learned in the academy. Patrol also has a chain of command that can be adapted to administering a field training program. The patrol division can effectively handle administration of the field training program as long as there is communication with other interested divisions (i.e., personnel, training, etc.) and the FTP SAC has time to manage the program. Figure 1.3 represents a patrol-supervised chain of command for the field training program.

In some departments, another division or service bureau may oversee the field training program. Regardless of the bureau or division assigned to manage the program, a chain of command must exist for the field training program. This chain of command is to be adhered to as long as the business being conducted relates to the field training program and its goals. There may be times when the program administrator or a field training sergeant is not available. In this case, a departure from this procedure is allowable if a matter of urgency exists and action must be taken immediately. In most cases, however, time is not a factor and the chain of command should be followed.

It is important that each member of the field training program staff have a sense of organizational loyalty. As information flows up and down the chain of command, decisions get made and the program runs smoothly. Decisions made at an inappropriate level may interfere with program staff and department goals and create feelings of anxiety among the staff as well as with the trainees. The field training program staff operates as a team and, consequently, decisions made affect every member of that team. Decisions made at the proper level, with sufficient input, benefit all.
**Program Staff/Personnel Training**

Glenn Kaminsky, one of the founding fathers of the field training concept, states in *The Field Training Concept in Criminal Justice Agencies*, 2002, that “everyone must understand all the aspects of the field training program. Everyone must be on the same page. Only one path leads to success in the implementation of field training, and that path is training...for all."

POST, with input from field training participants and experts throughout the state, has established minimum training requirements for field training program staff that have the most influence over and the most direct responsibility for trainees — the FTP SAC and the FTOs.

The FTP SAC training requirement states that every peace officer promoted, appointed, or transferred to a supervisory or management position overseeing a field training program shall successfully complete a POST-certified Field Training Program Supervisor/Administrator/Coordinator (FTP SAC) Course prior to or within 12 months of the initial promotion, appointment, or transfer to such a position. Departments in the POST program are only required to appoint one SAC; however, it is recommended that any and all officers with direct day-to-day responsibility over FTOs and trainees attend the SAC Course.

FTOs must successfully complete a POST-certified Field Training Officer Course prior to training new officers and complete 24 hours of update training every three years. This update training can be satisfied by completing a POST-certified Field Training Officer Update Course or by completing 24 hours of department-specific training in the same field training topics contained in the Field Training Officer Update Course.

Every reassigned FTO, after a three-year-or-longer break in service as a FTO, must successfully complete a POST-certified Field Training Officer Update Course prior to training new officers and then complete 24 hours of update training every three years, as described above, while they remain in the FTO assignment.
Special Assignments

As a rule, trainees should be under the direct and immediate supervision (physical presence) of a qualified field training officer throughout the program. However, field training can be significantly enhanced by an experience that is not included in the training guide. If a department has the resources, assignments can be made for brief periods to allow the trainee to work with another senior officer (non-FTO) or civilian (non-law enforcement duties) on special investigations or in specialized training areas (i.e., field evidence technician, criminal investigation, narcotics, etc.). A few hours spent in the communications center or at the patrol information counter can also be productive. Special occurrences, such as a mutual aid request for a demonstration or anticipated civil disobedience, or a request for added manpower at a department-involved event, should be met by assigning the trainee(s) as a group and with as much supervision as practical. These assignments must have the prior approval of the FTP SAC whenever possible.

At no time should another officer (or civilian) who has not attended a POST-certified Field Training Officer Course evaluate a trainee. However, documentation of the special assignment as well as significant training or action that occurred is recommended. This documentation should be provided on the DOR narrative continuation page or on a Daily Training Notes page. The officer, detective, dispatcher, or civilian to whom the trainee was assigned should write a brief narrative of the assignment and any significant training and/or performance that was accomplished. This action can also be followed if the FTO misses a shift due to illness, court, etc., and another employee provided training and/or supervision. Again, these assignments must have the prior approval of the FTP SAC whenever possible.

Remedial Extension(s)

As mentioned before, a program length should be pre-determined (POST minimum is 10 weeks). It should be understood, however, that situations might occur which make it difficult to always adhere to a set time limit. These situations may have their source in the trainee’s performance; other times they are administrative in nature. For whatever reason(s) they occur, trainees must be given a fair opportunity to prove themselves.

Trainees may have their field training extended to allow them sufficient time to master complex tasks. This is not a guarantee that every trainee has the right to an extension. The decision to extend shall be that of the FTP SAC and is usually made before the trainee enters Phase 4 (the final phase). This decision should be based on a review of performance and other information available as well as the recommendations of the FTOs and program staff. The extension provides an opportunity to have any diagnosed and documented problems remediated.

An extension in the field training program may be handled several ways. The trainee may continue to work with the same FTO or may be assigned to a different FTO on any of the available shifts. A decision may even be made to utilize an outside resource. The field training extension should be tailored to fit the needs of the trainee. This is a difficult time for the trainee and a time when he or she might “give up.” It is the FTO’s responsibility to see that the extension is viewed from a positive perspective and as a strategy that will lead to success. The foundation for a decision to extend is whether or not the cause is viewed as something that can be corrected. Field training program extensions should occur infrequently and should not be granted by the program staff unless the probability of success is anticipated. Part II of this guide contains more information on the remediation process and remedial strategies.

Termination

The field training program is designed to develop competent solo patrol officers. Unfortunately, this level of competence is not always reached. Some trainees can perform many, but not all, of the tasks required of solo patrol officers, while still others are simply unable to deal with the stress of the job. Whatever the reason(s), some trainees will not be able to meet the performance standards of a competent solo patrol officer.
Each department should have a policy or procedure established to deal with these situations. Most department procedures include the following: If, during the field training program, it is concluded by consensus that a trainee should be recommended for termination, it then becomes necessary that all memoranda having bearing on an eventual decision be gathered. This documentation summarizing the trainee’s performance should include all evaluation instruments, remedial training assignment worksheets, and other written memos with conclusions and recommendations concerning retention or dismissal. It should reflect the writer’s (FTO and FTP SAC) point of view and not be influenced by others’ opinions, as well as reflect the positive and negative aspects of the trainee’s work.

The recommendation to the department head (or his/her designee) to terminate a trainee should be made only after all submitted reports are reviewed by the FTOs involved, the FTP SAC, and the training and patrol command staff. The trainee should be advised of the pending recommendation only after all the memoranda have been submitted through the chain of command to the department head. It should not be the FTO’s role to notify the trainee of his/her impending termination but that of the FTP SAC. The trainee should be given the right to speak to anyone he/she wishes in the chain of command. Many trainees will elect to resign prior to being terminated from the program. Even if the trainee resigns, all memoranda and other reports or evaluations should be completed and maintained in his/her file to document the field training performance.

**FTO and Program Critique**

An important element of running a consistent and successful field training program is the continuous evaluation of FTO performance and the relevance of the program itself. The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs.

Departments should consider developing written critique forms to assist in this process. Sample forms can be found in Appendices IX and X. Critique forms should be structured so that the trainee is encouraged to offer candid opinions concerning the training program and the FTO’s performance as an instructor. Critiques completed by the trainees offer insights into the training ability of particular FTOs and an overall assessment of the effectiveness of the field training program from the perspective of the trainee. To the extent possible, the FTP SAC should maintain trainee confidentiality and any information provided from the critiques to program staff should be in the form of general training and improvement material. The FTP SAC must ensure that FTOs understand the purposes of the program critique/evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation to each FTO on his/her performance as a Field Training Officer.

**Competency Attestation/Completion Record**

Departments must document a trainee’s successful completion of the training program per POST regulations. Usually at the end of the final evaluation phase, the final phase FTO will attest to the trainee’s competence and successful completion of the field training program. A statement that releases the trainee from the program, with the signed concurrence of the department head, or his/her designee, shall be retained in department records. A sample Completion Record/Competency Attestation form can be found in Appendix 9.

**Documentation**

Throughout the program various forms and reports are necessary to ensure proper documentation of trainee performance. Samples of all of the forms mentioned thus far can be found in the Appendices of this guide. Departments are encouraged to use the forms within this guide or create more effective forms for their programs. As new innovations occur which are incorporated into the program, these forms will be revised. The basic formats of most of these forms have, however, been in existence for many years. The
structure of each form is designed to facilitate the training function and/or assist in evaluation. Retention of these forms and any other field training records should be based upon department record policies.

**Field Training Staff Meetings**

At or near the end of each phase, a meeting should be scheduled for all FTOs who have, or are about to receive, a trainee. The involved FTP SAC should also attend. The purpose of these meetings is to review the progress of each trainee and pass on information relative to special training problems and remediation efforts. The FTP SAC is afforded the opportunity to review drafts of the End of Phase Reports (EPR) or Phase Evaluation Reports and see that they are consistent with what the FTOs are reporting at the meeting. A requirement that the evaluation(s) be submitted on or before the final day of the phase, or at the meeting, will improve the turnaround time for presenting the evaluation to the trainee in a timely manner.

The field training staff should meet at least once a year, preferably quarterly, for additional training, information and ideology exchange, and review of evaluation standards. This will allow the FTOs the opportunity to enhance the department’s standardization and consistency within the program. These meetings could also serve as one way to meet the POST requirement for FTO update training.

**Field Training Program Revisions**

FTP SACs must establish a procedure for reviewing their field training program structure, goals, policies, related written materials, etc. Traditionally, a committee is established to review the program elements annually. Any changes should be made in compliance with POST regulations.

### 1.3 Role/Expectations of Trainees

**Role of the Trainee**

The role of the field training program trainee is to demonstrate the ability to perform at a solo uniformed patrol officer level by the end of the program. This is the standard by which the trainee will be measured throughout the training program.

The trainee’s primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the trainee’s life. The field training program staff will make every effort to provide the tools necessary for the trainee to succeed in this task. Trainees must simply give their best effort each and every moment they are assigned to the program.

**Expectations of Trainees**

Trainees are to be respectful to their FTOs and other program staff. The FTO’s direction is to be accepted and followed at all times. If the trainee believes that a specific order is improper, or an evaluation is not fair, he/she should discuss it with the FTO. If the trainee is still unable to resolve the issue, the trainee should ask to meet with the FTP SAC. If the trainee still has a concern or problem, the trainee may ask the FTP SAC to set up a meeting with the commanding officer of the field training program. The FTP SAC shall notify the commanding officer, and a meeting shall be scheduled.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as outlined in the department manuals.

Trainees should ask questions when they arise. FTOs are an information resource and trainees should not wait for the FTO to cover an area of concern they may have. **Trainees are expected to make mistakes.**
They should not be overly concerned with errors when they are made. Instead they must channel their efforts into recognizing and correcting the error(s).

While off duty, trainees should not respond to police calls, nor should they conduct police investigations unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Trainees will receive evaluations (Daily Observation Reports, Weekly Training Progress Reports, Supervisor Weekly Reports, and End of Phase Reports). Trainees should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Trainees should be open and honest during the review of these evaluations. Trainees shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions, and hostility are not acceptable and are counter productive to the field training program itself.

Trainees’ relationships with field training program staff, other trainees, and co-workers shall be respectful and strictly professional, both on and off duty, while they are in the training program. Dating and socializing should be prohibited unless the relationship began before the trainee was hired or assigned and the department head or field training program commanding officer is aware of the relationship. Department policy regarding these issues should be fully explained and followed.

1.4 Role/Expectations of Field Training Officers

Role of the Field Training Officer

Field Training Officers (FTOs) have significant additional responsibilities over and above their law enforcement duties when assigned to train a new officer. In addition to performing in an exemplary manner, while trainees closely watch, FTOs must slow their pace to review the purpose and detail of every new encounter. FTOs must guide trainees through a comprehensive curriculum that requires the blending of knowledge and skills, and the good judgment of when, where, and how to apply them.

The essentials of the FTO’s role are that he/she applies the techniques of coaching by providing a role model to follow and giving encouragement and direction to the trainee to apply what has been taught. The FTO must follow that up by giving feedback on the trainee’s performance. It is important that this assessment have a positive impact on the performance of the trainee. The FTO’s appraisal of the trainee’s abilities should always be followed with positive reinforcement and encouragement to continue good performance or an adjustment of training techniques and methodologies to meet the needs of the trainee in rectifying any performance deficiencies.

The system that effectively identifies and selects qualified personnel to be FTOs will more often produce technically competent and active officers because patrol supervisors and commanders generally focus on these attributes and recommend officers who have them. It follows that the system will select FTOs who not only set very high standards for themselves but for the trainees as well. In discussing the role of the FTO, although high standards are desirable, the trainee must measure up to the standards that the department sets for the field training program, not higher standards set by the FTO.

FTOs must be flexible and able to change as the challenges change; otherwise, the trainee, the program, and the department will suffer. A bad FTO can disrupt the entire training process and potentially destroy the department. A great deal of trust and responsibility go with this assignment and good FTOs can make major positive impacts within their department.
Expectations of Field Training Officers

**TEACHER/TRAINER**

Any officer who becomes a Field Training Officer must have a passion for teaching. The most obvious function of the FTO is that of a teacher. In most cases, this teaching will occur on calls for service and during self-initiated activity. Other times teaching may occur over a cup of coffee or during casual conversation. Teaching may also occur in a formal classroom environment using lesson plans and audiovisual aids. FTOs are often selected for their subject matter expertise (formal training and education) and their practical experience. FTOs must understand the learning process and teaching methodologies and work hard to develop and maintain their skills. As teachers, FTOs should be willing to accept the responsibility for the progress of the trainee, or lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee’s performance.

FTOs should recall how they felt when they began training and, consequently, they may appreciate the trainee’s state of mind. The trainee’s problems and fears can be dispelled by the FTO through a genuine display of concern about the trainee and his/her success in the program. The trainee should not be pampered but should be treated in a professional, realistic, objective, friendly, and empathetic manner.

FTOs should immediately establish a positive relationship with the trainee. There should be a clear understanding of the FTO role and the trainee role, and it should be explained to the trainee. The sooner trainees know what the training program expectations are, the less apprehensive and more responsive they will be.

It is incumbent upon the program staff and the FTO to work, within acceptable limits, to individualize a training approach for each trainee. Sufficient flexibility has been built into this field training program so that the individual needs of the trainee and the organization can both be met. It is expected that the trainee has the necessary qualities to succeed and, with effective training, he/she will successfully complete the field training program.

FTO training methods should be conducive to producing a successful trainee. Ineffective training methods can seriously alter a trainee’s self image. The use of loud, profane speech or humiliation tactics is not acceptable conduct. These methods do not contribute to the learning environment.

FTOs should reinforce positive attributes and accomplishments instead of downgrading weaknesses. Trainees respond more quickly to positive statements than to negative ones. Above all, within the limits of good judgment, FTOs should use realistic and established training methods that are conducive to the trainee’s temperament, needs, and development as a patrol officer.

FTOs must conduct themselves in a professional manner at all times. They must teach and reinforce department policy and procedures. FTOs who focus on values and teach real life lessons will have a profound impact on the trainee’s success. They should remember that trainees will be a product of what they are taught and of the behavior that is demonstrated to them. FTOs should attempt to set the highest standards in all areas of their performance. FTOs with a true desire to teach are often more concerned about their contribution to the success of each trainee and the program than any compensation or recognition they might receive.

**ROLE MODEL**

FTOs must be positive role models! They must lead by example exhibiting integrity, honesty, and ethical behavior. Maintaining a professional demeanor and appearance; adhering to department rules and regulations; supporting the department’s vision, mission, and values; adhering to program guidelines in terms of policies and confidentiality; and having a positive attitude toward the department, the training program, the job, and the trainee accomplish the best aspects of role modeling. FTOs dedicated to the goals and success of the field training program will be respectful of, and respected by, trainees, peers/co-workers, and supervisors.
During the orientation process, and each time a trainee is introduced to a new FTO, the FTO should establish a friendly, open, and professional rapport with the trainee. Learning is enhanced through effective communication. Rapport is important to communication because trainees are not likely to share their ideas, questions, or feelings unless they feel their FTO is open or empathetic to them.

FTOs should also convey an attitude that trainees can succeed in the training program. Trainees are not likely to develop when they feel or are told that success is not possible. Trainees need to believe that their FTOs want them to succeed and that the FTOs will help them achieve success. There is nothing more disconcerting than facing a “stacked deck.” Everyone needs to know that they have a chance to succeed. FTOs should expect trainees to succeed.

It is particularly important that FTOs maintain a positive and objective attitude when assigned a trainee who has not performed well with another FTO. The subsequent FTO must give the trainee every opportunity to succeed in that: 1) the trainee should not be stereotyped or be discriminated against, and 2) judgments should be based on independent observations, not on the comments of others. It is entirely possible that the change of FTOs and the application of a positive attitude by the subsequent FTO may be sufficient to elicit an acceptable performance from the trainee. The emphasis should be placed on developing a competent, proactive solo patrol officer, rather than on finding a way to discharge the trainee.

What FTOs expect from their trainees and how they (the trainees) are treated largely determines the trainees’ success in the program. Trainees, more often than not, perform at a level they believe is expected of them. The expectation of an event can actually make it happen in field training. FTOs cannot avoid the cycle of events that stem from low expectations by merely hiding their feelings toward the trainee. It is virtually impossible to do this in that messages are constantly being conveyed through actions, mannerisms, expressions, tone of voice, and omissions. FTOs will often communicate the most when they think they are communicating the least. To say nothing, for example, may be viewed as coldness, anger, or disinterest. What is critical in the communication of expectations is often not what the FTO says but how the FTO behaves.

The goals of the program, the department, the trainee, and the FTO can be simultaneously achieved through open, honest, professional, and positive attitudes.

**Evaluator**

FTOs are also expected to be evaluators. They must develop and use skills to determine if learning is occurring and whether or not remedial training is necessary. Evaluation skills are of primary importance to the field training program. FTOs must give critical feedback and clear direction to guide the trainee to an acceptable level of competence. If FTOs cannot evaluate, they cannot train. Evaluation is accomplished by the use of Daily Observation Reports, Standardized Evaluation Guidelines, Weekly Training Progress Reports, End of Phase Reports, and through the use of worksheets, remedial training, evaluation sessions, and verbal feedback. The principle element of effective evaluation is objectivity. Use of Standardized Evaluation Guidelines (SEGs) when completing the Daily Observation Reports (DORs) and frequent field training staff meetings are several ways to ensure standardization of evaluations in the training program.

FTOs should not discuss their trainee’s progress with other department personnel, other than those who have a need and right to know. Supervisors involved in evaluations should ensure that positive as well as negative aspects of a trainee’s performance are discussed and documented. They should also ensure that the comments are based on direct observation and not on speculation.

FTOs are expected to exhibit evaluation skills that assess performance with fair and impartial feedback and that provide objective and honest documentation.
LEADER

FTOs should exemplify the department’s vision, mission, and values in the program and the community. FTOs should share responsibility with their trainee, delegating through problem-solving, and training him/her to engage in pre-planning. The FTO must develop and utilize multiple resources.

FTOs are expected to take charge. They are often the most proactive officers in the department. They should motivate and support the trainee while holding him/her accountable for his/her own success in the training program. Trainees will want to succeed because of the FTO’s leadership.

1.5 Role/Expectations of the FT Supervisor/Administrator/Coordinator (FTP SAC)

Role of the FTP SAC

The role of the FTP SAC is to ensure that the standards and objectives of the department’s field training program are adhered to. To meet these requirements, the FTP SAC must monitor the training activities of the FTOs and seek periodic feedback on the newly assigned officer’s training progress. In administering the program, the FTP SAC is responsible for ensuring that the department’s program is in compliance with the minimum standards established by POST. FTP SACs must be trained in the various components of the program and should have influence within the department. The FTP SAC is expected to protect and promote the department’s field training program through the following:

Expectations of the FTP SAC

OBSERVATION

While it is not necessary to routinely respond to calls that are assigned to a training team, a FTP SAC should, in the course of his/her duties, observe the trainee perform. Since the FTP SAC is responsible for providing feedback to both team members, the interaction between the trainee and his/her FTO should also be observed.

FEEDBACK

Direct feedback from a FTP SAC to the trainee can have a significant impact (sometimes officers can recall these incidents throughout their entire careers); therefore, it should be done judiciously. To praise a trainee, or both the trainee and the FTO, openly for an incident of good performance, will serve to positively reinforce the program. Negative comments on the trainee’s performance should be made to the FTO privately, while giving support to his/her role in bringing the trainee’s performance up to an acceptable level.

COUNSEL

Just as a FTP SAC would assess and guide officers in their other law enforcement duties, he/she must often counsel the FTO through the training process. A personal style that the FTO has may have an adverse impact on trainees, or other issues such as a personal relationship, favors, or a serious conflict with a trainee must be detected and remedied.

TRAINEE ASSIGNMENTS

The FTP SAC should have an overview of the training progress of each trainee in the program and the assignment status of each FTO. To effectively manage trainee assignments requires planning and a working knowledge of vacation schedules, special assignments, or training courses that the FTOs could be assigned to during a training cycle/phase. The FTP SAC should also be in a position to cross administrative lines (shifts, platoons, etc.) for the purpose of making FTO/trainee assignments that meet the needs of
the trainee. To maintain the integrity of the program, the assignment of trainees to FTOs should remain with the FTP SAC.

EXTENDING/TERMINATING TRAINEES IN THE PROGRAM

Based on the recommendation of the FTO and a review of trainee performance and evaluation reports, the FTP SAC should have the authority to extend field training for a trainee who is responding to remedial efforts. Conversely, the FTP SAC, in accordance with the department’s policy, should make a recommendation for termination of employment for a trainee who is not responding to remedial training efforts.

PROGRAM AND FTO EVALUATION

The FTP SAC has the responsibility to seek feedback from trainees who are participating in or who have completed the field training program. The feedback should encompass both the program and its FTOs. Meeting with the trainees and/or reviewing evaluation instruments can accomplish this. The FTP SAC must ensure that FTOs understand the FTO evaluation policy. The FTP SAC shall provide (at least annually) a detailed evaluation to each FTO on his/her performance as a Field Training Officer.

FTO SELECTION/Deselection

Selection, training, and supervision of FTOs are key elements to successful field training programs. FTP SACs are expected to develop, maintain, and oversee the selection process for FTOs in the program. Administrative guidelines should be established and set forth by the department in a general order or policy directive. Minimum qualifications and a department specific selection process should be included in the directive. Details of how candidates are evaluated, selected, approved, and certified may also be included. The process of deselection or decertification for FTOs who are reassigned, who no longer wish to participate in the program, or who have demonstrated unacceptable performance, as a trainer, should also be explained.

ACADEMY LIAISON

In order to closely ally field training with the Regular Basic Course (Academy), the FTP SAC should carefully analyze how both are organized, administered, and evaluated. A more detailed orientation may be required for departments that rely on regional training centers for new hires. Insight on special training needs of individual trainees can be gained by contacting academy staff.

Departments are encouraged to develop a system whereby FTOs and FTP SACs can monitor academy training techniques. This would be intended to ensure continuity and relevance between the academy and the department’s field training program.

POST also suggests that the FTP SAC establish liaisons with people involved in other aspects of the program and profession such as the District Attorney’s Office, Parole, Probation, Public Works, Mental Health, etc. It serves as an invaluable resource to have an established liaison within each of these areas and more.
PART 2

Evaluation, Documentation, and Remediation

During the Field Training Process, trainees must be guided, directed, and apprised of their progress through verbal and written feedback and evaluations. This guide provides samples of evaluation forms, including Daily Observation Report (DOR), Supervisor’s Weekly Report (SWR), and End of Phase Report (EPR); and alternatively, Daily Training Notes, Weekly Training Progress Report (TPR), and Phase Evaluation Report (See Appendices).

A department’s choice of forms is not nearly as crucial as the actual feedback process and content of the evaluations. Evaluations must be consistent, objective, and administered in a manner that promotes good performance and progress throughout the program. The performance objectives in the field training manual, the judgment used by the trainee, and the skills, knowledge, and competency demonstrated in performing the job-related duties of a uniformed patrol officer will serve as the basis for these evaluations.

2.1 Evaluation

Each trainee shall be evaluated in a number of categories which, when taken together, reflect the totality of the job for which the trainee was hired (this guide is designed to reflect general law enforcement uniformed patrol duties but could be modified to many other law enforcement jobs such as dispatching, custody, etc.). When possible, these categories should be rooted in a Job Task Analysis that has been completed specifically for the department. Job task analysis is the process of obtaining information about a job, and its requirements, in order to determine the knowledge, skills, behaviors, and attitudes that are required for satisfactory performance of the job in question. If the department has not completed a job task analysis specific to its uniformed patrol officer position, the department should utilize the job task analysis information collected by POST or utilize categories developed by a similar type of department. Research by POST and other law enforcement agencies has indicated that the key job task elements (competencies) for the patrol officer position are similar throughout the nation.

The evaluation procedure should be based on the behavioral anchor approach, which uses Behavior Anchored Ratings (BARs). Once the relevant job-related categories have been determined, the what to be evaluated has been identified. How to rate these categories now becomes the issue. How is based upon the employee’s performance as measured against the department’s standards. Most departments use Standardized Evaluation Guidelines (SEGs). The SEGs have been established to ensure each FTO’s rating of a trainee will be equal and standard throughout the program. They are designed to provide a definition, in behavioral terms, of various levels of performance. The SEGs (or whatever accepted standard is established by the department) must be applied equally to all trainees, regardless of their experience, time in the program, or other incidental factors. Departments using a DOR should provide SEGs for every category listed on the face sheet of the DOR. Departments using Daily Training Notes and Weekly Progress Reports should provide a clear evaluation “scale.”

Because law enforcement has a wide variety of techniques and procedures, it becomes extremely important that standardization of performance appraisal occurs. Proper evaluation without standardization is not possible. In order to promote standardization of the evaluation process within each department, there is a need to articulate and document reference points. These reference points need to explain the rationale supporting the scores used by each department, such as “1” (Unacceptable), “4” (Acceptable), “7” (Superior), “NI” (Needs Improvement), “C” (Competent), etc.
SEGs, evaluation “scales,” and the explanations for Unacceptable, Acceptable, Superior, Needs Improvement, and Competent may be modified to reflect the operational standards for any given department. The SEGs, evaluation “scales,” and such found in this guide may need to be modified to accurately reflect the levels of knowledge, skills, behaviors, and attitudes in a particular department. Likewise, the categories listed on the Daily Observation Reports or Weekly Training Progress Reports may also be modified to reflect the “job”. For example, if a department requires that each officer be trained as an EMT, that category and the relevant guidelines should be included. The categories selected for rating should: 1) cover the totality of what an employee is required to do, and 2) be anchored in behaviorally descriptive terms.

**Rating Behavior/Performance**

A written department standard or “scale” should accompany each category evaluated on the DOR or Weekly Training Progress Reports. Most departments use the **Numeric scale** which utilizes a 7-point rating system; while others use a modified point scale (a 3, 4, or 5-point). An alternative alphabetic scale uses descriptive ratings (for example, **NICS scale**: Needs Improvement–N/I, Competent–C, and Superior–S).

▶ **Whichever rating scale a department chooses, all trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as “acceptable” or “competent.”**

The FTO’s role is to examine the trainee’s performance and choose the appropriate description as provided in the relevant SEG or evaluation scale. The FTO selects the description that “fits” the behavior that they are evaluating; i.e., 1, 4, 7, “N/I,” or “C” anchor. Performance, however, does not always “fit” into the nice, neat rating box. A trainee’s performance may be somewhat better or worse than the rating descriptor. In these cases, where behavior is not “anchored” by the appropriate description, the FTO must select the score.

For example, in the 7-point rating scale there are behavioral descriptions found only at numbers “1,” “4”, and “7.” In the case of report writing, the “1” rating states the trainee takes three or more times the amount of time an experienced officer takes to complete a report. If the trainee takes perhaps only 2 times the amount of time, the FTO may choose to give him/her a “2” rating and/or if the trainee shows steady improvement to being able to complete a report in only about 15–20 minutes beyond the amount of time an experienced officer would take to complete the report, a “3” might be the appropriate rating. Even if FTOs have different opinions as to when to rate a behavior or performance a “2” or a “3,” the bottom line is that both ratings indicate a less than acceptable (competent) performance. The same logic would follow for “5” or “6” ratings as well.

Although this may appear subjective, most FTOs who have completed a POST-certified Field Training Officer Course will select one score over another because they are: 1) familiar with the job, 2) have been trained to know what is expected within their program, and 3) have the best perception of the trainee’s performance that day as well as his/her progress (or lack thereof) within the program.

The most difficult part of the evaluation process for FTOs is to surrender their own opinions of what the trainee’s performance should be. FTOs **MUST** rate the trainee pursuant to the language in the guidelines if the trainee’s performance is consistent with the language of that guideline. **FTOs shall have no discretion in this matter.** It is the only way that objective evaluations will be accomplished. If each evaluator (FTO) uses the same measuring device (SEGs), you should see the same results, the same scores.

**Common Performance Evaluation Errors**

If the objectivity of the evaluation process is called into question, it is most likely because one or more FTOs did not follow the guidelines or standards established by the department. It may be that one or more of the following “errors” entered into the evaluation process.
PART 2. Evaluation, Documentation, and Remediation

- **Error of Error of Leniency**
  Leniency occurs when the FTO assigns scores beyond those that are deserved. In a field training program, this often occurs because the FTO introduces the variable of “experience” or the amount of time the trainee has spent in the program. In other words, the FTO recognizes the performance as less than adequate but considers it “OK” given the amount of experience the trainee has had. The same performance, seen several weeks later, may result in the awarding of an “Unacceptable” score. If the performance does not change, the score should remain the same regardless of how long the employee has been in the program. Remember: Whichever rating scale a department chooses, all trainees should be evaluated throughout the entire program utilizing the solo patrol officer standard as “acceptable” or “competent.”

- **Error of Personal Bias**
  Personal bias (also called the “Halo” or “Horns” effect) occurs when the FTO allows personal feelings about the employee to affect the ratings. Particular “likes” or “dislikes” limit appraisal objectivity. What is rated in the field training program is whether or not an individual can safely, effectively, and competently do the job as described — that’s all.

- **Error of Central Tendency**
  Central tendency is seen when the FTO routinely “bunches” scores toward the center of the rating scale. This error is often present in field training programs when departments using the numeric scale require written comments for scores of 1, 2, 6, and 7. Some FTOs, not wishing to take the time to document, will assign scores of 3, 4, or 5 routinely to avoid the “mandatory” reporting rule. Central tendency errors also occur when the FTO does not give close attention to performance and, to be on the “safe side,” or to avoid any controversy, rates in the middle of the scale. Many departments using the numeric scale require only that scores of “1” and “7” be documented which allows for more latitude in the scoring.

- **Error of Related Traits**
  This error happens when the FTO gives the same rating to traits that he/she considers related in some way. The value of rating each trait separately is lost and the overall rating loses specificity.

- **Error of Event Bias**
  Event bias comes into play when one or two traits (or a particular behavior) dominate the appraisal. The FTO may evaluate all remaining traits based on the dominant trait or performance. An outstanding bit of work or a severe mistake, not treated as an individual occurrence, may bring about the “Halo” or “Horns” effect.

- **“No Rookie Ever Gets a ‘7’”**
  The belief that no rookie ever exceeds standards (e.g., a “7” score, Superior, etc.) is too often expressed. The SEGs and rating descriptions should be based on real life experiences and should not reflect artificial standards. While it may be difficult for many trainees to perform at a “Superior” level in a number of categories, that score could be attainable for some. There is no place for unrealistic expectations/goals in a job-related performance evaluation system.

- **Error of “Room to Grow”**
  This error occurs when the FTO, wanting to “motivate” the trainee to work harder, assigns a score less than what the trainee deserves. When a trainee fails to get the recognition that he/she deserves, there may be a loss, rather than a gain, in terms of motivation.

- **Error of Averaging Scores**
  FTOs who assign a score based on an average of the trainee’s performance for the day have selected a score that is not accurate. For example, a trainee, stopping at thirty or more traffic lights during the day, goes through one without stopping. Some will say that “on the average” the trainee obeys traffic
signals and an acceptable rating is given. It is not acceptable to go through a red light but the score suggests to the trainee that it is “OK.” Additionally, no one will know what the trainee did unless the FTO includes a written comment about the fault.

FTOs are often uncomfortable about giving an “Unacceptable” rating when a trainee has performed well in an area throughout the day with one or two exceptions. Objective evaluation requires that the FTO acknowledge the mistake(s) by assigning a score less than “Acceptable.” The FTO must give the trainee an “Unacceptable” rating in an area regardless of how minor or infrequent the mistake(s) when weighed against the trainee’s otherwise good performance. The FTO will mediate any hard feelings on the part of the trainee by adding documentation that acknowledges the good performance as well as the mistake.

Finally, there are other errors that trainers must guard against. These are biases that have a tendency to influence us when rating the performance of another. Taking into account a trainee’s standing in the academy class; relationship to another member of the department; the presence or absence of educational achievement; age, gender, race or sexual orientation; physical appearance; etc., are only a few of a person’s characteristics that dilute objectivity. Performance-related evaluations tend to be more objective and to center on what the individual does rather than who the individual is. Employees want their performance, not their personality, discussed during a performance review. In this way, defensiveness on the part of the trainee will diminish, and the FTO will be able to avoid these common appraisal errors.

The only measure that FTOs should use when evaluating the behavior and performance of a trainee is the department’s Standardized Evaluation Guidelines or Evaluation “Scale.”

**Evaluation Comments and Narratives**

To make the most effective use of the narrative portions of written evaluations, it is important for the FTO to remember four “goals” of documentation. To provide meaningful evaluation, the documentation should be:

**Goals:**
1. CLEAR
2. CONCISE
3. COMPLETE
4. CORRECT

**Ten Factors: How to Achieve the Four Goals**

The following suggestions will support the FTO in accomplishing the documentation goals.

1. **Set the stage.** Provide a description of the situation or conditions that are present when the trainee performs. This will allow the reader to more fully understand what occurred.
   
   **EXAMPLE:** The trainee, using excellent defensive driving techniques, brought an 80-mph, high-speed chase to a successful halt.

2. **Use verbatim quotes.** It is sometimes clearer to report what was said rather than attempt to describe the effect of the words.
   
   **EXAMPLE:** The trainee, when logging an arrestee’s property and finding $535 in his wallet, remarked, “Where does a low life jerk like you get this much money?” This angered the arrestee and resulted in a physical confrontation.

3. **Report the facts — avoid conclusions.** Report what occurred. Do not include your interpretation of why something occurred. In the example below, there are several possible reasons why the trainee is not making the traffic stops other than a lack of motivation or confidence.
EXAMPLE: The trainee lacks motivation or confidence. Despite training in vehicle violation stops, the trainee, although admitting that he saw the violation, had to be told to make these stops on five separate occasions.

4. Remember your audience. When writing your evaluation(s), consider who may be reading the report. In addition to the trainee, your report may be read by your supervisor, department head, an attorney representing your department or the trainee, an arbitrator, or judge. These readers will form opinions of your abilities based on what they read.

5. Watch your grammar, spelling, and legibility — avoid slang, jargon, and swearing. Not everyone who will be reading your evaluation(s) understands radio codes, penal code sections, and other language common to law enforcement. Explain any code sections used. Be professional and model your expectations.

6. Speak to performance — not personality. Criticize the act, not the person. Criticizing the person brings about defensiveness. While more difficult to do in written vs. verbal form, the “impersonal” style of documentation relieves some of the stress.

   EXAMPLE: Rather than write “You did a poor job of handling the disturbance call...” try “Trainee Jones did a poor job of handling...,” etc.

7. Use lists, if appropriate. The use of a “list” approach will sometimes save time and space.

   EXAMPLE: The trainee, when asked, failed to accurately identify the following radio code definitions: 10-7, 10-8, 10-16, 10-27, 10-28, 10-29, 10-35, and 10-62.

8. Think remedial. What has been tried? How did it work? What will you try next? Document your training plans and the results thereof.

9. Use quantification whenever possible. Quantification or the documentation of a standard that is familiar to every reader adds clarity to the documentation.

   EXAMPLE: It took Bill five tries to successfully complete a burglary report. See attached.

10. Do not predict. Avoid statements such as “I am sure that Ann, with a little more effort, will be able to master the radio,” or “Charlie’s skills will no doubt improve as the weeks go by.” Rather than make statements of this nature, the FTO should write what the behavior should produce; i.e., “When Bill can complete reports of this nature within 30 minutes or less, he will be performing at an acceptable level.” Predictions set up false expectations.

   If FTOs can write acceptable reports, they should be able to write acceptable evaluation narratives. One way to keep documentation of this type in perspective is to write as though telling a story to a close friend or co-worker who was not present when the behavior was observed. Would all the details be included or just generalities? When in doubt, reread what’s written and ask if you REALLY know what happened from what was written. Another approach is to have another FTO or supervisor read the narrative. Do they have any questions? If so, the documentation may need more work.

**Discussing Evaluations**

The FTO and trainee’s discussion of evaluations is a particularly important aspect of the field training program. Merely completing the evaluation and having the trainee sign it will not achieve the objectives of a proper evaluation.

The performance evaluation must:

1. Be understood by the trainee. This does not mean the trainee has to be in agreement with the entire evaluation, just that he/she understands it.

2. Be the basis for plans to help the trainee improve performance as needed.
3. Give the trainee recognition for strong points and acceptable performance as well as call attention to weak areas and/or deficient performance.

FTOs should allow ample time to discuss evaluations with trainees. Discussions should be held where privacy can be maintained with little or no interruptions. These discussions should be a “two-way conversation.” Trainees should be encouraged to express how they feel. Trainees should be encouraged to be more self-aware and perhaps, even be given a chance for self-evaluation.

FTOs should listen to what the trainees have to say and not show disapproval when they do respond to the evaluation. FTOs should re-emphasize that performance is being discussed and not a defense of the evaluation.

Once a discussion has been completed, the FTO should ensure that the trainee signs the evaluation and has the opportunity to provide written comments or speak with the FTP SAC if desired.

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## 2.2 Performance Evaluation Documents

### Daily Observation Report (DOR) and Narrative Evaluation

The Daily Observation Report (DOR) is to be completed by the FTO at the end of each shift that the trainee is assigned to work during the field training program. Days where the trainee receives no evaluation by a qualified FTO (i.e., orientation, days off sick or injured, non-enforcement or special assignments, etc.) can also be documented on the DOR. Only the headings and narrative portions should be completed for those shifts. The DOR is used to record the trainee’s performance, specific training or instruction presented, and any other information of importance related to the trainee’s activities in the training program that day.

This report is the permanent record of the trainee’s progress in terms of performance, skills, knowledge, the improvements needed, and the FTO’s efforts to bring about change. It is the principle document used for determining the trainee’s status in the program.

The form shall be completed at or near the end of each shift and reviewed with the trainee unless unusual circumstances exist. It is important that this feedback be shared with the trainee in a timely manner to the events documented so that he/she can have the benefit of utilizing the feedback in advance of the next call for service and/or shift.

The DOR is designed to rate observed behavior with reference to either a numerical or alphabetic scale (1, 4, and 7 or N/I, C, and S). The form lists specific categories of behavior (e.g., Officer Safety, Driving Skill, Appearance, etc.) Each behavior must receive a rating or be marked “Not Observed” (N/O) during the shift covered by that DOR. Marking the appropriate rating records that behavior based on the Standardized Evaluation Guideline (SEG) for each category. Ratings such as Unacceptable, Below Standard, Far Exceeds Standards, and/or Superior should be explained in the narrative portion of the evaluation.

Some DORs have a “NRT” box on the face of the form. “NRT” means “Not Responding to Training.” In addition to a numerical rating in the particular category, this box may also be marked or the NRT box alone may be marked. NRT is assigned after reasonable remedial efforts have failed to result in improvement. Citing NRT is a serious step and is considered a “red flag” for the trainee and the FTP SAC. From this point, if improvement is not made, termination may result. It is expected there will be significant documentation about the problem before this step is taken. The decision to assign NRT is somewhat subjective but one that can be reasonably justified. The FTO must first get a sense of the difficulty of the task. Is it an easy task or one that is rather difficult to learn? Once the difficulty or complexity is known, the FTO then must get an idea of how many times the trainee has had at task completion. This process is a search for the presence or absence of balance — i.e., has the trainee had enough opportunities to effectively complete the task given the difficulty? If the answer is “yes,” NRT is appropriate. If “no,” continue with remediation.
We must be sure that any remediation that has been given is perceived as that likely to bring about the desired change. The quantity and quality of remediation will be examined to ensure that the strategies employed would likely lead to improvement.

The “RT” found on some DORs refers to Remedial Training or the time spent by the FTO in the correction or review of previously taught information or procedures. When 15 minutes (some departments use a 10-minute standard) or more is spent in any one category, the FTO shall record the number of minutes in the appropriate box. If the FTO spends less than 15 minutes in the task area, a “check” or “X” is sufficient. See Section 2.3 for more information on remedial training.

In addition to the DOR, the Narrative Evaluation form is designed for expanded comments. Both negative and positive performance should be noted by the FTO. Steps taken to assist trainees in improving their performance should also be noted here.

All DORs are to be signed and dated by both the trainee and the FTO. In some departments the FTP SAC may also sign these forms. The FTP SAC must monitor the trainee’s progress through the review and signing of these DORs and/or through the completion of a Supervisor’s Weekly Report (SWR). See Appendix 2 for DOR and Narrative Evaluation (Numeric or NICS Rating Scales). Also refer to Appendix 1 for Standard Evaluation Guidelines (SEGs).

**Supervisor's Weekly Report (SWR)**

In an effort to ensure accountability, supervision, and participation from a higher level within the department, some departments may require the FTP SAC to complete an evaluation of the trainee’s performance and progress each week. The evaluation will be completed and administered to the trainee by the FTP SAC. This report is useful not only to report a trainee’s performance but also to serve as a check and balance of the FTO’s evaluation of the trainee.

The Supervisor’s Weekly Report (SWR) contains a sentence in which the supervisor advises the trainee that his/her performance for that week was either “acceptable” or “unacceptable.” The FTP SAC will also advise the trainee as to the level of his/her overall performance at that point in the program. This report provides additional feedback to the trainee and an opportunity for the trainee to discuss other training issues with a supervisor, if needed. The SWR should be signed and dated by both the trainee and the FTP SAC. See Appendix 3 for sample SWR.

**End of Phase Report (EPR)**

Departments using DORs and phase training will have FTOs complete an End of Phase Report (EPR). EPRs detail the trainee’s significant strengths and weaknesses, as well as list specific training provided during the phase. The EPRs also list recommendations for training needed by the trainee during the next phase of instruction.

In this report, FTOs will indicate their judgment as to the actual level of performance demonstrated by the trainee. The EPR should be discussed in a field training staff meeting with the FTP SAC, the trainee’s current FTO, and the trainee’s next FTO. Special training problems should be clarified and addressed with the development of a specific training regimen for the next phase of instruction. The EPR should be signed and dated by the trainee, the FTO, and the FTP SAC. See Appendix 4 for a sample EPR.

**Daily Training Notes**

Some departments may choose the Daily Training Notes/Weekly Training Progress Reports documentation method. Like DORs, Daily Training Notes are invaluable in providing immediate feedback to a trainee on his/her performance. FTO notes should be made as soon as possible after incidents occur. The notes should be verbally reviewed with the trainee and he/she should also be allowed to review the notes. The written comments should be used as the primary basis for the Weekly Training Progress Reports that the
FTO is required to prepare during the training program. Each important incident and response must be addressed and noted in order to give the trainee direction to continue good performance or improve poor performance. FTOs should note whatever steps are taken to assist the trainee in improving his/her performance. See Appendix 5 for sample Daily Training Notes.

Weekly Training Progress Report (TPR)

Departments using Daily Training Notes will have FTOs complete Weekly Training Progress Reports. These progress reports are completed at the end of each week of the training program. They are designed to match the objectives covered during that week and augment the daily training notes. Specific comments concerning performance below an acceptable level should be articulated in the Daily Training Notes for justification.

Rating Levels / Training Progress Evaluation Scale

Performance in each evaluation category is rated between 1 and 4 indicating the trainee’s performance during the week. The specific meaning of each number can be found in the breakdown listed below:

- **4** – Better than Acceptable: Performance exceeds the agency’s standard.
- **3** – Acceptable: Performance meets the agency’s standard.
- **2** – Needs Improvement: Performance is progressing toward acceptable but does not yet meet the agency’s standard.
- **1** – Unacceptable: Performance is not at an acceptable level.

NRT – Not Responding to Training: Trainee has been rated at level 1 or 2, and after remediation shows no improvement.

Performance Descriptions

- **Better than Acceptable** – Trainee performs significantly above what is expected and above the standard of the agency.
- **Acceptable** – Trainee’s performance meets the required standard. The training progress is satisfactory and the trainee should at least maintain that level of performance. Every effort should be made to encourage the trainee to strive for improved performance that would be recognized in future Training Progress Reports and to guide the trainee to his/her fullest potential.
- **Needs Improvement** – Trainee’s performance is deficient. This rating is intended to stimulate the trainee to improve and maintain a higher level of work performance. Usually, it also means that the FTO must devote additional attention to assisting the trainee in making the needed improvement. The special attention may take the form of greatly increased effort, special training, or a remedial training plan.
- **Unacceptable** – Trainee’s performance is significantly below the expectation of standard work performance. The trainee, with the assistance of his/her FTO, must make every effort to improve competence in the category(ies) where performance is deficient.
- **Not Responding to Training** – Trainee has been rated at Levels 1 or 2, and after remediation shows no improvement in performance. The trainee should be notified that he/she is not responding to training. The NRT comment should alert the trainee and training staff that there is a continuing problem. It notifies the trainee that the need for improvement is so great that the trainee’s continued stay in the program is in jeopardy.

The specific standard for each of the rating levels in a Weekly Training Progress Report will be determined by a department’s own standards. See Appendix 6 for sample TPR.
Phase Evaluation Report

Departments using Daily Training Notes and Weekly Training Progress Reports will have FTOs complete a Phase Evaluation Report. These are formatted similarly to the Weekly Training Progress Reports but must include all of the objectives that were covered from the previous weeks.

It must also address the judgment displayed in performing the objectives, the skills demonstrated in conducting preliminary investigations, preparing reports, performing self-initiated activity, and the acceptability of personal characteristics such as personal relations and dependability. Objectives that were carried over from a previous evaluation period because they were not acceptably performed, or are not currently being performed at an acceptable level, should also be included.

The Phase Evaluation Report should not contain any reference to an incident that was not part of the Daily Training Notes or has not been reviewed with the trainee. See Appendix 7 for sample Phase Evaluation Report.

Completion Record/Competency Attestation

Upon the trainee’s successful completion of the field training program, it will be the responsibility of the Final Phase FTO to complete a competency attestation of the trainee’s ability to perform the duties of a solo patrol officer.

After assuring that all the materials from the field training program guide have been covered and signed off, and after personally observing the trainee’s acceptable performance in all of the functional areas or categories, the FTO will initiate a Completion Record/Competency Attestation form to be routed through the chain of command. The form should be signed and dated by the trainee, the Final Phase FTO, the FTP SAC, and the department head (or his/her designee). This form should become a permanent part of the trainee’s training record. See Appendix 9 for sample Field Training Program Completion Record/Competency Attestation form.

2.3 Remedial Training

Most FTOs will report that training is an “ongoing” process that is the result of the natural interactions between themselves and the trainee. Simple comments such as “keep your gun hand clear” or “this word is spelled...” often take place simultaneously to the observed mistake. Some training may have to take place at another time or location away from the actual event. What is important to remember is that: 1) a mistake or performance deficiency must be corrected, and 2) that correction should come as soon as practical after the behavior without interfering with the department’s service responsibilities. Most performance mistakes are relatively simple to fix and are corrected almost immediately. The problems that do not seem to go away, or are repeated, call for a more formal approach known as remedial training.

Remedial training is defined as: A correction or review of previously taught information or procedures. “Previously taught” should not include any training that the trainee may have received in the Regular Basic Course (Academy). Remedial training becomes necessary when the trainee’s job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention that should have corrected and improved the job performance.

While the FTO’s role is to help the trainee overcome performance deficiencies and give him/her every opportunity to learn and perform, some performance deficiencies have as their root cause something that the FTO cannot correct. Examples might be immaturity, absence of a positive self-image, lack of common sense and worldliness, lack of life experience, stress, and fear. These are attitudinal based and are occasionally so deeply ingrained in the trainee’s behavioral package that they cannot be overcome. It would be wrong to automatically assume that a failure to perform well is linked to one of these reasons.
It is more likely that inexperience and an absence of sufficient practice has led to the problem. Remedial training should begin as soon as the ongoing deficiency is noted.

Since formal remedial training may require an extended stay in the field training program, there are several steps the FTO can take when trying to resolve the deficiency:

1. Be as specific as possible, identify and describe the deficiency. Do not overlook calling upon the trainee to help in this endeavor.

2. Reflect on and determine what has been tried and found to be effective with similar performance problems.

3. Develop a plan which clearly identifies what the new officer is expected to accomplish, under what conditions, within what time frame, and using what resources.

4. Implement the plan and evaluate its success. If the desired level of performance (goal) was not achieved, return to step one.

Consider using a Remedial Training Assignment Worksheet (Appendix 8) when developing a remedial plan. Be sure to document the plan, the FTO's efforts, and the results.

Remedial Training Strategies

The following section is designed to assist FTOs in recognizing and correcting training deficiencies and/or performance problems. It describes some of the commonly reported trainee problems and offers strategies for resolving them. For any identified deficiency/problem, the types of remedial training strategies are limited only by imagination and feasibility; however, no training should be dangerous, demeaning, harassing, or expose the department to liability. Department policies, procedures, or safety standards must never be violated for the sake of training.

The following strategies can be appropriate for assisting trainees in gaining proficiency with items in the Field Training Program Guide or in designing written training plans.

ROLE PLAY AND SCENARIOS

These can be used for a variety of performance tasks. Care should be taken regarding the following:

1. All participants must be made aware that the situation is a training exercise, not an actual event.

2. No loaded weapons should ever be used in field training scenarios.

3. Notification of other potentially involved parties (e.g., dispatch, neighboring departments, patrol and/or field training supervisors, etc).

4. Choice of location (so as not to involve unknowing citizens or other officers).

5. Selection of role players who understand the win-win philosophy. (If the trainees do it right, they win!)

ROLE REVERSALS

Similar to role plays, here the FTO reverses roles with the trainee. The trainee then watches the FTO perform a task in the same incorrect manner that the trainee did earlier. The trainee is then required to critique the FTO and offer suggestions for improvement.
COMMENTARY DRIVING

The trainee is advised to maintain a running commentary of what is observed while operating the vehicle (in the case of Driving Skills) or while acting as either the driver or passenger (in the case of Patrol Observation and Orientation Skills).

When Driving Skills are being taught, the trainee’s recitation should focus on street/traffic conditions, traffic control devices, and defensive driving information. When Patrol Observation is being taught, the trainee should direct his/her attention to people and things that would be of police interest. The intent of this training is to move the trainee from “looking” as a civilian to “seeing” as a police officer does. When Orientation Skills are being taught, the trainee provides a commentary of the: 1) direction of travel, 2) location by intersection, and 3) identification of landmarks.

VERBALIZATION

This technique is useful for those trainees who routinely know what to do but once subjected to stressful situations are unable to perform the required task(s).

Trainees are instructed to talk out their thoughts. If they are en route to a call, they must describe the call to the FTO, tell how they will get there and, once there, what their actions will be. In this way, they must organize their thoughts and present them to the FTO in a clear and logical manner.

An important benefit for trainees from this exercise is not only the “putting in order” of their thoughts and actions but also the slowing of their thought processes and prevention of “overload.” By having them “talk out” their thoughts, their thinking will revert to a slower, more understandable pace. This process should have a calming effect and reduce stress.

FLASH CARDS

Having trainees make flash cards enhances the learning process by using more than one learning style. Flash cards are particularly effective with subjects such as Radio Codes, Orientation Skills, Vehicle or Criminal Statutes and Elements, and Spelling.

SPELLING QUIZZES

The FTO keeps track of words that are frequently misspelled. The trainee is provided a list of these words and advised a few days in advance of the quiz. If the trainee finds it helpful, he/she may wish to practice writing the words a number of times.

SELF-EVALUATIONS

This technique, especially valuable when the trainee has difficulty accepting feedback, entails having the trainee keep notes during the shift and complete a DOR at the end. The DOR should be labeled “Self-Evaluation.” As with the FTO’s evaluation, both parties review and compare their DORs at the end of the shift.

DIRECTING TRAFFIC

1. FTO draws diagrams for trainee to place self, flow of traffic, ideal locations for fire, and medical response, etc.

2. Shut down an intersection and let trainee practice. Start with quiet intersections and build to busier.

3. Have trainee speak with other FTOs, traffic officer, etc.

4. Have trainee speak with fire and medical responders for their perspectives.
5. Request assignments for these types of calls.

**TRAFFIC STOPS**
1. Role play, in a parking lot, using other FTOs and vehicles.
2. Videos
   a. Professionally made.
   b. Film trainees in action so they can watch themselves.
3. Have trainee speak/ride with a traffic officer, etc.
4. FTO draws diagram for the trainee to place self, vehicle positions, ideal locations for stop, etc.
5. Use miniature cars for placement.
6. Develop a checklist: first written, then mental.
7. Verbal and written quizzing on traffic codes and elements.
8. Have trainee practice completing citations and warnings on copied blank forms.

**REPORT WRITING**
1. Use report writing exercises.
2. Review some good and bad reports as examples. Be sure to remove the author's name. (If printed or copied, be sure to redact names, addresses, and other biographical information not available to the general public.)
3. Interviewing detectives, instructors, attorneys, and judges for what they think makes a good report.
4. Suggest trainee enroll in a writing class.
5. Suggest trainee obtain and read library books on the subject.
6. Develop checklist to include elements of crimes for the more common calls.
7. Suggest trainee use a dictionary (print, online, or electronic).
8. Have trainee recite the elements of a crime and describe how the elements were accomplished and in what sequence.
9. Suggest trainee spend time working with an in-house expert or academy instructor.

**DUI**
1. Role reversal with FTO making actual stops and trainee doing the critique.
2. Role plays in a parking lot using other FTOs and vehicles.
3. Videos
   a. Professionally made.
   b. Film trainees in action so they can watch themselves.
   c. Previous DUI arrests.
4. Interview DUI officers, instructors, and attorneys.
5. Review old DUI reports.
6. Review actual case law at library.
7. Have trainee ride with a traffic officer.
8. Develop a checklist for procedures and forms.

COURTROOM DEMEANOR

1. Interview detectives, instructors, attorneys and judges as to what they think makes a good witness.
2. Have trainee observe a trial.
3. Conduct a mock trial.
4. Have trainee perform a courtroom role play, using one of his/her citations or arrests.

INVESTIGATIVE PROCEDURES

1. Interview detectives, instructors, and attorneys as to what they think makes a good investigation.
2. Verbal and written quizzes on elements of crimes.
3. Have trainee spend some time with an I.D. technician.
4. Tour a crime laboratory.
5. Follow one of the trainee’s cases through with the assigned detective.
6. Create a mock crime scene.

FELONY STOPS

1. Practice visualization techniques.
2. Role plays with trainee as officer and suspect, in daylight and darkness.
3. FTO draws diagrams for trainee to place self, vehicle positions, ideal locations for stop, etc.
4. Develop a checklist for verbal commands.

DOMESTIC DISPUTES

1. Use models (dolls, playhouse, etc.) for placement.
2. Role play using other FTOs.
3. Interviews with victim’s advocate or groups.
4. Attend an Order of Protection hearing.
5. Request assignments for these types of calls.

ORIENTATION SKILLS

1. Give trainee a copy of a map that contains the streets but no names. Trainee fills in the names.
2. Verbal and written quizzes on the hundred blocks, landmarks, and other important locations.
3. Throughout shift ask trainee, “Where are we now?”
4. Give the trainee addresses, transparencies, and a marker. Have trainee trace the route to the location.
5. Have trainee obtain and study overhead maps from highway department or run maps from the fire department.

6. Demonstrate efficient ways to use the Thomas Guide (including checking the index), mapping programs, and GPS tracking.

**Radio Procedures and Codes**

1. Role plays
   a. What is going on with other officers?
   b. Sample sentences/codes.
   c. Describe scenario. Ask trainee how to say it on the radio.

2. Obtain a tape recorder that you and the trainee use as a radio in role plays.

3. Have trainee speak in codes rather than plain text/English.

4. Assign trainee to a shift in Communications to work with a dispatcher. Have trainee log the codes and then decipher into plain text/English, turning in the final product.

5. Have trainee listen to a scanner.

6. Have trainee read all license plates phonetically.

7. Listen to communications tapes.

**Accident Investigation**

1. Have trainee ride with an accident investigator.

2. Develop a checklist for steps in completing an accident report.

3. Review past reports and diagrams.

4. Create a scenario and have the trainee draw a diagram.

5. Request assignments for these types of calls.

6. Using crayon attached to the corners of a block, show tire skids, etc.

7. Visit driving track skid pan.

8. Observe an autopsy for occupant injuries, etc.

9. Visit a junkyard for damage estimates, etc.

**Rapport with Citizens**

1. Increase exposure to public.
   b. Traffic stops.
   c. Neighborhood watch and crime prevention meetings.
   d. Front desk.

2. Have trainee spend a shift with a public information officer.

3. Role plays.

5. Assign trainee to work with a department volunteer.

**TOTAL CONFUSION**

1. Have trainee complete a self-evaluation.
2. Develop a flow chart of basic tasks.
3. Have trainee speak with and/or observe FTOs, sergeants, and/or staff psychologist.
4. Flash cards.
5. Read past case reports.
6. Role play simple tasks.
7. Have trainee list his/her perceptions of the job.

**Summary**

For remedial training strategies, always remember to:

1. Diagnose the true problem.
2. Provide feedback.
3. Use all the resources available.
4. Be creative.
5. Document the trainee’s performance and your efforts.
POST REGULATIONS require departments seeking approval of their field training program (FTP) to submit a field training program package along with a POST-Approved Field Training Program Application (POST Form 2-229), signed by the department head. Prior to submitting the package and application, a department representative should review the department’s current policies, procedures, and program content against POST’s minimum standards/requirements for program content, operations, and personnel. When necessary, the department representative shall make changes to comply with the POST minimum standards/requirements before submitting the package.

A field training program package submitted for approval shall minimally include:

1. a detailed written description of the department’s specific selection process for Field Training Officers (FTOs),
2. an outline of the proposed training for department trainees,
3. a detailed written description of the evaluation process for trainees and FTOs, and
4. copies of supporting documents (e.g., field training program guides, general orders related to FTP personnel and their training, policies and procedures, and/or evaluation forms).

Some departments may include all of the above information in their field training program guides while others will need to make and send copies of the separate documents, General Orders, policies and procedures, etc., with their field training program guide to complete the necessary package.

A field training program guide or manual is vital to the success of any field training experience. The guide should be used to instruct newly assigned patrol officers in the various duties that they will most likely perform during their careers. The guide should serve as the “lesson plan” for the Field Training Officer’s instruction. Each department is encouraged to develop a training guide, manual, or workbook for its field training program. These guides should minimally contain two parts, a program orientation portion and a list of performance objectives.

3.1 Elements of a Field Training Program Guide

Section 1: Overview

The first part of the guide should contain information explaining the field training program and its operation. It should be provided to trainees at or prior to the time they enter the program. While this portion of the guide may not contain all the information found in the department administrative manuals and general orders, certain excerpts from these documents should be incorporated into this section of the training guide.
While a department may incorporate whatever it wishes in this part of the guide, the following items are recommended for inclusion:

1. Goals and Objectives of the Field Training Program
2. Chain of Command and Supervision Information
3. Explanation of the Elements of the Field Training Program
4. Role/Expectations of Trainees and Field Training Officers
5. Explanation of the Evaluation Process
6. Copies of the evaluation instruments (e.g., DORs, SEGs, Weekly Training Progress Reports, etc.) and other program forms with brief explanations (see Appendices for samples).

Providing trainees with this information at the start of the program serves several purposes. It clarifies the trainee’s role in the training process, improves understanding of the mechanics of the program, enhances the credibility of the FTO, and reduces a good deal of apprehension normally found in any training program.

Section 2: Performance Objectives

The second part of the field training guide should contain performance objectives incorporating the knowledge, skills, abilities, and attitudes that the FTO is required to impart to the trainee and then evaluate the trainee’s ability to retain and competently perform the same. These objectives are designed to ensure that trainees receive specific training in designated topics or areas. These training topics are generally broken into weekly and/or phase segments. Responsibility for covering the performance objectives and other listed tasks lies with the FTO to whom the trainee is assigned for that specific week, group of weeks, or phase. If the department has organized these topics or areas into a specific format, standardization will occur since each FTO will cover the same material with every trainee during the same assignment period. Training in and completion of the designated topics or areas will give trainees the foundation to draw from when handling incidents that have not been actively demonstrated. It will be impossible to train a newly assigned officer in every area that may be encountered throughout a career but this program should provide a firm foundation on which to build.

Field Training Officers should, at a minimum, instruct in the areas that are outlined in each specific topic. To further assure accountability, columns or sign-off boxes can be placed on each page of the guide wherein the FTO indicates, by placing his/her initials and badge number: 1) the date the material or objective was discussed, instructed, or demonstrated, and 2) the date the trainee displayed adequate competence. The FTO should also identify the manner in which the skill, knowledge, or ability was performed (e.g., written test, verbal test, scenario/role-play, or field performance). Additionally, there should be a place for the trainee’s initials, badge number, and date wherein the trainee acknowledges having received the instruction.

Section 3: Resources

Finally, departments should strongly consider the inclusion of various resource materials in the guide or perhaps the development of a separate resource materials guide. Examples may include important policies, run maps, municipal codes, etc. The purpose of this is twofold. First, the material remains as a reference for the trainee and, secondly, the FTO will use these materials as the lesson plan rather than attempting to “ad lib” when it comes time to instruct on the particular topic. If a policy or procedure is included in the guide or a separate resource manual, it is much easier for the FTO to teach from the actual policy rather than from memory of the policy. This also allows for better documentation that the material was covered.
In addition to the instruction the trainee will be receiving from the FTO, it is possible the trainee will need to do some further studying. The training staff should maintain a library that could include the Regular Basic Course Training and Testing Specifications, Learning Domain Workbooks, POST training videos and telecourses, and any other department-developed training aids. Trainees are also advised to maintain copies of the Penal Code, Vehicle Code, and Municipal Codes (or Quick-codes of same), and know the location(s) of other reference materials including a list of community service resources.

3.2 Responsibility and Oversight

It should be the responsibility of the Field Training Program SAC to oversee the development and maintenance of the department’s field training program guide. Each FTP SAC should designate a committee to review, and keep current, the materials presented in the department’s guide. While the concepts, tasks, and performance objectives of field training programs statewide are extremely similar, the field training program guide, manual, or workbook is one item that should be individually developed (tailor-made) by and for each department. When done right, no one department’s guide could be duplicated and used by a second because of the differences in the codes, policies, philosophies, service areas, streets and locations, and so on. Constant revision based on input from trainees, FTOs, and other program staff will make the department’s field training program guide a viable resource and basis for a successful field training program.
The POST Field Training Program is a sample program designed to be used by a Field Training Officer (FTO) and trainee as a basis for instruction and study. The program contains statements of performance (i.e., objectives) that begin by introducing the newly assigned officer to the department and patrol duties, and progresses to performance independent of the FTO.

The program contains no policies, procedures, or specific methods to follow; it simply directs a training response to needs or situations that could be encountered by any police officer in the state who is assigned to general law enforcement uniformed patrol duties. Therefore, a department using this sample program should include its specific policies, procedures, or methods, or the trainee should be required to obtain and learn the department's directives and policies for each objective.

The FTO has a duty to assist by directing the study and diligently testing the trainee's knowledge. This program also requires the trainee to apply skills and knowledge that were acquired in the Regular Basic Course (Academy). The FTO must help the trainee apply these skills and knowledge in a real life environment with actual law enforcement incidents.

4.1 Program Components

The POST Field Training Program is as comprehensive and complete as possible for statewide application. However, any department using this program should compare POST’s program objectives relative to its own objectives, policies, and responses, and add any additional objectives that may be needed. The objectives (skills, knowledge, abilities, and attitudes) included in the POST program are considered to be the minimum standards on which to base a field training program in the state.

 Departments are strongly encouraged to add to this program or develop their own program (structured learning content) based on the same minimum standards.

The POST Field Training Program can be used in training newly assigned officers and deputies who have recently graduated from the Regular Basic Course (Academy), who have been employed through lateral entry, or any others who are on their initial assignment to general law enforcement uniformed patrol duties. The following areas are intended to clarify the application of the POST Field Training Program.

Structured Learning Content/Areas of Instruction

As mentioned earlier, the duties of general law enforcement uniformed patrol officers are quite similar within the state and the nation. Research and experience have demonstrated that new officers should demonstrate competency in the topics or areas listed below.
MINIMUM COMPETENCY REQUIREMENTS
(Click on each link for competency requirements outlined in Part 5, POST Field Training Model)

1 - Agency Orientation/Department Policies
(including Standards and Conduct, General Orders, Local Policies, and Philosophies)

2 - Officer Safety

3 - Ethics

4 - Use of Force

5 - Patrol Vehicle Operations
(including SAFE Driving)

6 - Community Relations/Professional Demeanor
(including Cultural Diversity, Community Policing, and Problem Solving)

7 - Radio Communication Systems

8 - Leadership

9 - California Codes and Laws

10 - Search and Seizure

11 - Report Writing Requirements

12 - Control of Persons/Prisoners/Mentally Ill
(Adults and Juveniles)

13 - Patrol Procedures
(including Domestic Violence and Pedestrian and Vehicle Stops)

14 - Investigations/Evidence

15 - Tactical Communication/Conflict Resolution

16 - Traffic
(including DUI)

17 - Self-Initiated Activity

18 - Additional Agency-Specific Topics
(may include Community Specific Problems, Special Needs Groups, etc.)

Format

The POST Field Training Program has the above listed 17 topics or areas of instruction segmented. Each contains knowledge- and performance-based objectives for the trainee to accomplish. Each topic may be presented, wholly or in portions, in a suitable training period that will meet the department’s needs (i.e., one day, one week, one month). The objectives in each of the listed topics build from basic issues to more complex to assist in an incremental learning approach. This is intended to enhance retention so the trainee is able to relate some element of past instruction to each new subject. The department’s training staff must determine the appropriate format for its field training program. If a department wishes to use the same performance objectives as listed in the POST Field Training Program, but prioritize the presentation order to their own needs, POST can provide these topics and performance objectives in Microsoft Word format. A department can then add its specific policies, procedures, locations, references, etc. to further enhance the program. This POST format allows flexibility but is designed to hold the trainee responsible for each of the required performance objectives.

Additional Agency-Specific Topics (which may include Community Specific Problems, Special Needs Groups, etc.) is an optional topic that may be added by a department.

Training and Testing Methods

Although the POST Field Training Program is written in performance-based objectives, there is no intention to restrict a department’s methods of presentation or measuring of the trainee’s acceptable performance of the task(s).

The department’s training staff should agree on a schedule and/or manner for training and testing new officers. Because of the very nature of patrol work, not every field incident that the POST Field Training Program requires a trainee to perform will occur within the time frame of the program. The FTO should improvise by volunteering, when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the
trainee’s verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the trainee must be provided with, and allowed the opportunity to study written documents, policy directives, training bulletins, or general orders that the trainee is responsible for knowing. The FTO should then proceed through the field training guide discussing, instructing, or demonstrating each performance objective. The FTO should encourage the trainee to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the trainee has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the trainee comprehends and can apply what has been taught. However, for a variety of reasons (calls for service, type of department, demographics, location, etc.), trainees may have to demonstrate successful comprehension and competency through alternative means. The methods for “competency demonstration” used in the POST Field Training Program are described below.

**COMPETENCY DEMONSTRATION METHODS**

1. **Department-Constructed Knowledge Tests.** Some portions of the field training program may require department-constructed knowledge tests that measure the skills and knowledge required to achieve one or more performance objectives. These tests may be in written or verbal format. When a written department-constructed knowledge test is used, trainees should earn a score equal to or greater than the minimum passing score established by the department. Trainees who fail a written department-constructed knowledge test on the first attempt should:
   a) be provided with an opportunity to review the test results in a manner that does not compromise test security;
   b) have a reasonable time, established by the department, to prepare for a retest, and
   c) be provided with an opportunity to be retested with a department-constructed, parallel form of the same test. If the trainee fails the retest, it will be the department’s responsibility to determine if the trainee should be given another retest or terminated from the field training program.

   ► **These tests should be standardized to ensure accuracy and fairness and may also serve as an additional evaluation instrument.**

2. **Scenario Tests.** Some portions of the field training program may require scenario tests, which are job simulation tests, that measure the skills and knowledge required to achieve one or more performance objectives. When a scenario test is used, trainees should demonstrate their competency in performing the tasks required by the scenario test. Competency means that the trainee performed at a level that demonstrates he/she is able to perform as a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency when first tested should be provided with an opportunity to be retested. The retest should occur after a qualified field training officer has provided documented remedial training to the trainee. The duration of, and subject matter covered in, the remedial training shall be determined by the department. If the trainee fails to demonstrate competency on the retest, it will be the department’s responsibility to determine if the trainee should be given another retest or terminated from the field training program.

   ► **Officer safety must be of the utmost concern during the use of any simulated/scenario exercises. At no time are loaded weapons to be used in any scenario testing during the field training program. (Departments may wish to refer to the POST Guidelines for Student Safety in Certified Courses that contain specific guidelines for scenario training and event simulations that may prove helpful in organizing such testing.)**

3. **Field Performance Tests.** Most portions of the field training program will require field performance tests which are generally in the form of calls for service, traffic enforcement, self-initiated activity, etc. When field performance tests occur, trainees must demonstrate their
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competency in performing the tasks required of a solo patrol officer. A qualified field training officer should make this determination. Trainees who fail to clearly demonstrate competency during a field performance test should be provided remedial training. The remedial training should be provided and documented by a qualified field training officer. The duration of, and subject matter covered in, the remedial training shall be determined by the department. If the trainee does not respond to remedial training and fails to demonstrate competency on subsequent and/or repeated field performance tests, it will be the department’s responsibility to determine if the trainee and/or department will benefit from additional remedial training and testing or if the trainee should be terminated from the field training program.

4.2 POST Field Training Program Model

This standardized POST Field Training Program has been developed through input from various departments and experts throughout the state and nation. It is not intended to be a stand alone, state-of-the-art program. It is intended to set a minimum standard on which each department can build its own specific field training program. It is further intended to assist the process in which the trainee receives on-the-job instruction to complement or reinforce classroom training.

When properly administered and supervised, this field training program can and should be one of the most important phases of basic training for law enforcement officers. POST field training regulations and this sample guide provide for the foundational field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served.

Table 4.1 represents a phase training overview of the POST Field Training Program. (See Part 5 for the complete program model.)

Table 4.1
Phase Training Model Overview

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<td>• Officer Safety</td>
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<td>• Investigations/Evidence</td>
<td>• Primary FTO Observation Phase (usually in plain clothes)</td>
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<td>• Ethics</td>
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<td>• Radio Communications</td>
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Phase 5

After successful completion of the field training program, the trainee will be expected to competently perform as a solo patrol officer. He/she will be evaluated by a supervisor periodically (usually every one to three months) until the end of his/her probationary period.
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Standardized Evaluation Guidelines (SEGs)

The Standardized Evaluation Guidelines (SEGs) define the competency levels for all required performance categories and any agency-specific requirements. The SEGs are intended to provide a fair and uniform scoring method to assess each trainee's progress. It is through the use of these guidelines that the field training program achieves a recognized level of standard, competency, and credibility.

Overview

Throughout the Field Training Program, the FTO rates the trainee’s performance. Each observed behavior is rated using the Daily Observation Report (DOR) described in Appendix 2 in the FTP Guide. The rating scales can be scored in two ways: the Numeric Scale (1–7) or the NICS Scale (NI–Needs Improvement/C–Competent/S–Superior). The numeric scale offers more flexibility to rate behaviors on a sliding scale between 1 and 7. The NICS scale provides a more direct scoring method. Agencies decide which method best meets their particular training approach.

A rating of “1” or “N/I” indicates the observed behavior is Unacceptable or Needs Improvement, a rating of “4” or “C” meets the minimal standard of Acceptable or Competent, and “7” or “S” indicates the trainee’s performance is at a Superior level.

Any rating of “1” or “7” on the numeric scale or “N/I” or “S” on the NICS scale requires a Documented Situation (DS) to describe the event which resulted in the observed rating. The FTO fills out the Narrative Evaluation portion of the DOR to document the event (see Appendix 2).

The following SEGs correspond to the numbered observable behaviors listed in the DOR for each performance category. Use these value definitions when rating a trainee's level of performance.

Performance Categories

**ATTITUDE**

1. **Acceptance of Feedback/FTO/FTP**
   Evaluates the way the trainee accepts criticism, how the trainee interacts with the FTO, and how the trainee accepts the training program, including how the FTO’s feedback is received and used to further learning and improve performance.

   1 or N/I  **Unacceptable** – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism a personal attack.

   4 or C  **Acceptable** – Accepts criticism in a positive manner and applies it to improve performance and further learning.

   7 or S  **Superior** – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.
2. **Attitude toward Police Work**
   Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job’s responsibilities.

   1 or N/I *Unacceptable* – Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

   4 or C *Acceptable* – Demonstrates an active interest in new position and responsibilities.

   7 or S *Superior* – Strives to further professional knowledge by actively soliciting assistance from others to improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibility. Exhibits a desire to complete Field Training and become a productive member of the organization.

3. **Integrity/Ethics**
   Evaluates the manner in which the trainee understands, accepts, and employs his/her own integrity and ethics.

   1 or N/I *Unacceptable* – Accepts and employs a standard of mediocrity. Has little or no sense of accountability and/or responsibility to the department or community.

   4 or C *Acceptable* – Demonstrates ability to build/maintain public trust through honesty, community awareness, and professionalism. Able to resolve ethical situations through planning, evaluation, and decision-making.

   7 or S *Superior* – Consistently demonstrates high degree of internal strength, courage, and character. Models responsibility of service and enhances public trust.

4. **Leadership**
   Evaluates the trainee’s ability to exercise influence among people using ethical values and goals for an intended change.

   1 or N/I *Unacceptable* – Does not use command presence appropriately. Does not prevent/reduce conflict. Fails to show empathy.

   4 or C *Acceptable* – Understands the difference between influence and authority. Provides expected level of competency to the community through effective collaboration, communication/mediation, and compassion.

   7 or S *Superior* – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuine concern.

**APPEARANCE**

5. **General Appearance**
   Evaluates physical appearance, dress, demeanor, and equipment.

   1 or N/I *Unacceptable* – Fails to present a professional image. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department regulation. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative.

   4 or C *Acceptable* – Uniform is neat/clean. Uniform fits and is properly worn. Weapon, leather, and equipment are clean and operative. Hair within regulations. Shoes and brass are shined.

   7 or S *Superior* – Uniform is neat, clean, and tailored. Leather gear is shined. Shoes are polished. Displays command bearing.
RELATIONSHIPS

6. **Relationship with Citizens/Community**
   Evaluates the trainee's ability to interact with citizens (including suspects) and diverse members of the community in an appropriate and efficient manner.

   1 or N/I  **Unacceptable** – Abrupt, belligerent, demeaning, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Is inaccessible to the public. Introverted, overly sympathetic, ineffective, prejudicial, biased. Fails to explain actions to citizens. Does not follow up on citizen requests. Poor "non-verbal" skills. Communications are confusing to the public.

   4 or C  **Acceptable** – Courteous, friendly, and empathetic to citizen’s perceptions of problems. Communicates in a professional, unbiased manner. Fully explains police actions to public contacts and follows up on public inquiries and requests. Is service-oriented and contacts the public in non-enforcement situations. Good "non-verbal" skills. Communicates well when interacting with the public.

   7 or S  **Superior** – Is very much at ease with citizen and suspect contacts. Effectively manages time to allow increased citizen contact. Quickly establishes rapport and leaves people with the feeling that the officer is interested in serving them. Is objective in all contacts. Excellent "non-verbal" skills. Routinely exhibits strong communication skills when interacting with the public.

7. **Relationship with Other Department Members**
   Evaluates the trainee's ability to effectively interact with Department members of all ranks, capacities, and positions.

   1 or N/I  **Unacceptable** – Patronizes FTO/superiors/peers or is antagonistic toward them. Gossips. Is insubordinate, argumentative, and/or sarcastic. Resists instruction. Considers himself/herself superior. Belittles others. Is not a "team player." Relies on others to carry his/her share of the work.

   4 or C  **Acceptable** – Adheres to the Chain of Command. Good FTO, superior, and peer relationships. Demonstrates a teamwork attitude.

   7 or S  **Superior** – Is at ease in contact with all members of the organization while displaying professionalism. Understands supervisors’ responsibilities and their positions. Actively assists others.

8. **Community Organizing and Problem-solving**
   Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

   1 or N/I  **Unacceptable** – Makes little attempt to establish or attend crime-watch meetings. Does not know the resources available to the community for problem-solving. Acts as "sole authority" and does not include the public in problem-solving process.

   4 or C  **Acceptable** – Assists members of the community in establishing crime-watch programs. Attends established group meetings as time allows. Provides the community lists of available resources. Includes the public in problem-solving.

   7 or S  **Superior** – Actively seeks out public involvement in crime-watch programs. Makes time to attend crime-watch programs and other neighborhood activities. Researches possible resources for neighborhoods to use. Encourages citizens to participate in decisions affecting their community.
PERFORMANCE

9. Driving Skill: Normal Conditions
Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

1 or N/I Unacceptable – Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slow for conditions.

4 or C Acceptable – Obeys traffic laws. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

7 or S Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking mobile computer terminals (MCTs), etc. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

10. Driving Skill: Moderate/High Stress Conditions
Evaluates the trainee's skill in vehicle operation under Code 3 situations, in situations calling for other than usual driving, and under conditions calling for other than normal driving skill.

1 or N/I Unacceptable – Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of the vehicle.

4 or C Acceptable – Maintains control of the vehicle and evaluates driving conditions/situation properly. Adheres to department policies and procedures regarding Code 3 pursuit enforcement driving. Practices defensive driving techniques.

7 or S Superior – Displays high degree of reflex ability and driving competency. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present. Consistently demonstrates Situation-Appropriate, Focused, and Educated (SAFE) driving concepts.

11. Use of Map Book/GPS: Orientation/Response Time
Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

1 or N/I Unacceptable – Unaware of location on patrol. Does not properly use map book or GPS. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

4 or C Acceptable – Is aware of location while on patrol. Properly uses map book or GPS. Can relate location to destination. Arrives within reasonable amount of time using the most practical route to reach destination.

7 or S Superior – Remembers locations from previous visits and seldom needs map book or GPS. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and the community.

12. Routine Forms: Accuracy/Completeness
Evaluates the trainee's ability to properly utilize departmental forms.

1 or N/I Unacceptable – Is unaware that a form must be completed and/or is unable to complete the proper form for the given situation. Forms are incomplete, inaccurate, or improperly used.

4 or C Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

7 or S Superior – Consistently completes detailed forms rapidly and accurately with little or no assistance.
Evaluates the trainee's ability to organize reports, supply the necessary details for a good report, obtain all necessary information from reporting person and/or witnesses, and to complete a report in an appropriate amount of time.

1 or N/I  *Unacceptable* – Fails to elicit necessary information. Unable to organize information in a logical manner and reduce it to writing. Omits pertinent details in the report. Report is inaccurate and/or incorrect. Routinely requires an excessive amount of time to complete a report.

4 or C  *Acceptable* – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details. Completes reports within a reasonable amount of time.

7 or S  *Superior* – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred. Completes complex reports efficiently and in a timely manner with little or no assistance.

Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

1 or N/I  *Unacceptable* – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Reports are confusing and not easily understood by the reader/evaluator.

4 or C  *Acceptable* – Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are few. Errors, if present, do not distract from understanding the report. Report is neat and clean in appearance.

7 or S  *Superior* – Reports are very neat and legible. Contain no spelling or grammatical errors. Reports are thorough, complete, and easily understood by the reader/evaluator.

15. **Field Performance: Non-stress Conditions**
Evaluates the trainee's ability to perform routine, non-stress police activities.

1 or N/I  *Unacceptable* – Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete tasks. Unable to determine the appropriate course of action, avoids taking action, or employs inappropriate action for a given situation.

4 or C  *Acceptable* – Properly assesses aspects of routine situations; determines appropriate action, and takes same.

7 or S  *Superior* – Properly assesses aspects of both routine and complex situations. Quickly determines and employs appropriate course of action.

16. **Field Performance: Stress Conditions**
Evaluates the trainee's ability to perform in moderate to high stress conditions.

1 or N/I  *Unacceptable* – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts, or acts in unsafe or ineffective manner.

4 or C  *Acceptable* – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Controls a situation and does not allow it to further deteriorate. Keeps safety in mind.

7 or S  *Superior* – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines and employs best course of action. Handles situations safely, efficiently, and effectively.
17. **Investigative Skills**
Evaluates the trainee’s ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

1 or N/I  **Unacceptable** – Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately identify offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting, or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect crime scene. Fails to identify and follow up obvious investigative leads.

4 or C  **Acceptable** – Follows proper investigatory procedure in routine cases. Is generally accurate in identifying the nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects useable fingerprints from crime scenes, with little assistance, when conditions allow. Knows when to consult a supervisor, investigator, or crime scene technician when processing is needed at involved or unusual crime scenes.

7 or S  **Superior** – Consistently follows proper investigatory procedure and is routinely accurate in identifying the nature of the offense committed. Connects evidence with suspect even when not readily apparent. Collects useable fingerprints from crime scenes, with little to no assistance, when conditions allow. Actively seeks to improve evidence collection and processing skills.

18. **Interview/Interrogation Skills**
Evaluates the trainee’s ability to use proper questioning techniques, to vary techniques to fit persons being interviewed/interrogated, and to follow proper and lawful procedure.

1 or N/I  **Unacceptable** – Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to recognize when to give the Miranda admonishment. Fails to obtain enough information to determine what is occurring. Fails to identify citizens contacted during the course of the investigation.

4 or C  **Acceptable** – Uses proper questioning techniques. Elicits available information and records same. Establishes proper rapport with victims/witnesses. Controls the interrogation of suspects and properly conducts a Miranda admonishment.

7 or S  **Superior** – Consistently uses proper investigative questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of suspects. Fully understands the legalities associated with the Miranda admonishment, and administers the admonishment appropriately.

19. **Self-initiated Field Activity**
Evaluates the trainee’s desire and ability to observe and act upon suspicious activity and to address situations where citizens may require law enforcement assistance.

1 or N/I  **Unacceptable** – Fails to observe and/or avoids suspicious activity. Does not investigate same. Rationalizes suspicious circumstances. Avoids or does not recognize situations where citizens may require law enforcement assistance.

4 or C  **Acceptable** – Recognizes and acts upon situations requiring law enforcement contact or attention. Develops cases from observed activity. Displays inquisitiveness.

7 or S  **Superior** – Routinely acts on situations requiring law enforcement contact. Maintains "Watch Bulletins" and information provided at roll call for later use in the field. Appropriately uses the information as reasonable suspicion to detain, or to develop probable cause to arrest. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious. Maintains vigilance for suspicious activity and/or situations where citizens may require law enforcement assistance.
20. **Officer Safety: General**
Evaluates the trainee’s ability to perform police tasks without injuring self or others, and without exposing self or others to unreasonable danger or risk.

1 or N/I  **Unacceptable** – Fails to follow acceptable safety procedures. Fails to exercise officer safety, including but not limited to:
   a) Exposes weapons to suspect (handgun, baton, chemical agents, etc.).
   b) Fails to keep weapon hand free in enforcement situations.
   c) Stands in front of/next to violator's vehicle door.
   d) Fails to control suspect's movements.
   e) Fails to use illumination when necessary or uses it improperly.
   f) Does not keep violator/suspect in sight.
   g) Fails to advise Communications when leaving vehicle.
   h) Fails to maintain good physical condition.
   i) Fails to properly maintain personal safety equipment.
   j) Does not anticipate potentially dangerous situations.
   k) Stands too close to passing vehicular traffic.
   l) Is careless with gun and/or other weapons.
   m) Fails to position vehicle properly during traffic stops.
   n) Stands in front of door when making contact with occupants.
   o) Makes poor choice of which weapon to use and when to use it.
   p) Cannot articulate why a particular weapon was employed.
   q) Fails to cover other officers or maintain awareness of their activities.
   r) Stands between police and violator’s vehicle on a vehicle stop.
   s) Fails to search police vehicle prior to duty and after transporting other than police personnel.

4 or C  **Acceptable** – Follows acceptable safety procedures. Understands and applies them.

7 or S  **Superior** – Consistently works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others.

21. **Officer Safety: Suspicious Persons, Suspects, and Prisoners**
Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

1 or N/I  **Unacceptable** – Violates officer safety practices as outlined in SEG 20 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage that could prevent attack or escape.

4 or C  **Acceptable** – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners. Routinely works with an officer safety mindset.

7 or S  **Superior** – Foresees potential dangers or hazards and acts to mitigate or eliminate them. Consistently maintains control and a position of advantage during contacts in the field. Remains alert to changing events and adjusts accordingly to maintain safety and control. Serves as a model for officer safety.
22. **Control of Conflict: Voice Command**
Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

1 or N/I  *Unacceptable* – Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Speaks when inappropriate. Unable to use a confident/commanding tone of voice.

4 or C  *Acceptable* – Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of how and when to use them. Commands usually result in compliance.

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

23. **Control of Conflict: Physical Skill**
Evaluates the trainee's ability to use the proper level of force for the given situation.

1 or N/I  *Unacceptable* – Employs too little or too much force for a given situation. Is physically unable to gain compliance or effect an arrest. Does not use proper restraints or uses them improperly.

4 or C  *Acceptable* – Obtains and maintains control through the proper use and amount of force. Uses restraints effectively.

7 or S  *Superior* – Displays above average knowledge and skill in the use of restraints. Extremely adept in employing the proper use of force for a given situation. Understands the legalities involved in the use of force.

24. **Problem-solving Techniques/Decision Making**
Evaluates the trainee's performance in terms of ability to perceive problems accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

1 or N/I  *Unacceptable* – Acts without thought or good reason. Avoids problems. Demonstrates a failure to understand problem-solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Does not assess a proper or effective response to the problem. Is unable to reason through a problem and come to a conclusion. Is unable to choose alternative solutions. Is indecisive, naive. Cannot recall previous solutions and apply them in similar situations.

4 or C  *Acceptable* – Able to reason through a problem and come to an acceptable conclusion in routine situations. Perceives situations as they really are. Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action. Makes decisions with little assistance. Makes reasonable decisions based on information available.

7 or S  *Superior* – Able to reason through most routine and complex situations and reach appropriate conclusions. When confronted with a problem, uses department-endorsed problem-solving approach/model. Has keen perception. Identifies root causes of problems, not just symptoms. Anticipates problems and prepares potential resolutions in advance. Relates past solutions to present situations, and selects workable solutions. Properly assesses response, adjusts accordingly, and plans for follow-up.
25. **Communications: Appropriate Use of Codes/Procedure**
Evaluates the trainee's use of communications equipment in accordance with department policy and procedure.

1 or N/I **Unacceptable** – Violates policy concerning use of communications equipment. Does not follow correct procedures. Does not understand or use proper communication codes/language.

4 or C **Acceptable** – Complies with policy and accepted procedures. Has good working knowledge of most common codes/language and uses communication equipment appropriately.

7 or S **Superior** – Consistently adheres to department communications policies. Has superior working knowledge of codes/language used during communications, and properly applies that knowledge as appropriate.

26. **Radio: Listens and Comprehends**
Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

1 or N/I **Unacceptable** – Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmission.

4 or C **Acceptable** – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

7 or S **Superior** – Is aware of own traffic and what is occurring throughout the service area. Recalls previous transmissions and uses that information to advantage.

27. **Radio: Articulation of Transmissions**
Evaluates the trainee’s ability to communicate with others via the law enforcement radio.

1 or N/I **Unacceptable** – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly. Multiple complaints regarding trainee’s use of the radio.

4 or C **Acceptable** – Uses proper procedure with clear, concise, and complete transmissions. Few complaints regarding trainee’s use of the radio.

7 or S **Superior** – Transmits clearly, calmly, concisely, and completely, even in stressful situations. Transmissions are well thought out and do not have to be repeated. No complaints regarding trainee’s use of the radio.

28. **Mobile Computer Terminal (MCT): Use/Comprehension/Articulation**
Evaluates the trainee’s ability to operate the terminal and receive and send clear communications via MCT.

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

4 or C **Acceptable** – Understands the operation and formats required for all function and status keys. Can communicate by administrative message. Understands message, dispatch, and database formats used daily by officers. Properly updates status. Readily recognizes officer safety issues involved in the disposition of calls. Types clear and brief messages. Adheres to FCC regulations and department policy.

7 or S **Superior** – Consistently recalls dispatch information without running summaries. Understands CAD, DMV, and CLETs error messages. Proficient in use of all function keys, administrative messages, and BOLO file retrieval.
KNOWLEDGE

29. **Department Policies and Procedures**
Evaluates the trainee's knowledge of department policies/procedures and ability to apply this knowledge under field conditions.

   A. **Reflected by Verbal/Written/Simulated Testing:**
      1 or N/I  *Unacceptable* – When tested, answers with less than 70% accuracy.
      4 or C  *Acceptable* – When tested, answers with at least 70% accuracy.
      7 or S  *Superior* – When tested, answers with 100% accuracy.

   B. **Reflected in Field Performance:**
      1 or N/I  *Unacceptable* – Fails to display knowledge of department policies, regulations, and/or procedures, or violates same.
      4 or C  *Acceptable* – Familiar with most commonly applied department policies, regulations, procedures, and complies with same.
      7 or S  *Superior* – Has an excellent working knowledge of department policies, regulations, and procedures, including those less known and seldom used.

30. **Criminal Statutes**
Evaluates the trainee's knowledge of the criminal statutes [Penal Code (PC), Vehicle Code (VC), Welfare & Institutions (W&I), Business & Professions Code (B&P or BPC), Health & Safety Code (H&S or HSC), and all city/county codes] and his/her ability to apply that knowledge to field situations.

   A. **Reflected by Verbal/Written/Simulated Testing:**
      1 or N/I  *Unacceptable* – When tested, answers with less than 70% accuracy.
      4 or C  *Acceptable* – When tested, answers with at least 70% accuracy.
      7 or S  *Superior* – When tested, answers with 100% accuracy.

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

31. **Criminal Procedure**
Evaluates the trainee's knowledge of criminal procedures including laws of arrest, search and seizure, warrants, juvenile law, etc. Evaluates ability to apply those procedures to field situations.

   A. **Reflected by Verbal/Written/Simulated Testing**
      1 or N/I  *Unacceptable* – When tested, answers with less than 70% accuracy.
      4 or C  *Acceptable* – When tested, answers with at least 70% accuracy.
      7 or S  *Superior* – When tested, answers with 100% accuracy.
B. Reflected in Field Performance

1 or N/I Unacceptable – Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, and arrest unlawfully.


7 or S Superior – Follows required procedure in all cases, accurately applying the law relative to searching, seizing evidence, release of information, and effecting arrests.

AGENCY-SPECIFIC

32. [To Be Filled in by Agency]
This performance category allows the agency to add a behavior that is of particular importance to their organization. If used, the agency MUST provide the applicable SEG descriptions for each rating:

1 or N/I Unacceptable – [To be determined by agency.]

4 or C Acceptable – [To be determined by agency.]

7 or S Superior – [To be determined by agency.]

(SEGs adapted from those first developed by the San Jose, California, Police Department, improved upon by the Houston, Texas, Police Department, revised by Glenn F. Kaminsky in 1986, 1991, 1997, and 1999, and added to by Jerry Hoover, Chief of the Reno Police Department and by the Sacramento County Sheriff's Department, and was further revised in 2011 by POST staff.)
Appendix A.2 may be used as a handout for the 40-Hr FTP Course (Block 8 – HO1) and for the 24-hr FTP Update Course (Block 7 – HO3).

APPENDIX 2

Daily Observation Report (DOR) and Narrative Evaluation

The Daily Observation Report (DOR) and Narrative Evaluation are key components of the Field Training Program. In combination, these forms document the trainee’s level of performance for each required category and clearly identify areas of competency, outstanding performance, or the need for remedial training.

Numeric and NICS Rating Scales

In order to effectively track the trainee’s progress, the FTO uses the DOR to rate each observed behavior using one of two rating scales: **Numeric** or **NICS**. The Numeric Scale measures performance on a sliding scale between **1** and **7**. The NICS Scale uses three ratings: NI—Needs Improvement, C—Competent, and S—Superior. Each observed behavior is rated according to POST’s Standardized Evaluation Guidelines (SEGs) as described in Appendix 1 in the FTP Guide. Agencies decide which rating method best meets their particular needs.

A rating of “1” or “N/I” indicates the observed behavior is *Unacceptable or Needs Improvement*, a rating of “4” or “C” meets the **minimal** standard of *Acceptable* or *Competent*, and “7” or “S” indicates the trainee’s performance is at a *Superior* level. The DOR also provides checkboxes if a behavior is not observed (N/O) or if the trainee is not responding to training (NRT). The trainee, FTO, and FTO SAC are required to sign all DORs.

Narrative Evaluation

Any ratings of “1” or “7” on the numeric scale or “N/I” or “S” on the NICS scale require a documented situation (DS) to describe the event which resulted in either of those ratings. The FTO checks the DS box on the DOR and documents the event using the Narrative Evaluation form. The trainee, FTO, and FTO SAC are required to sign all Narrative Evaluations.

Both the DOR and Narrative Evaluation forms contain detailed instructions. They can be printed and filled in by hand or filled in electronically. The Narrative Evaluation form includes continuation pages for additional comments. The trainee, FTO, and FTO SAC are required to initial all continuation pages.

The following links will open the applicable files for the DOR and Narrative Evaluation form for either the Numeric or NICS rating scales:

- [DOR & Narrative Evaluation – Numeric Scale](#)
- [DOR & Narrative Evaluation – NICS Scale](#)
Intentionally Blank
PART A. REVIEW OF TRAINING

☐ I have reviewed this Trainee’s Daily Observation Reports (DORs) for this evaluation period: Week of: _________ to: _________.

☐ I have also discussed his/her overall performance with Field Training Officer (FTO): _________________________________.

Additional method(s) by which the trainee’s performance was evaluated:

☐ End of Phase Meetings  ☐ Citizen Contacts  ☐ Other FTOs  ☐ Conferences  ☐ Field Visit

☐ Radio Traffic  ☐ Report Review  ☐ Ride-a-long  ☐ Daily Briefing

☐ Other (explain): _________________________________.

PART B. TRAINEE’S PERFORMANCE: STRENGTHS / WEAKNESSES

☐ I have discussed the trainee’s most significant strengths with him/her.

☐ I have discussed the trainee’s most significant weaknesses with him/her.

PART C. REMEDIAL TRAINING (IF APPLICABLE)

☐ The following remedial training is required based on deficient performance (see RT Assignment Worksheet):

PART D. SUPERVISOR’S COMMENTS REGARDING PROGRESS TO DATE

☐ The trainee’s progress to date is ACCEPTABLE based on the above evaluation.

☐ The trainee’s progress to date is NOT ACCEPTABLE based on the above evaluation.

PART E. REQUIRED SIGNATURES

☐ I have reviewed/discussed this Weekly Report with the FT Supervisor (FT SAC) and understand the evaluation given.

Trainee Signature  ▶  Date

Print FTO SAC Name  Badge / ID  ▶  Date
End of Phase Report (EPR)

REPORT DATE: ___________ PHASE: ___________ START DATE: ___________ END DATE: ___________  

Trainee (Last, First MI) | Badge / ID | Evaluation Period  
| | | From: ___________ To: ___________

PART A. SIGNIFICANT STRENGTHS / WEAKNESSES

STRENGTHS:
1.
2.
3.

WEAKNESSES:
1.
2.
3.

PART B. ADDITIONAL TRAINING / REMEDIAL EFFORTS


PART C. ADDITIONAL COMMENTS (OPTIONAL)


PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed this End of Phase Report with my Field Training Officer (FTO) and understand the evaluation given.

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<thead>
<tr>
<th>Trainee Signature</th>
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<th>Print FTO Name</th>
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<tr>
<th>Print FT SAC Name</th>
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☐ Additional page(s) attached
### ADDITIONAL COMMENTS

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<th>Trainee (Last, First MI)</th>
<th>Badge / ID</th>
<th>Evaluation Period</th>
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Trainee Initials [ ]  FTO Initials [ ]  FT SAC Initials [ ]
**Daily Training Notes**

<table>
<thead>
<tr>
<th>DATE</th>
<th>PHASE</th>
<th>WEEK</th>
<th>Trainee (Last, First M/L)</th>
<th>Badge / ID</th>
<th>Field Training Officer (FTO)</th>
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<td>Performance Area</td>
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<td>Trainee Signature</td>
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<tr>
<th>Performance Area</th>
<th>Notes</th>
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**Trainee Initials** □  **FTO Initials** □
### INSTRUCTIONS

- This Weekly Training Progress Report evaluates the trainee’s performance during the week and identifies specific areas which are noteworthy.
- **A rating of 1 or 2 requires a written statement** outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. *Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.*

### RATING SCALE:

4  –  **BETTER THAN ACCEPTABLE**: Performance exceeds agency’s standard
3  –  **ACCEPTABLE**: Performance meets agency’s standard
2  –  **NEEDS IMPROVEMENT**: Performance is progressing toward “acceptable” but does not yet meet agency’s standard
1  –  **UNACCEPTABLE**: Performance is not at an acceptable level

**NRT** – **NOT RESPONDING TO TRAINING**: Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

### PART A. PERFORMANCE AREA

<p>| Overall Performance for this evaluation period: |</p>
<table>
<thead>
<tr>
<th>NRT</th>
<th>1</th>
<th>2</th>
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The following areas are noteworthy (*see next page for additional comments*):

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10.  
11.  
12.  
13.  
14.  

### PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

- [ ] I have reviewed this Weekly Training Progress Report with my Field Training Officer (FTO).
- [ ] I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

<table>
<thead>
<tr>
<th>Trainee Signature</th>
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<tr>
<th>Print FT SAC Name</th>
<th>Badge / ID</th>
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</table>

- [ ] Additional page(s) attached
INSTRUCTIONS
If the Trainee received rating(s) of 1 or 2, the steps taken to bring the trainee’s performance level up to an acceptable level must be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

<table>
<thead>
<tr>
<th>Area / Rating</th>
<th>Recommended RT Steps / Additional Comments</th>
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Trainee Initials □ □ □ □ □ □ □ □ □ □ FTO Initials □ □ □ □ □ □ □ □ □ □ FT SAC Initials □ □ □ □ □ □ □ □ □ □
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</table>

**Continuation Page**

**Report Date:**

**Phase:**

**Week:**

**Trainee (Last, First MI):**

**Badge / ID:**

**Evaluation Period:**

- **From:**
- **To:**

**Comments Page ___ of ___**

**Trainee Initials**

**FTO Initials**

**FT SAC Initials**
# Phase Evaluation Report

**REPORT DATE _____________**  **PHASE ___**  **WEEK ___**

<table>
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<tr>
<th>Trainee (Last, First MI)</th>
<th>Badge / ID</th>
<th>Evaluation Period</th>
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<td>From:</td>
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**INSTRUCTIONS**

- This Phase Evaluation Report provides feedback to the trainee so that good performance continues and/or deficient performance improves.
- A rating of 1 or 2 requires a written statement outlining the steps that the FTO or agency has taken and/or will take to bring performance up to an acceptable level. Use the following page(s) to document the necessary steps and/or provide additional comments; initial each page.

**RATING SCALE:**

- **4** – BETTER THAN ACCEPTABLE: Performance exceeds agency’s standard
- **3** – ACCEPTABLE: Performance meets agency’s standard
- **2** – NEEDS IMPROVEMENT: Performance is progressing toward “acceptable” but does not yet meet agency’s standard
- **1** – UNACCEPTABLE: Performance is not at an acceptable level

**NRT** – NOT RESPONDING TO TRAINING: Trainee has been rated at level 1 or 2 and after remediation shows no improvement in performance

## PART A. PERFORMANCE AREA

**Overall Performance for this evaluation period:**

<table>
<thead>
<tr>
<th>NRT</th>
<th>1</th>
<th>2</th>
<th>3</th>
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The following areas are noteworthy (see next page for additional comments):

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
9.  
10. 
11. 
12. 
13. 
14. 

## PART B. TRAINEE REVIEW / REQUIRED SIGNATURES

- I have reviewed this Phase Evaluation Report with my Field Training Officer (FTO).
- I wish to discuss this evaluation with the FTP Supervisor/Administrator/Coordinator (FTP SAC).

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<thead>
<tr>
<th>Trainee Signature</th>
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<tr>
<th>Print FTO Name</th>
<th>Badge / ID</th>
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<tr>
<th>Print FT SAC Name</th>
<th>Badge / ID</th>
<th>Date</th>
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</table>

☐ Additional page(s) attached
**INSTRUCTIONS**

If the Trainee received rating(s) of 1 or 2, the steps taken to bring the trainee’s performance level up to an acceptable level must be documented. Identify the specific performance area numbers and corresponding ratings from page 1. Continue on the additional page if needed.

### PART C. REMEDIAL STEPS / COMMENTS

<table>
<thead>
<tr>
<th>Area / Rating</th>
<th>Recommended RT Steps / Additional Comments</th>
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Trainee Initials  □  FTO Initials  □  FT SAC Initials  □
<table>
<thead>
<tr>
<th>Area / Rating</th>
<th>Recommended RT Steps / Additional Comments</th>
</tr>
</thead>
</table>

Trainee Initials □  FTO Initials □  FT SAC Initials □
Remedial Training Assignment Worksheet

REPORT DATE: ___________  PHASE: ___  START DATE: ___________  END DATE: ___________.

<table>
<thead>
<tr>
<th>Trainee (Last, First Mi)</th>
<th>Badge / ID</th>
<th>Field Training Officer (FTO)</th>
<th>Badge / ID</th>
</tr>
</thead>
</table>

PART A. PERFORMANCE DEFICIENCIES

Your FTO has identified one or more areas of deficient performance that require your immediate attention for improvement. You will be expected to fully complete this training assignment by this date: _________________

Define the specific problem with example(s). Describe the training already conducted:

PART B. TRAINING ASSIGNMENT

Describe the specific assignment(s) given to the trainee to correct the above problem. The trainee will be expected to perform at a satisfactory level in identified area(s).

**NOTE:** Your FTO will describe the required assignment needed to improve your performance in terms of specific goals and objectives. **Example:** Trainee will practice self-initiated car stops daily for 4 shifts, resulting in a minimum of 4 field interviews and 2 citations per shift.

☐ I have reviewed/discussed the above training assignment with my FTO and understand the specific goals and objectives.

Trainee’s Signature ______________________________________________________________________ Date _______________

PART C. ASSIGNMENT COMPLETION

- Has the trainee completed this training assignment satisfactorily? ________________________________ Yes ☐ No ☐
- Is the trainee now performing at a competent level? _________________________________________ Yes ☐ No ☐
- Has an additional assignment been given? __________________________________________________ Yes ☐ No ☐

**NOTE:** If the training plan was not completed satisfactorily, specific recommendations must be made regarding the trainee’s continued substandard performance. Additional RT Assignment Worksheets should be generated outlining a follow-up training plan. **It is the responsibility of the originating FTO to ensure that RT assignment(s) are communicated to the trainee’s next FTO so that follow-up can be monitored.**

Comments regarding completion of assignment:

PART D. REQUIRED SIGNATURES

☐ I have reviewed/discussed all areas noted in this RT Assignment Worksheet and understand the evaluation given.

Trainee Signature ______________________________________________________________________ Date _______________

FTO Signature ______________________________________________________________________ Date _______________

Print FT SAC Name ______________________________________________________________________ Date _______________
Intentionally Blank
## Field Training Program Completion Record/ Competency Attestation

**REPORT DATE ______________**

<table>
<thead>
<tr>
<th>Trainee (Last, First Mi)</th>
<th>Badge / ID</th>
<th>Primary Field Training Officer (FTO)</th>
<th>Badge / ID</th>
</tr>
</thead>
</table>

### PART A. PROGRAM COMPLETION

<table>
<thead>
<tr>
<th>Phase</th>
<th>Field Training Officer</th>
<th>Badge / ID</th>
<th>Shift/Watch</th>
<th>Training Dates (Inclusive)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>From:</td>
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<td>From:</td>
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<td>4</td>
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<td>From:</td>
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</table>

### PART B. TRAINEE ATTESTATION

(ABOVE) WOULD AN ENTIRE PHASE BE DONE IN THE SHIFT/WATCH?

I have been instructed in each phase of the prescribed training contained in the Field Training Program Guide, and my training performance and stages of progress were documented and reviewed with me by training staff as required.

Trainee Signature ▶ Date

### PART C. TRAINING CERTIFICATION / REQUIRED SIGNATURES

I certify that Officer/Deputy ___________________________ has received the instruction outlined in the Field Training Program Guide and has performed competently in all structured learning content areas. I also certify that all tests have been completed at a satisfactory level and that this trainee is now prepared to work as a solo patrol officer.

Primary FTO Signature ▶ Date

### PART D. AGENCY HEAD ATTESTATION / REQUIRED SIGNATURES

I attest that the above named trainee has satisfactorily completed the prescribed Field Training Program and is competent to perform as a solo patrol officer.

Print Agency Head Name ▶ Badge / ID Date
# Field Training Officer (FTO) Critique Form

**DATE:** ______________

<table>
<thead>
<tr>
<th>Trainee (Last, First MI)</th>
<th>Badge / ID</th>
<th>This critique is for Field Training Officer</th>
<th>Badge / ID</th>
</tr>
</thead>
</table>

## PART A. PURPOSE

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to continue to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee.

Your response to each item is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide the better we can determine each FTO’s level of skill and their continued suitability for the position.

This critique form is confidential and will only be reviewed by field training program administrative personnel. The general content of the feedback (not your identity) will be relayed to the FTOs to assist with improving training methods.

## PART B. FTO EVALUATION

1. The Field Training Program emphasizes two areas: Training **and** Evaluating Performance. Assign percentages (totaling 100%) to the amount of effort your FTO gave to each *(e.g., Training~50%, Evaluating Performance~50% / Training~70%, Evaluating Performance~30%)*

   **TRAINING:** _____%  **EVALUATING PERFORMANCE:** _____%

On a scale of 1 to 5, rate the following:

2. Indicate how you perceived your FTO related to you:

   - □ 1  I WAS JUST ONE OF A NUMBER OF RECRUITS
   - □ 2  INTERACTION WAS ADEQUATE
   - □ 3  I WAS RECOGNIZED AS AN INDIVIDUAL

3. What type of role model was the FTO for you?

   - □ 1  POOR
   - □ 2  FAIR
   - □ 3  SATISFACTORY
   - □ 4  GOOD
   - □ 5  EXCELLENT

4. Was the FTO attentive to your needs, problems, or concerns?

   - □ 1  NEVER
   - □ 2  SELDOM
   - □ 3  OFTEN
   - □ 4  USUALLY
   - □ 5  ALWAYS

5. Rate the FTO’s knowledge of the training material covered:

   - □ 1  POOR
   - □ 2  FAIR
   - □ 3  SATISFACTORY
   - □ 4  GOOD
   - □ 5  EXCELLENT

6. Describe the FTO’s skill as a trainer and his/her training methods, such as handouts, visual aids, scenarios, role-play, etc.:

   - □ 1  POOR
   - □ 2  FAIR
   - □ 3  SATISFACTORY
   - □ 4  GOOD
   - □ 5  EXCELLENT

7. Rate the FTO’s ability to communicate with you:

   - □ 1  POOR
   - □ 2  FAIR
   - □ 3  SATISFACTORY
   - □ 4  GOOD
   - □ 5  EXCELLENT

8. Rate the FTO’s honesty, fairness, and objectivity in evaluating you:

   - □ 1  POOR
   - □ 2  FAIR
   - □ 3  SATISFACTORY
   - □ 4  GOOD
   - □ 5  EXCELLENT
PART B. FTO EVALUATION continued

9. Describe the FTO’s method of critiquing your performance (verbally or in writing):

☐ 1  TOO NEGATIVE / TOO CRITICAL / UNFAIR
☐ 2  SATISFACTORY / FAIR
☐ 3  VERY POSITIVE / ENCOURAGING

10. Did the FTO work with you on areas he/she identified as deficient or where improvement was needed?

☐ 1  NEVER
☐ 2  Seldom
☐ 3  Often
☐ 4  Usually
☐ 5  Always

11. List the area(s) you consider to be the FTO’s greatest strengths (e.g., training skills, officer safety, codes and laws, report writing, etc.):

12. List the area(s) in which you feel the FTO needs improvement:

13. Were there any conflicts or inconsistencies with the FTO’s training and your academy training?  ☐ YES  ☐ NO

   If YES, explain:

14. Did you experience any discrepancies between the FTOs?  ☐ YES  ☐ NO

   If YES, explain:

15. Please list any additional comments or suggestions here:

Trainee Signature  ___________________________________________  Date ___________________________
# Field Training Program (FTP) Critique Form

**DATE:** ____________________________

<table>
<thead>
<tr>
<th>Trainee (Last, First M)</th>
<th>Badge / ID</th>
<th>Field Training Officer (FTO)</th>
<th>Badge / ID</th>
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</thead>
</table>

## PART A. PURPOSE

The Field Training Program personnel are dedicated to providing trainees with an effective training experience. Below is a list of questions pertaining to the training you received during the Field Training Program. The purpose of this evaluation is to present objective feedback to be used by personnel to improve and enhance the program’s effectiveness. Please read each question carefully and respond honestly and directly. Your candidness and comments will be appreciated.

*Return the completed and signed evaluation to the FTP SAC:*

## PART B. FTP evaluation

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
<th>Question</th>
<th>Please comment:</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>1. Did the orientation process help you prepare for the Field Training Program and did you understand the program’s expectations of you?</td>
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<td>2. Was the length of the program adequate?</td>
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<td>3. Do you feel that the program training you received was meaningful in relation to the job you are now doing?</td>
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<td>4. Were there any areas of training you felt were ignored, or which should have been included or extended?</td>
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<td>5. Was the instruction and training provided by the FTOs generally consistent with one another?</td>
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<td>6. Do you feel the documented evaluations in the program (DORs, Supervisor Weekly Reports, etc.) were beneficial for your development as a police officer?</td>
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<td>7. Do you feel program personnel were objective in making evaluations, judgments, and decisions about you?</td>
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</table>
## PART B. FTP EVALUATION continued

8. Do you feel there was sufficient time available for community-oriented projects or specialized beat activities?  
*Please comment:*

9. Upon completion of the Field Training Program, do you feel you are now proficient in each of the following areas?

   - Department Policies and Procedures ........................................... □ Y □ N
   - Patrol Vehicle Operations ........................................................... □ Y □ N
   - Officer Safety ........................................................................... □ Y □ N
   - Report Writing ............................................................................ □ Y □ N
   - Codes and Law ........................................................................... □ Y □ N
   - Patrol Procedures ...................................................................... □ Y □ N
   - Handcuffing and Searching Techniques ..................................... □ Y □ N
   - Use of Force ................................................................................ □ Y □ N
   - Traffic (including DUI and Accident Investigation) ................ □ Y □ N
   - Search and Seizure ..................................................................... □ Y □ N
   - Radio Procedures ....................................................................... □ Y □ N
   - Investigations and Evidence ....................................................... □ Y □ N
   - Conflict Resolution .................................................................... □ Y □ N
   - COPPS/POP ............................................................................... □ Y □ N
   - Courtroom Procedures ............................................................... □ Y □ N

10. Are there any changes that need to be made to improve the program?  
*Please comment:*

11. Use the space below to add anything that may not have been covered above.

Trainee Signature ▶ ________________________________ Date ___________
| **BEHAVIOR/PERFORMANCE ANCHORED RATINGS** | An appraisal of performance which measures the trainee’s ability to perform as a solo patrol officer based upon standardized evaluation guidelines (SEFs). |
| **COMPETENCY** | Demonstration of the knowledge, skills, abilities, and attitudes to safely and effectively perform the duties of a solo patrol officer within a department. |
| **DAILY OBSERVATION REPORT (DOR)** | The report and narrative evaluation form completed by the Field Training Officer (FTO), using either the numeric or NICS rating scale, to record the trainee’s performance for each work day. |
| **DEPARTMENT** | The local law enforcement agency providing the Field Training Program to the officer/deputy trainee. |
| **END OF PHASE REPORT (EPR)** | The form completed by the Field Training Officer at the end of each training phase which addresses the trainee’s strengths and weaknesses and provides an indication as to the trainee’s level of performance and progress to date. |
| **FEEDBACK** | Verbal or written response to trainee performance provided to the trainee from the field training staff. |
| **FIELD TRAINING OFFICER (FTO)** | Any officer assigned the responsibility of training and evaluating trainees during the Field Training Program who meets the minimum standards as set forth in POST regulations and who has completed a POST-certified FTP course. |
| **LEARNING ACTIVITY** | An activity designed to achieve or facilitate one or more training goals. When participating in a learning activity, trainees should be coached and provided feedback. These learning activities should be used to bolster a trainee’s confidence and abilities, and to prepare the trainee for competent performance in the field. |
| **LEARNING DOMAIN** | An instructional unit that covers related subject matter from the Regular Basic Course (Academy). |
| **MINIMUM TRAINING STANDARDS** | Those standards met when the trainee consistently demonstrates the knowledge and ability to perform tasks required to perform solo patrol duties. Demonstration of said ability must occur in actual or field-like scenario situations and must be performed in a safe and competent manner. |
| **NICS RATING SCALE** | The Daily Observation Report (DOR) offers two methods to rate the trainee’s performance based on FTP standards (numeric or NICS). The NICS rating scale measures performance using the following scale: NI–Needs Improvement, C–Competent, and S–Superior. |
| **NUMERIC RATING SCALE** | The Daily Observation Report (DOR) offers two methods to rate the trainee’s performance based on FTP standards (numeric or NICS). The numeric rating scale measures performance using a sliding scale between 1 and 7. |
| **PERFORMANCE OBJECTIVE** | Description of skills, knowledge, ability, attitude, or action the trainee must have or do to demonstrate mastery of a training goal. |
| **REMEDIAL TRAINING** | A correction or review of previously taught information or procedures (excluding academy training). RT is necessary when the trainee’s job performance is evaluated as less than acceptable after having been provided with sufficient training or intervention which should have corrected and/or improved the job performance. |
| STANDARDIZED EVALUATION GUIDELINES (SEGs) | **SEGs** are categorized behavioral descriptions of the levels of performance that are applied to all trainees and reported on the Daily Observation Report (DOR). |
|SUPERVISOR’S WEEKLY REPORT (SWR) | The **SWR form** is completed by a Field Training Supervisor/Administrator/Coordinator (FT SAC). The form addresses the trainee’s progress and performance for each week. |
|TEST | An evaluation of the trainee’s skills, knowledge, and/or ability to perform a specific task or training goal. The trainee’s competency must be demonstrated or tested minimally through one of the following types of tests:  
  a) **Agency-Constructed Knowledge Tests** – An agency-constructed written or verbal test that measures the knowledge required to achieve one or more training goals.  
  b) **Scenario Tests** – A job-simulation test that measures the skills, knowledge, and/or abilities required to achieve one or more training goals.  
  c) **Field Performance Tests** – Any tests other than an agency-constructed knowledge test or scenario test that measures the skills, knowledge, abilities, and attitudes required to achieve one or more training goals. These will generally be in the form of calls for service, traffic enforcement, and self-initiated activity. |
|TOPIC | A word or phrase that succinctly describes subject matter associated with a training goal. |
|TRAINEE | Officer or deputy assigned to an approved Field Training Program under the direct and immediate supervision of a qualified (POST-certified) Field Training Officer. |
|TRAINING GOAL | A general statement of the results that training is supposed to produce, such as identification of a behavior, job skill, or knowledge in which the trainee must develop competence. |
HEN COMBINED with a valid trainee evaluation program, this field training program, properly administered and supervised, can and should be one of the most important phases of basic training for law enforcement officers.

POST field training regulations and this sample model provide the foundation for field training needed to supplement classroom training as well as the appropriate guidance and supervision required to allow the trainee to safely, effectively, and competently apply basic law enforcement principles within the community being served.

It is recommended that both trainee and FTO sign off on each area of instruction as the trainee progresses through each training phase. Each topical area coincides with the Field Training Approval Checklist (POST Form 2-230).

The following pages include a complete table of contents for the entire program model. Each section (1 through 17) identifies the minimum competency requirements and provides a suggested format to document the trainee's performance and progress.
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Instructions to FTOs

Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:
1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
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## SECTION 1  AGENCY ORIENTATION/DEPARTMENT POLICIES

### CHECK ONE ONLY: □ PHASE 1 □ PHASE 2 □ PHASE 3 □ PHASE 4 □ PHASE 5

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### 1.1 AGENCY-SPECIFIC TRAINING

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have successfully completed the following training prior to starting the uniformed patrol field training program.

#### 1.1.01 Firearms/Weapons Qualification (including Shotgun)

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**Additional Information:**

#### 1.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Use of Force
- GPD Policy - Firearms
- GPD Policy - Control Devices and Techniques

#### 1.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies
- Displays proficiency during Firearms/Weapons qualifications
## 1.1.02 Arrest and Control Techniques

### Reference(s):

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### Additional Information:

#### 1.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Use of Force  
GPD Policy - Handcuffing and Restraints  
GPD Policy - Control Devices and Techniques

#### 1.1.02 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies  
- Displays proficiency during Arrest and Control Techniques certification
### 1.1.03 Impact Weapons Qualification

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- Case # (If applicable)
- Incident #

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**Additional Information:**

1.1.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Use of Force
- GPD Policy - Control Devices and Techniques

1.1.03 **Part B - Agency Training Details** *(field will expand automatically)*

- Displays comprehension of the above policies
- Displays proficiency during Impact Weapons Qualification
### AGENCY ORIENTATION

#### 1.2.01 Overview
The trainee will discuss his/her duties and obligations, and demonstrate a working knowledge of the agency’s organization, functions, work schedule, chain of command, and rules and regulations.

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**Additional Information:**

#### 1.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Patrol Function
- GPD Policy - Law Enforcement Authority
- GPD Policy - Organizational Structure and Responsibility
- GPD Policy - Standard of Conduct

* N/A

#### 1.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies
- Displays general understanding of his/her authority, obligations and limitations
- Trainee shall explain GPD’s organization, functions, work schedule, chain of command, and rules and regulations
### 1.2.02 Agency Directives, Rules, and Regulations

The trainee shall discuss the agency’s directives, rules and regulations, including:

- **A.** Standard of conduct on and off duty (values, ethics, principles)
- **B.** Rules governing outside employment
- **C.** Regulations on carrying weapons off-duty
- **D.** Hours of all shifts and absence reporting requirements
- **E.** Interaction with associated law enforcement agencies
- **F.** New media release laws, rules and regulations
- **G.** Security of agency facilities
- **H.** Any additional agency specific directives, rules and regulations

### Reference(s):

- Case #
- Incident #

### Received Instruction

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### Additional Information:

#### 1.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Standards of Conduct
- GPD Policy - Outside Employment
- GPD Policy - Firearms
- GPD Policy - Off-Duty Law Enforcement Actions
- GPD Policy - Media Relations

#### 1.2.02 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above policies
### 1.2.03 General Orders

The trainee shall review and explain department general orders related to:

- A. Use of Force
- B. Use and Discharge of Firearms
- C. Domestic Violence
- D. Emergency Vehicle Operations
- E. Use of Less-lethal Weapons
- F. Protective Orders
- G. Hate Crimes
- H. Child Abuse Investigations
- I. Any additional agency-specific directives, rules, and regulations

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### Additional Information:

**1.2.03 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Use of Force
- GPD Policy - Firearms
- GPD Policy - Domestic Violence
- GPD Policy - Officer Response to Calls
- GPD Policy - Vehicle Pursuits (Pursuit Driving Tactics)

**1.2.03 Part B - Agency Training Details** *(field will expand automatically)*

- Displays comprehension of the above policies
### 1.2.04 Work Area

The trainee shall be oriented to the work area, including:

**A. Introduction to personnel**

**B. Equipment and supply locations**

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### 1.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

### 1.2.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall be introduced all levels of GPD personnel
- Trainee shall be provided basic equipment and supplies and shown where the supplies are located
- Displays comprehension of the Organizational Chart
### 1.2.05 Authorized Equipment

The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field:

- **A. Authorized personal equipment**
- **B. Safety equipment**
- **C. Agency equipment**

#### Reference(s):

- Case # (If applicable)
- Incident #

#### Additional Information:

- **1.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
  - GPD Policy - Department Owned and Personal Property
  - GPD Policy - Personal Protective Equipment
  - GPD Policy - Personal Communication Devices
  - GPD Policy - Uniform Regulations
  - GPD Policy - Firearms

- **1.2.05 Part B - Agency Training Details (field will expand automatically)**
  - Displays comprehension of the above policies
### 1.2.06 Unauthorized Equipment

The trainee shall review and explain what constitutes unauthorized equipment.

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### Additional Information:

#### 1.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Uniform Regulations
- GPD Policy - Firearms (Authorized Secondary Handgun)
- GPD Policy - Portable Body Worn Cameras and Mobile Audio/Video Recorders (Member Privacy Expectation)

#### 1.2.06 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies
- Displays understanding of authorized and unauthorized personal equipment
### 1.2.07 Uniforms/Equipment Damage

The trainee shall review and explain agency policy on uniforms and equipment damage.

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### Additional Information:

**1.2.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Uniform Regulations
- GPD Policy - Vehicle Maintenance
- GPD Policy - Department Owned and Personal Property

**1.2.07 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies
- Displays understanding of uniform and equipment serviceability, appearance/condition requirements, and process for reporting damaged equipment
### 1.2.08 Procurement and Use
The trainee shall demonstrate the procedures for obtaining and using the following items:

- A. Vehicle
- B. Hand-held radio
- C. Firearms/weapons
- D. Flares
- E. Special equipment [helmet, face shield, gas mask, oleoresin capsicum (OC) spray, etc.]
- F. Report forms

#### Reference(s):
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- Incident #

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### Additional Information:

#### 1.2.08 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Vehicle Use
- GPD Policy - Department Owned and Personal Property (Portable Radio Policy)
- GPD Policy - Firearms
- GPD Policy - Conducted Energy Device
- GPD Policy - Control Devices and Techniques

#### 1.2.08 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above policies
- Trainee shall be shown location of, and procedure for, obtaining replacement equipment (Flares, Oleoresin Capsicum (OC), etc.)
- Displays proficiency in use of issued equipment
- Trainee will know how to operate the radio, to include switching between banks, and using the emergency button.
### 1.3 COMMUNITY ORIENTATION/GEOGRAPHIC LOCATIONS

#### 1.3.01 Community Facilities

The trainee shall know how to locate the following facilities which service their agency’s jurisdiction:

- A. Hospitals
- B. Firehouses
- C. Schools
- D. Community service organizations
- E. Park and recreation areas

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### Additional Information:

#### 1.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

*N/A*

#### 1.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be shown location of major Community Facilities and instructed on best/safest response routes
- Displays understanding of each facility’s significance/resource, and the types of calls for service each facility could produce (to include officer obligations)
1.3.02 Problem Areas

The trainee shall identify and discuss locations and businesses that may attract crime and require frequent police response. These locations may include:

A. Bars and taverns, nightclubs, etc.
B. Local “hang outs” and/or “hot spots”
C. Known gang territories
D. Areas known for drug and prostitution activity

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Additional Information:

1.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GILROY POLICE DEPARTMENT - VALUES
Respect, Integrity, Compassion, Teamwork, Innovation and Accountability

1.3.02 Part B - Agency Training Details (field will expand automatically)

- Displays complete comprehension of the Gilroy Police Department Values
- Displays understanding of beat locations which statistically produce or attract crime
- Displays understanding of the need to stay abreast of crime patterns and adjust patrol efforts based on current crime trends
1.3.03  Roadways
The trainee shall know the names and locations of important types of roadways in the community or assigned area, including:
A. Major arteries
B. “Through streets”
C. Dead-end streets
D. Freeways
E. Fire trails or other special access routes

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Additional Information:

1.3.03  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
N/A

1.3.03  Part B - Agency Training Details (field will expand automatically)
- Trainee shall be shown all major roadways/arteries and instructed on best/safest response routes during varying traffic conditions
- Trainee shall be issued City of Gilroy map
- Displays proficiency in the use of issued map
1.3.04 **Agency Jurisdiction**
The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.

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**Additional Information:**

1.3.04 **Part A - Reference Agency Policies/Procedures, if applicable** (*600 characters maximum*)

> N/A

1.3.04 **Part B - Agency Training Details** (*field will expand automatically*)

- Displays understanding of Gilroy City boundaries, beat boundaries and surrounding allied agencies' jurisdictions
1.4 SUPPORT SERVICES

1.4.01 Municipal Agencies and Departments
   A. City Hall or County Administration Building
   B. County/City Jail(s)
   C. District Attorney’s Office
   D. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or department(s)
   E. Health Department and/or Coroner’s Office
   F. Juvenile Hall
   G. Municipal, Superior, and Juvenile Courts
   H. Probation Department
   I. Welfare Department
   J. State and Federal law enforcement agencies:
      1. Bureau of Alcohol, Tobacco, and Firearms (ATF)
      2. Bureau of Narcotic Enforcement (BNE)
      3. California Highway Patrol (CHP)
      4. Department of Motor Vehicles (DMV)
      5. Federal Bureau of Investigations (FBI)
      6. Immigration and Naturalization Service (INS)
      7. Military Police
      8. Postal Inspectors
      9. Railroad Police
     10. Secret Service
     11. US Marshall Service
   K. Additional support services [e.g., Service Centers, Child Protective Service(s)]

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Additional Information:

1.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
1.4.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be physically shown (including response routes) the locations of City and County Municipal Agencies and Departments
- Displays understanding of the functions of each City/County Municipal Agency and Department, and how to respond to each facility

1.4.02 Special Teams/Units

The trainee shall explain the proper utilization of agency special teams/units, including:

A. SRT SWAT
B. K-9
C. Search and Rescue
D. Additional agency-specific units (Mental Health Units/Liaisons, Bomb Squad, etc.)

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Additional Information:

1.4.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Hostage and Barricade Incidents
- GPD Policy - Property and Evidence
- GPD Policy - Canines

1.4.02 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above policies and the general process for utilizing ANY special team/unit

See next page for Attestation
Part 5 – Section 1: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ___________________________ Print Full Name: ______________________________________

Trainee: ___________________________ Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. Set up: Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. Front cover (optional): To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. For each section (1–18):
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - Part A: Enter applicable references from your agency’s Policies & Procedure Manual.
     - Part B: Enter your agency’s training details.

4. After completing ALL sections (1–18), you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist (POST Form 2-230)
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department’s Policy & Procedure Manual

5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
## 2.1 - 2.3 Competency Requirements

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- List of Subtopics
- Attestation
- Instructions to Administrators
- Instructions to FTOs

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**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1. The POST FTP Approval Checklist (*Form 2-230*)
2. Your department's *Policy & Procedure Manual*
# LIST OF SUBTOPICS

## 2.1 CONTACT AND COVER
- 2.1.01 Contact Officer Tactics and Responsibilities
- 2.1.02 Cover Officer Tactics and Responsibilities
- 2.1.03 Roles During and After Pursuits and Stops
- 2.1.04 Contact/Cover Officer Positions

## 2.2 BODY ARMOR
- 2.2.01 Protective Body Armor

## 2.3 OFFICER SURVIVAL
- 2.3.01 Physical, Mental, and Emotional Conditioning
SECTION 2  OFFICER SAFETY PROCEDURES

2.1 CONTACT AND COVER

2.1.01 Contact Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate contact officer tactics and responsibilities, including:

A. Primary responsibility dealing with the situation, suspect(s), victim(s), witness(es), and reporting party(ies)
B. Documenting incident information (reports, field interviews (FIs), etc.)
C. Performing pat down and custody search of suspect(s)
D. Issuing all citations
E. Recovering evidence and contraband
F. Handling routine radio communications
G. Relaying pertinent information to cover officer and medical personnel

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Additional Information:

2.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Search and Seizure
GPD Policy - Traffic Citations
GPD Policy - Cite and Release Policy
GPD Policy - Traffic Function and Responsibility

N/A
2.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Trainee shall be instructed on sound safety tactics as it pertains to the above list
- Demonstrates sound tactics during scenario instruction and actual calls for service

2.1.02 Cover Officer Tactics and Responsibilities

The trainee shall explain and safely demonstrate cover officer tactics and responsibilities to include:

A. Approach  
B. Cover positions with vehicles(s)/person(s)  
C. Position of advantage  
D. What to watch for:  
   1. Hands in pockets or otherwise concealed  
   2. Weapons or contraband  
   3. Hostility or anger  
   4. Approach of other persons or vehicles  
   5. Symptoms of intoxication or illness  
   6. Potential reactions and escape  
E. Communications with contact officer (hand signals, other verbal and nonverbal signals)  
F. Provide assistance, if needed, during arrest  
G. Provide assistance as directed by contact officer

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<tr>
<th>Received Instruction</th>
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<th>How Demonstrated?</th>
<th>Remedial Training</th>
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Case # (If applicable)  
Incident #

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Comments *(field will expand automatically)*
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<td>- Trainee shall be instructed on sound safety tactics as it pertains to the above list</td>
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<tr>
<td>- Demonstrates sound tactics during scenario instruction and actual calls for service</td>
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### Roles During and After Pursuits and Stops

The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, felony car stop, or foot chase. These shall include:

- **A.** Radio responsibilities
- **B.** Firearms/weapons systems
- **C.** Position to assume after the vehicle or person is stopped
- **D.** Officer to officer communication

### Reference(s):

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<th>□ N/A</th>
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</table>

#### 2.1.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be instructed on sound contact and cover tactics as it pertains to the above list
- Demonstrates sound tactics during scenario instruction and actual calls for service

#### 2.1.04 Contact/Cover Officer Positions
The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during the following:

- **A. Calls for Service**
- **B. “In-progress” calls**
- **C. Pedestrian stops**
- **D. Traffic stops**
- **E. High-speed pursuit, felony stops, and/or foot chases**

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2.1.04 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall be instructed on the responsibilities of both the contact and cover officer as it pertains to the above list
- Demonstrates competency of officer responsibilities during scenario instruction and actual calls for service

---

2.2 BODY ARMOR

2.2.01 Protective Body Armor
The trainee shall discuss the benefits, limitations, and characteristics of protective body armor, including:

A. Wearing versus not wearing
B. Types of body armor
C. Level of protection against firearms
D. Level of protection against knives and other penetrating weapons

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#### 2.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

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<tr>
<td>GPD Policy - Body Armor</td>
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<td>GPD Policy - Rapid Response and Deployment</td>
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</table>

#### 2.2.01 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Trainee shall be instructed on different types of issued body armor as well as body armor safety limitations
- Trainee shall acknowledge understanding that all patrol vehicles are equipped with a rifle rated vest for critical/active shooter incidents (or similar)
2.3 OFFICER SURVIVAL

2.3.01 Physical, Mental, and Emotional Conditioning

The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival, and shall understand the organizational resources available to assist in counseling due to traumatic incidents. This discussion shall minimally include:

A. Concept of tactical retreat
   1. Pre-planning (mental scenarios)
   2. Reduction of unnecessary risks (stress management, “keeping cool”)

B. Mental conditioning
   1. Will to live
   2. Continue to fight, regardless of odds
   3. Mental alertness
   4. Self-confidence

C. Physical conditioning
   1. Agency policy on physical fitness and officer standards
   2. Role of good health and nutrition

D. Weapon retention

E. Employee Assistance Program
   1. Counseling through Human Resources and/or contracted professionals
   2. Critical incident stress debriefings
   3. Law Enforcement Chaplains

F. Peer Counseling

Reference(s):

Additional Information:

2.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Fitness for Duty
### 2.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee shall be instructed on physical, mental and emotional preparation for duty
- Displays understanding of the great importance of preparing and training for the unknown
- Demonstrates ability to deescalate and maintain calm to prevent unnecessary force

*See next page for Attestation*
Part 5 – Section 2: Officer Safety Procedures

ATTESTATION FOR SECTION 2

TO ENTER YOUR ELECTRONIC SIGNATURE:
- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      – **Part B:** Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist ([POST Form 2-230](https://www.post.ca.gov/field-training--police-training.aspx))
      NOTE: Guides submitted without this form will **NOT be reviewed**.
   3) Your Department’s Policy & Procedure Manual
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
3.1 – 3.2 COMPETENCY REQUIREMENTS

Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

3.1 ETHICAL STANDARDS

3.1.01 Ethical Decision Making
3.1.02 Accepting Responsibility
3.1.03 Ethical Conduct
3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
3.1.05 Handling Unethical or Criminal Conduct by Other Officers
3.1.06 Problems Associated with Unethical Decision Making
3.1.07 General Orders

3.2 DECISION MAKING

3.2.01 Limitations of Authority
3.2.02 Consequences of Inappropriate Discretionary Decisions
3.2.03 Demonstrating Decision Making
### SECTION 3  ETHICS

**CHECK ONE ONLY:**  
- [ ] PHASE 1  
- [ ] PHASE 2  
- [ ] PHASE 3  
- [ ] PHASE 4  
- [ ] PHASE 5

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### 3.1 ETHICAL STANDARDS

#### 3.1.01 Ethical Decision Making

The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Code of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.

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Comments (field will expand automatically)

### Additional Information:

#### 3.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Organizational Structure and Responsibility

#### 3.1.01 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Trainee will understand and discuss his/her duties and obligations
### 3.1.02 Accepting Responsibility

The trainee shall demonstrate the ability to accept responsibility for his/her actions.

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**Comments (field will expand automatically)**

**Additional Information:**

#### 3.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Standards of Conduct

#### 3.1.02 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies
- Trainee shall be instructed on ethical job performance and accountability
- Trainee shall be instructed on the potential ramifications of not accepting responsibility for his/her actions
### 3.1.03 Ethical Conduct

The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:

- **A.** An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effective operation.
- **B.** Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealing with one another.
- **C.** Officers shall not use language or engage in acts that demean, harass, or intimidate another. (Refer to agency policy)
- **D.** Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- **E.** Officers shall treat violators with respect and courtesy, shall guard against employing an officious or over-bearing attitude, shall not use language that may belittle, ridicule, or intimidate the individual, and shall not act in a manner that unnecessarily delays the performance of duty.
- **F.** While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department’s policy regarding use-of-force, and shall respect the civil rights of and protect the well-being of those in their charge.

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### Comments (field will expand automatically)

### Additional Information:

3.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Standards of Conduct

### N/A
3.1.03 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall be instructed on ethical practices both on and off duty
- Trainee shall be reminded of his/her oath to serve the public and expectation to keep their "private life unsullied as an example to all"
- Displays understanding of ethical expectations

3.1.04 Responsibility Regarding Unlawful/Unethical Acts by Other Officers
The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.

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Comments *(field will expand automatically)*

Additional Information:

3.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Standards of Conduct

3.1.04 Part B - Agency Training Details *(field will expand automatically)*
- Displays complete comprehension of the above listed policy
- Displays complete comprehension that unlawful/unethical acts has no place in professional law enforcement
- Trainee shall be instructed on their obligation to intervene when unlawful/unethical acts by other officers are observed
- Trainee shall be instructed on their obligation to maintain and develop public trust and prevent any acts which diminish this trust
### 3.1.05 Handling Unethical or Criminal Conduct by Other Officers

The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.

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### Additional Information:

**3.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)***  
N/A

GPD Policy - Standards of Conduct

**3.1.05 Part B - Agency Training Details (field will expand automatically)***  
- Displays complete comprehension of the above listed policy
- Shall identify and evaluate methods for handling unethical/criminal conduct to include: intervention, assuming control of call/situation, requesting supervisor or reporting incident to supervisor as soon as practicable
### 3.1.06 Problems Associated with Unethical Decision Making

The trainee shall identify and discuss problems associated with some common unethical decisions, including:

- A. Non-enforcement of specific laws by personal choice
- B. Disproportionate enforcement targeting specific groups by personal choice
- C. Acceptance of gratuities
- D. Misuse of sick time, etc.

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**FTO: Field Perform**

**Trainee: Role Play, Written Test, Verbal Test**

**Comments (field will expand automatically)**

#### Additional Information:

**3.1.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- * Law Enforcement Code of Ethics *
- GPD Policy - Bias Based Policing
- GPD Policy - Standards of Conduct
- GPD Policy - Sick Leave

**3.1.06 Part B - Agency Training Details (field will expand automatically)**

- Displays complete comprehension of the above listed policies
- Trainee shall be instructed on which crimes shall be enforced and which carry officer discretion
- Displays understanding of mandated enforcement as well as letter/spirit of the law
3.1.07 General Orders
The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.

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Additional Information:

### 3.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

* Law Enforcement Code of Ethics *
* GPD Policy - Standards of Conduct *
* GPD Policy - Off-Duty Law Enforcement Actions *

### 3.1.07 Part B - Agency Training Details *(field will expand automatically)*

- Displays complete comprehension of the above listed policies
- Demonstrates understanding of sworn obligation to properly represent the MPD and the City of Monterey through on-duty and off-duty conduct
### 3.2 DEcision Making

#### 3.2.01 Limitations of Authority

The trainee shall explain the most common limitations of their discretionary authority to include:

- A. Law
- B. Department policy and procedure
- C. Department goals and objectives
- D. Community expectations
- E. Officer safety

#### Additional Information:

**3.2.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Domestic Violence
- GPD Policy - Use of Force
- GPD Policy - Community Relations

**3.2.01 Part B - Agency Training Details** *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates clear understanding of discretion limitations as it applies to his/her sworn duties
### 3.2.02 Consequences of Inappropriate Discretionary Decisions

The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:

- A. Death or injury
- B. Additional crime
- C. Civil and vicarious liability
- D. Discipline
- E. Embarrassment to department
- F. Relationship with the community

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<thead>
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Comments *(field will expand automatically)*

### Additional Information:

#### 3.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Standards of Conduct
- GPD Policy - Community Relations

#### 3.2.02 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies (and any other applicable policies).
### 3.2.03 Demonstrating Decision Making

Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:

- A. Arrest
- B. Cite and release
- C. Give a referral
- D. Give verbal warning
- E. Take no action

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<th>Reference(s):</th>
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### Additional Information:

#### 3.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Cite and Release Policy

#### 3.2.03 Part B - Agency Training Details (field will expand automatically)

- Displays understanding of the above listed policy
- Trainee shall be instructed on various enforcement options through verbal and scenario-based instruction
- Displays and demonstrates understanding and competency during scenario training and actual calls for service

See next page for Attestation
Part 5 – Section 3: Ethics

ATTESTATION FOR SECTION 3

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ____________________________________________
Print Full Name: __________________________________________________________

Trainee: ____________________________________________
Print Full Name: __________________________________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

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See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   
   b. Below each table:
      - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist (POST Form 2-230)
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department’s Policy & Procedure Manual

5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

**INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)**

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
### Contents

| 4.1 | Legal and Ethical Issues |
|     | Force Options            |

**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1. The POST FTP Approval Checklist ([Form 2-230](#))
2. Your department's *Policy & Procedure Manual*
LIST OF SUBTOPICS

4.1 LEGAL AND ETHICAL ISSUES
   4.1.01 Legal and Ethical Considerations
   4.1.02 Agency Policy and Liability
   4.1.03 Ethical Conduct

4.2 FORCE OPTIONS
   4.2.01 Explanation of Force Options and Examples
### Section 4  Use of Force

**CHECK ONE ONLY:** ☐ PHASE 1 ☐ PHASE 2 ☐ PHASE 3 ☐ PHASE 4 ☐ PHASE 5

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### 4.1 Legal and Ethical Issues

**4.1.01 Legal and Ethical Considerations**

The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force and “reasonable force.”

**Reference(s):** Penal Code 835, 835a, 843, 198

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**Comments (field will expand automatically)**

**Additional Information:**

**4.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Use of Force

**4.1.01 Part B - Agency Training Details (field will expand automatically)**

- Displays complete comprehension of the above listed policy
- Demonstrates understanding of the legal and ethical considerations pertaining to the use of force and reasonable force
### 4.1.02 Agency Policy and Liability

The trainee shall explain agency policy regarding the use of physical force or deadly force, and the legal ramifications and civil liability for both the officer and the agency.

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**Comments (field will expand automatically)**

### Additional Information:

**4.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Use of Force
- GPD Policy – Officer-Involved Shootings and Deaths

**4.1.02 Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the above listed policy
- Demonstrates complete understanding of when physical and deadly force options are justified
- Demonstrates complete understanding of the legal ramifications and civil liability connected with the use of physical/deadly force
### 4.1.03 Justification of Deadly Force

The trainee shall identify and evaluate situations that do and do not justify the use of deadly force.

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**Comments (field will expand automatically)**

### Additional Information:

#### 4.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Use of Force
- GPD Policy – Officer-Involved Shootings and Deaths

#### 4.1.03 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Demonstrates verbally and during scenario-based instruction situations that do and do not justify the use of deadly force
4.2 FORCE OPTIONS

4.2.01 Explanation of Force Options and Examples

The trainee shall explain what is meant by ‘force options’ and provide examples of each that would fall within legal and moral limits, to minimally include:

A. Nonverbal/police presence
B. Verbal (tactical communication)
C. Physical (weaponless)
D. Less lethal weapons, including:
   1. Chemical Agents
      a. The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for those to whom they have been applied, and the reporting procedures in cases where they were used.
   2. Impact Weapons
      b. The trainee shall know when and how to effectively use the police baton and other impact weapons in an authorized manner.
      c. The trainee shall identify the areas of the body recognized as baton/impact weapon “target” areas.
      d. The trainee shall identify those vital body areas that are potentially lethal when struck by a baton/impact weapon.
   3. Additional Less-Lethal Weapons
      e. The trainee shall identify additional agency-approved less-lethal weapons (e.g., Stun guns, TASER®, PepperBall®, and/or bean bag weapons, etc.)

E. Deadly force

The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:

1. Type of crime and suspects(s) involved
2. Threat to the lives of innocent persons
3. Laws and agency policies
4. Officer’s present capabilities

F. Capabilities of officer’s weapon

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<td>- Demonstrates competent decision making as it pertains to force options</td>
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See next page for Attestation
Part 5 – Section 4: Agency Orientation/Department Policies

ATTESTATION FOR SECTION 1

TO ENTER YOUR ELECTRONIC SIGNATURE:

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Primary Field Training Officer:  

X

Print Full Name: ____________________________

Trainee:  

X

Print Full Name: ____________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

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See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

**INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)**

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End Section
### 5.1 - 5.6 COMPETENCY REQUIREMENTS

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<td>5.3</td>
<td>SAFE Driving</td>
<td>Instructions to Administrators</td>
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<td>5.4</td>
<td>Use of Seatbelts</td>
<td>Instructions to FTOs</td>
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**Note to Administrators**

In order for POST to review and approve your agency’s *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist ([Form 2-230](#))
2) Your department’s *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

5.1 PATROL VEHICLE INSPECTION
   5.1.01 Purposes of Vehicle Inspections
   5.1.02 Vehicle Components
   5.1.03 Requests for Vehicle Service
   5.1.04 Vehicle Maintenance
   5.1.05 Pre-Shift Inspection

5.2 PATROL VEHICLE OPERATION SAFETY
   5.2.01 Approved Driving Techniques
   5.2.02 Stopping Distance
   5.2.03 Defensive Driving
   5.2.04 Driver Attitude

5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING
   5.3.01 Applying SAFE Driving Techniques
   5.3.02 Ongoing Driving Instruction/Training
   5.3.03 Potential Risks Related to Inappropriate Driving
   5.3.04 Driver Fatigue
   5.3.05 Driving Safely

5.4 USE OF SEATBELTS
   5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions
   and Tactical Seatbelt Removal

5.5 PATROL VEHICLE OPERATION SAFETY
   5.5.01 Agency Policy
   5.5.02 Driver Tactics
   5.5.03 Continuing vs. Terminating Pursuits
   5.5.04 Handling Emergency Response or Pursuit

5.6 VEHICLE OPERATION LIABILITY
   5.6.01 “Rules of the Road”
   5.6.02 Vehicle Code Exemptions
   5.6.03 Exemption Requirements
   5.6.04 Liability for Death, Injury or Property Damage
## SECTION 5 PATROL VEHICLE OPERATIONS

### PLL TECHNOLOGY

**CHECK ONE ONLY:**  
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- [ ] PHASE 2  
- [ ] PHASE 3  
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### 5.1 PATROL VEHICLE INSPECTIONS

#### 5.1.01 Purposes of Vehicle Inspections

The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:

- A. Prevention of accidents
- B. Promotion of operational efficiency
- C. Reduction of maintenance and repair costs
- D. Location of contraband, evidence, or property

**Reference(s):**

- GPD Policy - Vehicle Use
- GPD Policy - Vehicle Maintenance

### Additional Information:

**5.1.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Vehicle Use
- GPD Policy - Vehicle Maintenance
5.1.01 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Trainee shall be instructed of the purpose and importance of proper vehicle maintenance
- Displays understanding of proper/regular vehicle maintenance
- Demonstrates thorough patrol vehicle searches (At start of shift, after prisoner transport, at end of shift)

5.1.02 Vehicle Components
The trainee shall describe the location and use of the following:

A. Rear door locks
B. Trunk and hood release
C. Firearms/weapon release systems
D. Emergency lights and siren switches
E. Flares
F. First-aid equipment
G. Radio
H. Spare tire
I. Spare tire release
J. Jack and handle
K. Engine fluid compartments and dip sticks

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5.5 Patrol Vehicle Operations

### Additional Information:

#### 5.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

| N/A |

#### 5.1.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall be instructed on patrol vehicle functions, mandated equipment, and how/where to obtain replacement equipment
- Demonstrates thorough vehicle inspections showing competency of the vehicles functions and knowledge of mandated equipment

#### 5.1.03 Requests for Vehicle Service

The trainee shall explain agency policy regarding requests for vehicle service in the field.

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#### 5.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Vehicle Use
GPD Policy - Vehicle Maintenance
5.1.03 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall be instructed on procedure for requesting vehicle service in the field
- Displays comprehension of the above listed policy and process for requesting vehicle service

5.1.04 Vehicle Maintenance
The trainee shall explain agency policy regarding proper maintenance of police vehicles. This explanation shall minimally include:

A. The procedure for regular maintenance and service of patrol vehicles
B. The procedure for turning in and requesting repair for a damaged or mechanically deficient vehicle

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5.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Vehicle Use
- GPD Policy - Vehicle Maintenance

5.1.04 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee shall be instructed on the proper procedure for vehicle maintenance, requesting repair and documentation completion
- Trainee demonstrates competency through proper inspections, requests for damage repair and documentation
5.1.05  **Pre-Shift Inspection**

The trainee shall conduct a pre-shift inspection of the patrol vehicle, to include:

A. Visual check of vehicle exterior for damage
B. Tires for wear and proper inflation
C. Inspection of the trunk for the spare tire and required equipment
D. Operations check of the vehicle equipment (lights, horn, etc.), and the emergency equipment (light bar, siren, public address system, etc.)
E. Inspection of the firearms/weapons release systems
F. Inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath the seats for contraband, evidence, property, or items left from a previous shift

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5.1.05  **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Vehicle Use
- GPD Policy - Vehicle Maintenance

5.1.05  **Part B - Agency Training Details (field will expand automatically)**

- Demonstrates proper/thorough pre-shift vehicle inspection for damage, function, contraband, and mandated equipment
### PATROL VEHICLE OPERATION SAFETY

#### 5.2.01 Approved Driving Techniques

The trainee shall review and explain agency policy on approved driving techniques, including:

- **A.** Backing
- **B.** Parking
- **C.** Right-of-way violations
- **D.** Passing
- **E.** Excessive speed

#### Additional Information:

**5.2.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- N/A

**5.1.01 Part B - Agency Training Details** *(field will expand automatically)*

- Demonstrates safe driving techniques
- Displays understanding of public safety being paramount and explains how driving practices can induce or prevent hazards
5.2.02 **Stopping Distance**

The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

A. Driver condition  
B. Vehicle condition  
C. Environmental conditions, including road surfaces  
D. Vehicle speeds  
E. Reaction time and distance  
F. Braking distance  
G. Knowledge of anti-lock braking system

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**Additional Information:**

5.2.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

N/A

5.2.02 **Part B - Agency Training Details** *(field will expand automatically)*

- Displays understanding of patrol vehicle function, capabilities and limitations  
- Displays understanding of the importance to only operate a patrol vehicle within his/her training and skill level  
- Displays understanding of the importance to be ever adjusting vehicle operation to the roadway conditions and risk to the public
### 5.2.03 Defensive Driving

The trainee shall identify the components of defensive driving, including:

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Seat belt usage

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**Additional Information:**

5.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Officer Response to Calls
- GPD Policy - Vehicle Pursuits
- GPD Policy - Seat Belts

5.2.03 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates competent defensive driving skills and clear thinking while operating a city vehicle
5.2.04 Driver Attitude

The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

A. Overconfidence  
B. Impatience  
C. “Road rage”  
D. Self righteousness

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Additional Information:

5.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  
*Law Enforcement Code of Ethics*  
GPD Policy - Officer Response to Calls  
GPD Policy - Standards of Conduct  

5.2.04 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies and the Law Enforcement Code of Ethics  
- Displays understanding of controlling emotions and exercising extreme patience while operating a city vehicle  
- Displays understanding of the need to put public and officer safety before the need to apprehend a suspect or arrive at a scene  
- Identifies how public and officer safety can be jeopardized by the above listed actions and attitudes while operating a city vehicle
5.3 SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

5.3.01 Applying SAFE Driving Techniques

The trainee will understand and demonstrate the application of SAFE driving during routine and emergency situations. The elements of SAFE driving include:

A. “Situation-Appropriate” – refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol driving environment, for example:
   1. Routine patrol vs. “Code 3” driving
   2. School zone vs. rural highway driving
   3. Transitioning from freeways and commercial/business/industrial areas into residential neighborhood streets
   4. Driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions

B. The trainee will understand that the “appropriateness” of his/her driving style for the conditions present is also dictated by agency policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.

C. “Focused” – addresses the many concerns related to roadway position/conditions, distractions, fatigue, multi-tasking, equipment, and driver capabilities.

D. “Educated” – refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gained in these areas to his/her daily driving habits.

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5.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) □ N/A

GPD Policy - Officer Response to Calls
GPD Policy - Vehicle Pursuits
### 5.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Displays understanding of the ever-constant changes in driving environment and the need to adjust driving practices accordingly to ensure public/officer safety
- Demonstrates ability to perform SAFE driving practices in all environments as it applies to the above listed scenarios

### 5.3.02 Ongoing Driving Instruction/Training

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

- **A.** Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training
- **B.** Speeds officers are expected to encounter in routine and emergency driving
- **C.** Night driving
- **D.** Use of interference vehicle(s) to simulate actual roadway conditions

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### 5.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy-Officer Response to Calls

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Page 13 of 28
5.3.02 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of above listed policy
- Displays understanding of the need for frequent training to maintain driving skills and safety/policy awareness

5.3.03 Potential Risks Related to Inappropriate Driving

The trainee will be made aware that routine and emergency patrol driving are among the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever present risk of injury or death to officers and members of the public when an officer drives in a manner unsafe for conditions, beyond their capabilities, or beyond the capabilities of their patrol vehicle.

Between 2003 and 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or organization as a result of unsafe vehicle operation.

The trainee will be made aware of these facts and will relate the importance of SAFE driving to the FTO. The trainee will continually demonstrate SAFE driving practices throughout the FTO program in preparation for continued SAFE driving throughout his/her law enforcement career.

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5.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Officer Response to Calls
5.3.03 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Verbally acknowledges the inherent risk of injury or death to the public and officers during all driving conditions
- Verbally recognizes the necessity to always operate a city vehicle within his/her and the vehicle’s capabilities as well as being ever mindful of roadway conditions/hazards

5.3.04 Driver Fatigue
The trainee shall discuss the effects of driver fatigue, including:

A. Lower visual efficiency
B. Slower reaction time
C. Reduced attentiveness
D. Memory lapses
E. Lack of awareness
F. Mood changes
G. Reduced judgment ability
H. Risk of falling asleep at the wheel

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5.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A
5.3.04 Part B - Agency Training Details *(field will expand automatically)*
- Displays understanding of necessity to be prepared for duty (maintain fitness, ensure quality sleep, mental preparation)
- Displays understanding of how fatigue (physical and mental) can negatively affect his/her ability to operate a motor vehicle safely

5.3.05 Driving Safely
The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.

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Additional Information:

5.3.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Vehicle Use
- GPD Policy - Officer Response to Calls
- GPD Policy - Vehicle Pursuits
- GPD Policy - Seat Belts

5.3.05 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policies
- Trainee shall demonstrate competent ability to operate a city vehicle in a safe and alert manner, while keeping public/officer safety his/her priority
5.4 USE OF SEATBELTS

5.4.01 Seatbelt Use during Routine and Emergency Driving Conditions and Tactical Seatbelt Removal

The trainee will review agency policy regarding the use of seatbelts while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during crash.

Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt.

The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt when appropriate) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

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Additional Information:

5.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Seat Belts

5.4.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee shall be instructed that the use of a seat belt is mandatory under most driving conditions
- Displays understanding of the inherent risk of injury or death if he/she does not wear their seatbelt while operating a city vehicle
### 5.5 EMERGENCY VEHICLE OPERATIONS/PURSUITS

#### 5.5.01 Agency Policy
The trainee shall review and explain the agency’s policy concerning pursuits and Code 3 driving.

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#### 5.5.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Vehicle Pursuits
- GPD Policy - Officer Response to Calls

- N/A

#### 5.5.01 Part B - Agency Training Details *(field will expand automatically)*

Displays complete comprehension of the above listed policies
5.5.02 Driver Tactics

The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or during any other emergency response. These tactics shall minimally include:

A. Slowing for intersections
B. Careful observation at cross streets
C. Caution when passing other vehicles
D. Constant alertness for any unforeseen hazards
E. Using a well planned route of travel in emergency response situations

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5.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Vehicle Pursuits
GPD Policy - Officer Response to Calls

5.5.02 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies
- Displays understanding of safety tactics which should be exercised while in a pursuit or during any other emergency response
- Identifies the hazards of not adhering to these safety practices
5.5.03 Continuing vs. Terminating Pursuits

The trainee shall discuss those factors to consider in determining whether to continue or terminate/abandon a pursuit. These factors shall minimally include:

A. Amount of other traffic (vehicular and pedestrian)
B. Road hazards and road conditions
C. Environmental conditions
D. Capability and condition of patrol vehicle and driver
E. Seriousness of crime(s) in relation to potential likelihood of injury to innocent persons or damage to property
F. Whether vehicle or driver can be identified

Reference(s):

Additional Information:

5.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Vehicle Pursuits

5.5.03 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Identifies factors to consider in determining to continue or terminate/abandon a pursuit
- Displays a complete understanding of the reasons for terminating a pursuit and the possible liabilities if sound judgment is not used
- Demonstrates the ability to always make public and officer safety priority
5.5.04 Handling Emergency Response or Pursuit

Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.

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Additional Information:

5.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  
GPD Policy - Vehicle Pursuits  
GPD Policy - Officer Response to Calls

5.5.04 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies  
- Trainee shall be instructed on emergency response and pursuit driving tactics, through verbal and practical instruction  
- Demonstrates competent ability to utilize safe and effective driving practices during emergency response scenario based training and actual calls for service
## VEHICLE OPERATION LIABILITY

### 5.6.01 "Rules of the Road"

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

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**Additional Information:**

5.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Officer Response to Calls

5.6.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee shall acknowledge their obligation to observe all traffic laws when operating a patrol vehicle under non-emergency conditions
- Trainee shall acknowledge the potential for hazards and liability if the "rules of the road" are not adhered to under non-emergency conditions
### 5.6.02 Vehicle Code Exemptions

The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

- A. Responding to an emergency call
- B. Engaged in a rescue operation
- C. In pursuit of a violator
- D. Responding to a fire alarm

#### Additional Information:

**5.6.02 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Vehicle Pursuits
- GPD Policy - Officer Response to Calls

**5.6.02 Part B - Agency Training Details** *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Identifies the situations in which he/she is exempt from the Vehicle Code provisions (listed in section 21055) while operating an authorized emergency vehicle
### 5.6.03 Exemption Requirements

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

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**Comments:**

Additional Information:

#### 5.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Vehicle Pursuits
GPD Policy - Officer Response to Calls

#### 5.6.03 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren under Sections 21055(b) and 21807
## 5.6.04 Liability for Death, Injury or Property Damage

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

A. Failure to drive with due regard for the safety of all persons

B. When the agency has not adopted a written policy on police pursuits in compliance with Vehicle Code 17004.7

C. A negligent or wrongful act or omission by an employee of a public entity.

D. When not responding to an emergency call, not in the immediate pursuit of an actual or suspected violator of the law, or when responding to other emergencies.

### Reference(s):

- Case # (If applicable)
- Incident #

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### Additional Information:

#### 5.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

#### 5.6.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate understanding of the conditions under which he/she and/or the MPD may be held liable for deaths, injury or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code-3)
- Demonstrates complete understanding that emergency response does not relieve him/her from the duty to drive with due regard for the safety of all persons and property
- Displays complete understanding that under most circumstance the need to protect life and property outweighs the need to apprehend a suspect or arrive on scene of an incident quickly

See next page for Attestation
Part 5 – Section 5: Patrol Vehicle Operations

ATTESTATION FOR SECTION 5

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. Set up: Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. Front cover (optional): To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. For each section (1–18):
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      Part A: Enter applicable references from your agency’s Policies & Procedure Manual.
      Part B: Enter your agency’s training details.

4. After completing ALL sections (1–18), you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist (POST Form 2-230)
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department’s Policy & Procedure Manual

5. MAIL YOUR ELECTRONIC MEDIA TO:

   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
SECTION 6

Community Relations/Professional Demeanor

6.1 – 6.6 COMPETENCY REQUIREMENTS

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<th>Contents</th>
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<tr>
<td>6.1 Community Relations and Service</td>
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<td>6.2 Professional Demeanor and Communications</td>
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<td>6.3 Cultural Diversity</td>
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<td>6.4 Racial Profiling</td>
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<td>6.5 Crime Prevention</td>
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<td>6.6 COP/POP</td>
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List of Subtopics

Attestation

Instructions to Administrators

Instructions to FTOs

Note to Administrators
In order for POST to review and approve your agency's Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
## LIST OF SUBTOPICS

### 6.1 COMMUNITY RELATIONS AND SERVICE

- 6.1.01 Agency Responsibilities
- 6.1.02 Community Service

### 6.2 PROFESSIONAL Demeanor AND COMMUNICATIONS

- 6.2.01 Professional Principles
- 6.2.02 Citizen Evaluations
- 6.2.03 Inappropriate Verbal Language/Communication
- 6.2.04 Inappropriate Nonverbal Language/Communication
- 6.2.05 Explaining Actions to Citizens
- 6.2.06 Phone Communication
- 6.2.07 Other Forms of Communication

### 6.3 CULTURAL DIVERSITY

- 6.3.01 Community Cultures
- 6.3.02 Cultural Motivations and Biases
- 6.3.03 Increasing Trust within Communities

### 6.4 RACIAL PROFILING

- 6.4.01 Racial Profiling Prohibited and Damaging
- 6.4.02 Profiling Behavior
- 6.4.03 Constitutional Amendments
- 6.4.04 Community History
- 6.4.05 Agency Policy
- 6.4.06 Focusing on Behavior

### 6.5 CRIME PREVENTION

- 6.5.01 Citizen Support
- 6.5.02 Forms of Crime Prevention

### 6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

- 6.6.01 Community/Problem Oriented Policing and Community Priorities
- 6.6.02 The Crime Triangle
- 6.6.03 Working with the Community to Solve Problems
- 6.5.04 Leadership in Community-Developed Problem Solving
- 6.5.05 Problem-Solving Model
### SECTION 6  COMMUNITY RELATIONS/PROFESSIONAL DEMEANOR

**CHECK ONE ONLY:**  
- PHASE 1  
- PHASE 2  
- PHASE 3  
- PHASE 4  
- PHASE 5

**Trainee**

**FTO**

### 6.1  COMMUNITY RELATIONS AND SERVICE

#### 6.1.01 Agency Responsibilities

The trainee shall explain the agency’s responsibilities to community service.

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**Additional Information:**

#### 6.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A
6.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be instructed on his/her obligation to provide first class service to the community he/she has sworn to serve
- Displays understanding of, and demonstrates ability to carry out, the various types of services provided by the GPD to include:
  - Routine patrol to deter and observe crime and enforce applicable laws.
  - Address public needs and concerns as they arise.
  - Work with and educate the public to ensure a decent quality of life.
  - Outreach to Gilroy homeless population and provide available resources such as shelter information/assistance or mental health professional assistance.

6.1.02 Community Service

The trainee shall identify the agency’s roles and responsibilities in providing community service. Those roles may include:

A. To protect life and property
B. To maintain order
C. Crime prevention
D. Public education
E. Delivery of service
F. Enforcement of laws
G. Community partnerships, such as:
   - Community Oriented Policing Services (COPS)
   - Police Athletic League/Police Activities League (PAL)
H. Drug Abuse Resistance Education (DARE)
I. Any other agency-approved programs

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<td>- Trainee shall be instructed on this agency's roles and responsibilities in providing community service</td>
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<td>- Demonstrates understanding and ability to execute these responsibilities as they apply to his/her duties</td>
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### 6.2 PROFESSIONAL DEEMANOR AND COMMUNICATIONS

#### 6.2.01 Professional Principles

The trainee shall identify the basic principles that generally apply to professions, and discuss how those principles relate to the profession of law enforcement.

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#### 6.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- *Law Enforcement Code of Ethics*
- GPD Policy - Standards of Conduct

#### 6.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee demonstrates understanding of basic principals as they apply to professions in general and how they relate to the profession of law enforcement
- Demonstrates understanding of professional law enforcement and the expectation of conduct, ethical and moral standards

#### 6.2.02 Citizen Evaluations

The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.

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Additional Information:

6.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- Gilroy Police Department - Mission Statement*
- Gilroy Police Department - Vision*
- Gilroy Police Department - Values*
- Law Enforcement Code of Ethics*
- GPD Policy - Standards of Conduct
- GPD Policy - Personnel Complaints

6.2.02 Part B - Agency Training Details *(field will expand automatically)*
- Displays complete understanding of the GPD Mission, Vision and Values
- Demonstrates understanding of public perception, public expectation and our obligation to the public's needs
- Displays understanding of the need to always be a positive representation of the GPD and the law enforcement profession
- Displays understanding of the public's right to file formal complaints against GPD members and the process for carrying this out

6.2.03 Inappropriate Verbal Language/Communication
The trainee shall identify verbal factors which could contribute to a negative response from the public, including:

| A. | Profanity |
| B. | Derogatory remarks |
| C. | Offensive terms regarding gender, race, ethnicity, sexual orientation, nationality, religion, and/or socioeconomic status |

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### 6.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Standards of Conduct

### 6.2.03 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Displays complete understanding that the use of profanity, derogatory remarks and offensive terms has no place in professional law enforcement
- Displays complete understanding of the negative impact the above inappropriate actions can have on community trust and the department's reputation, as well as the potential ramifications on the officer responsible
- Discusses methods to avoid such actions and alternative negotiation tactics

### 6.2.04 Inappropriate Nonverbal Language/Communication

The trainee shall identify nonverbal factors which could contribute to a negative response from the public, including:

A. Officious and disrespectful attitude
B. Improper use of body language
C. Improper cultural response

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Comments (field will expand automatically)
6.2.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
GPD Policy - Standards of Conduct

6.2.04 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Displays understanding of and demonstrates competent ability to communicate with the public with respect for one's current emotional/mental state
- Demonstrates competent ability to control/adjust his/her attitude and body language as needed for each type of scenario

6.2.05 Explaining Actions to Citizens
The trainee shall discuss why it may be beneficial to explain the reasons for his/her actions to inquiring citizens.

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Additional Information:

6.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

*N Gilroy Police Department - Mission Statement* - *Gilroy Police Department - Vision*
*N Gilroy Police Department - Values* - *Law Enforcement Code of Ethics*
GPD Policy - Standards of Conduct
GPD Policy - Personnel Complaints

6.2.05 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Trainee shall display understanding of the need to maintain a transparent relationship with the public (except when disclosing information can jeopardize an investigation, officer safety or the safety of the public)
- Demonstrates why/how explaining his/her actions to inquiring citizens can be beneficial, to include:
  - Prevention of unnecessary citizen complaints
  - Gain public trust and cooperation in investigation
  - Educate the public on police procedure and reason for his/her actions (clears misconceptions)

6.2.06 Phone Communication

The trainee shall conduct phone conversations in a professional manner.

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Additional Information:

6.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Standards of Conduct

6.2.06 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Demonstrates competent ability to conduct thorough, professional and respectful telephone contacts regardless of the nature of the call
- Trainee shall understand that he/she is ALWAYS representing the GPD, City of Gilroy and the law enforcement profession when conducting any official duties

6.2.07 Other Forms of Communication

The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This may be demonstrated through:

A. Community contacts
B. Business contacts
C. Community involvement
D. Positive role modeling
E. Mentoring

Reference(s): Case # (If applicable) Incident #

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Comments (field will expand automatically)
**6.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- *Gilroy Police Department - Mission Statement*
- *Gilroy Police Department - Vision*
- *Gilroy Police Department - Values*
- *Law Enforcement Code of Ethics*
- GPD Policy - Standards of Conduct
- GPD Policy - Personnel Complaints

**6.2.07 Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the above listed policy
- Trainee shall understand that aside from public safety responsibilities, each member of the GPD has an obligation to promote and enhance the relationship between the GPD and the community
- Demonstrates ability to communicate with the public, outside routine calls for service, in such a way as to enhance police service and community attitudes toward the police
- Explains the different types of contacts as listed above

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**6.3 CULTURAL DIVERSITY**

**6.3.01 Community Cultures**

The trainee shall explain how the culture of the community can have an affect on the community’s relationship with his/her agency.

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Additional Information:

6.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

*Gilroy Police Department - Mission Statement* - *Gilroy Police Department - Vision*
*Gilroy Police Department - Values* - *Law Enforcement Code of Ethics*
GPD Policy - Standards of Conduct
GPD Policy - Personnel Complaints

6.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Trainee shall understand the culture(s) of the Gilroy Community and how it changes through generations
- Demonstrates an understanding of how the department’s relationship with the community is affected by its culture

6.3.02 Cultural Motivations and Biases

The trainee shall identify cultural motivations and biases that may affect professional ethics.

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Additional Information:

6.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

*Gilroy Police Department - Mission Statement* - *Gilroy Police Department - Vision*
*Gilroy Police Department - Values* - *Law Enforcement Code of Ethics*
GPD Policy - Standards of Conduct
GPD Policy - Personnel Complaints
6.3.02 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Trainee shall discuss the cultural variations within the city of Gilroy
- Identifies cultural motivations and biases that may affect professional ethics
- Demonstrates an understanding of how such cultural motivations and biases may affect professional ethics

6.3.03 Increasing Trust within Communities
The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.

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Additional Information:

6.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

*Gilroy Police Department - Mission Statement*
*Gilroy Police Department - Vision*
*Gilroy Police Department - Values*
*Law Enforcement Code of Ethics*
GPD Policy - Standards of Conduct
GPD Policy - Personnel Complaints

6.3.03 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Displays understanding of the need to interact and develop relationships with the community outside official calls for service
- Demonstrates ability to engage the community and explains ways in which he/she can increase the trust of the community
6.4 RACIAL PROFILING

6.4.01 Racial Profiling Prohibited and Damaging

The trainee will review and discuss Penal Code 13519.4, which states in part, “Racial profiling... is the practice of detaining a suspect based on a broad set of criteria which casts suspicion on an entire class of people without any individualized suspicion of the particular person being stopped.” The trainee shall recognize that racial profiling:

- A. Is prohibited by law
- B. “Presents a great danger to the fundamental principles of a democratic society”
- C. “Is abhorrent and cannot be tolerated”
- D. Causes community distrust and harms police relations with the community
- E. May have legal consequences

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Additional Information:

6.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

*Law Enforcement Code of Ethics*
GPD Policy - Bias-Based Policing
GPD Policy - Standards of Conduct

6.4.01 Part B - Agency Training Details (field will expand automatically)

- Displays understanding of Penal Code 13519.4
- Displays complete comprehension of how the prohibited acts of racial profiling can be detrimental to his/her career and the trust between the community and law enforcement
- Displays complete comprehension of the GPD Policy Bias-Based Policing policy and acknowledges that bias-based policing has no place in professional law enforcement and will not be tolerated
### 6.4.02 Profiling Behavior

The trainee shall explain why effective police work profiles a person’s behavior and not a person’s race.

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**Additional Information:**

#### 6.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Bias-Based Policing

---

**5.6 Community Relations/Professional Demeanor**

Page 16 of 30
6.4.02 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policies
- Demonstrates understanding of proactive policing to include profiling people's behavior and not their race
- Demonstrates competent ability to perform proactive investigations without the use of bias-based policing

6.4.03 Constitutional Amendments
The trainee shall explain the 4th Amendment and 14th Amendment of the U.S. Constitution and how they define law enforcement activities that pertain to racial profiling.

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Comments *(field will expand automatically)*

Additional Information:

6.4.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Search and Seizure
GPD Policy - Racial or Bias-Based Policing

6.4.03 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policies
- Explains his/her understanding of the 4th and 14th Amendments of the U.S. Constitution
- Explains how these Amendments define law enforcement activities that pertain to racial profiling
### 6.4.04 Community History

The trainee shall discuss how the history of the community can have an affect on the community’s relationship with his/her agency.

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**Additional Information:**

**6.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**6.4.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate an understanding of the community's history/cultural background and how this can influence the community's relationship with the GPD
### 6.4.05 Agency Policy
The trainee shall review and be able to summarize the agency's policy regarding racial profiling.

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- Case # (If applicable)
- Incident #

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**Additional Information:**

#### 6.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Racial or Bias-Based Policing

#### 6.4.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall display complete comprehension of the above listed policy
- Summarizes policy and demonstrates complete understanding that racial profiling has no place in professional law enforcement and will not be tolerated
6.4.06 Focusing on Behavior
The trainee shall demonstrate the ability to perform effective police work focusing on behavior rather than race.

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Additional Information:

6.4.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Racial or Bias-Based Policing

6.4.06 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates understanding of proactive policing to include profiling people's behavior and not their race
- Demonstrates competent ability to perform proactive investigations without the use of bias-based policing
### 6.5 CRIME PREVENTION

#### 6.5.01 Citizen Support

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

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### Additional Information:

#### 6.5.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Patrol Function

#### 6.5.01 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies
- Displays understanding that citizen involvement is one of our greatest resources in carrying out our law enforcement duties
- Demonstrates the knowledge and skills necessary to gain citizen support and participation in the prevention of crime (Give Examples)
### 6.5.02 Forms of Crime Prevention

The trainee shall give examples of general forms of crime prevention, including:

- **A.** Advice concerning mechanical and electronic devices (alarms, locks, and target hardening)
- **B.** Control of conditions (lighting, access, and architecture)
- **C.** Public awareness
- **D.** Property identification (marking, engraving, etc.)
- **E.** Neighborhood watch programs

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#### Additional Information:

**6.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Patrol Function

**6.5.02 Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the above listed policies
- Displays understanding of importance to build rapport with the community and discuss general forms of crime prevention
- Describes general forms of crime prevention as they pertain to citizens as listed above
### 6.6 COMMUNITY-ORIENTED/PROBLEM-ORIENTED POLICING (COP/POP)

#### 6.6.01 Community/Problem Oriented Policing and Community Priorities

The trainee shall review and explain the agency’s concept of community/problem oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.

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#### Additional Information:

- **6.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

  GPD Policy -Patrol Function

  - N/A

- **6.6.01 Part B - Agency Training Details (field will expand automatically)**

  - Displays comprehension of the above listed policy
### 6.6.02 The Crime Triangle

The trainee shall explain the crime triangle (offender, victim, and location).

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**Additional Information:**

#### 6.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

#### 6.6.02 Part B - Agency Training Details (field will expand automatically)

- Demonstrates understanding of the crime triangle and explains how repeat offenses can be prevented through proactive policing
- Describe ways to help citizens and locations from becoming repeat victims
### 6.6.03 Working with the Community to Solve Problems

The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.

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#### Additional Information:

**6.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- Gilroy Police Department - Values

**6.6.03 Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the GPD Values
- Demonstrates understanding of the value held in a strong relationship between the GPD and the community
- Describes the advantages of working with the community to find solutions to problems related to community safety and quality of life issues
### 6.6.04 Leadership in Community-Developed Problem Solving

The trainee shall demonstrate leadership in facilitating, assisting, and motivating community members to develop solutions to their problems.

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<th>Reference(s):</th>
<th>Case # (if applicable)</th>
<th>Incident #</th>
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Comments (field will expand automatically)

#### Additional Information:

**6.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

- Gilroy Police Department - Values
- GPD Policy - Patrol Function

**6.6.04 Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the above listed policy and GPD Values
- Explains the benefit of not only assisting the community with their problems but also educating them to develop solutions to prevent recurrence
- Demonstrates leadership in facilitating, assisting, and motivating community members to develop solutions to their problems
6.6.05 Problem-Solving Model

The trainee shall explain the agency's problem-solving model [e.g., The SARA Model (Scanning, Analysis, Response and Assessment)], and be able to:

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

Reference(s):

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Comments (field will expand automatically)

Additional Information:

6.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

Gilroy Police Department - Values
GPD Policy - Patrol Function

6.6.05 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies and GPD Values
- Demonstrates understanding of taking a proactive approach to problem solving
- Explains the SARA Model
- Demonstrates the ability to efficiently address community issues through the above listed strategies
- Explains other strategies which might be utilized by the GPD to address community problem solving

See next page for Attestation
Part 5 – Section 6: Community Relations/Professional Demeanor

ATTESTATION FOR SECTION 6

TO ENTER YOUR ELECTRONIC SIGNATURE:

• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: Print Full Name: ______________________________________

Trainee: Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. Set up: Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. Front cover (optional): To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. For each section (1–18):
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      Part A: Enter applicable references from your agency’s Policies & Procedure Manual.
      Part B: Enter your agency’s training details.
4. After completing ALL sections (1–18), you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist (POST Form 2-230)
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department’s Policy & Procedure Manual
5. MAIL YOUR ELECTRONIC MEDIA TO:
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
7.1 – 7.2 COMPETENCY REQUIREMENTS

Contents

7.1 Radio Communication
7.2 Information Systems/Telecommunications

List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
## LIST OF SUBTOPICS

### 7.1 RADIO COMMUNICATION

<table>
<thead>
<tr>
<th>7.1.01</th>
<th>Agency Policy Regarding Communications</th>
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<tbody>
<tr>
<td>7.1.02</td>
<td>Memorizing Codes</td>
</tr>
<tr>
<td>7.1.03</td>
<td>Radio Procedures and Use</td>
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<tr>
<td>7.1.04</td>
<td>Crime Broadcast</td>
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<tr>
<td>7.1.05</td>
<td>Vehicle Pursuit Transmission</td>
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<td>7.1.06</td>
<td>Control During In-Progress Assignment</td>
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</table>

### 7.2 PROFESSIONAL DEMEANOR AND COMMUNICATIONS

<table>
<thead>
<tr>
<th>7.2.01</th>
<th>Examples of Inquiries</th>
</tr>
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<tbody>
<tr>
<td>7.2.02</td>
<td>Law Enforcement Information Systems</td>
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<tr>
<td>7.2.03</td>
<td>System Inquiries to Complete an Investigation</td>
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<tr>
<td>7.2.04</td>
<td>Agency Policy for Use of MCTs and Laptops</td>
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<tr>
<td>7.2.05</td>
<td>Inappropriate Use of Information Systems</td>
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### SECTION 7   RADIO COMMUNICATION SYSTEMS

#### CHECK ONE ONLY:  [ ] PHASE 1  [ ] PHASE 2  [ ] PHASE 3  [ ] PHASE 4  [ ] PHASE 5

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<th>FTO</th>
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#### 7.1   RADIO COMMUNICATION

##### 7.1.01   Agency Policy Regarding Communications
The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.

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<thead>
<tr>
<th>Reference(s):</th>
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**How Demonstrated?**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Remedial Training**

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**How Remediated?**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Trainee:**

**Comments** *(field will expand automatically)*

**Additional Information:**

##### 7.1.01   Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Department Owned and Personal Property
- GPD Policy - Communications Center

##### 7.1.01   Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates understanding of radio/call sign procedure and etiquette
7.1.02 Memorizing Codes
The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.

Reference(s):

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FTO:  
Trainee:  

Comments (field will expand automatically)

Additional Information:

7.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Ten Codes List

N/A

7.1.02 Part B - Agency Training Details (field will expand automatically)
- Demonstrates acceptable retention of commonly used radio phonetics and codes
- Explains importance of using phonetics and codes when communicating with the Gilroy Emergency Communications Center (Dispatch)
### 7.1.03 Radio Procedures and Use

The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including:

- A. Waiting until the air is clear before pressing the transmit button
- B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone
- C. Avoiding over-modulation by speaking moderately into the microphone
- D. Knowing the meaning of “emergency traffic only” and always saving routine and non-emergency transmissions until “emergency traffic only” status is terminated
- E. Knowing the call signs, assignments, and beat locations of other units in the area

### Reference(s):

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<tr>
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<th>Competency Demonstrated</th>
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### Additional Information:

**7.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Department Owned and Personal Property

GPD Policy - Communications Center
7.1.03 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Demonstrates knowledge of his/her radio's function and competency in using it
- Demonstrates proper radio etiquette to include:
  a. Waiting for the air to be clear before transmitting
  b. Speaking calmly and clearly into microphone
  c. Avoiding over-modulation by speaking moderately
  d. Keeping the air clear during "emergency traffic only" situations
  e. Always knowing the call signs, assignments and beat locations of other GPD units
  f. Always monitor radio traffic and be prepared to respond for assistance

7.1.04 Crime Broadcast

Given a situation in which there is one or more suspect descriptions, the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:

A. Type of incident and number of suspects
B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics
C. Loss (if any), including approximate value and denomination of bills
D. Weapon(s) used
E. Vehicle(s) used
F. Direction(s) of flight

Reference(s):

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FTO: [Field Perform] [Role Play] [Written Test] [Verbal Test]

Trainee: [Field Perform] [Role Play] [Written Test] [Verbal Test]

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<td>Trainee shall demonstrate competency while utilizing the radio to complete a crime broadcast</td>
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<td>-</td>
<td>Trainee's broadcast shall minimally include:</td>
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<td>a.</td>
<td>Type of incident and number of suspects</td>
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<td>b.</td>
<td>Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics</td>
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<td>f.</td>
<td>Direction(s) of flight</td>
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### 7.1.05 Vehicle Pursuit Transmission

The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:

- **A.** Identification of the vehicle in pursuit
- **B.** What the vehicle or occupant(s) is wanted for
- **C.** Complete description of the vehicle, including license number
- **D.** Number of occupants and possibility of weapons
- **E.** Direction of travel
- **F.** Approximate speed
- **G.** Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
- **H.** Necessity for backup and number of units needed
- **I.** Location of stop

#### Reference(s):

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#### Competency Demonstrated

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#### Additional Information:

### 7.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Vehicle Pursuits
7.1.05  Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policy
- Explains the critical information which must be transmitted over the radio to maintain control of a vehicle pursuit. This will minimally include:
  
  A. Identification of the vehicle in pursuit
  B. What the vehicle or occupant(s) is wanted for
  C. Complete description of the vehicle, including license number
  D. Number of occupants and possibility of weapons
  E. Direction of travel
  F. Approximate speed
  G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)
  H. Necessity for backup and number of units needed
  I. Location of stop

7.1.06  Control During In-Progress Assignment

Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:

A. Voice control so as not to escalate the situation
B. Establishment of perimeter and control of possible escape routes
C. Control of response of other police units
### Additional Information:

<table>
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<tr>
<th>7.1.06</th>
<th>Part A - Reference Agency Policies/Procedures, if applicable <em>(600 characters maximum)</em></th>
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<th>Part B - Agency Training Details <em>(field will expand automatically)</em></th>
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<td>Displays understanding of remaining calm and maintaining control during in-progress assignments</td>
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<td>Demonstrates ability to control voice/emotion</td>
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<td>Demonstrates ability to think ahead by communicating a perimeter to control possible escape routes</td>
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<td>Understands he/she is responsible for the incident as the primary officer. Demonstrates ability to control the response of other police units</td>
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7.2 INFORMATION SYSTEMS / TELECOMMUNICATIONS

7.2.01 Examples of Inquiries

The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include:

A. To locate information on lost, stolen, or recovered property, including vehicles
B. To establish probable cause for a search or an arrest
C. To verify the validity of a warrant
D. To verify the validity of a driver’s license, vehicle registration, or occupational license
E. To determine if a person is wanted
F. To determine the status of a person on parole or probation
G. To report or locate a missing person

Reference(s):

Case # (If applicable)  Incident #

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FTO: 
Trainee: 

Comments (field will expand automatically)

Additional Information:

7.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A

GPD Policy - Records Maintenance and Release

7.2.01 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Gives examples where inquiries into a law enforcement information system would be necessary
- Gives examples where inquiries into a law enforcement information system would not be authorized
7.2.02 Law Enforcement Information Systems

The trainee shall be able to identify the law enforcement information systems used by the agency including:

A. Automated Property System (APS)
B. Stolen Vehicle System (SVS)
C. Wanted Persons System (WPS)
D. Automated Firearms System (AFS)
E. Domestic Violence Restraining Order System (DVROS)
F. Missing Unidentified Person System (MUPS)

Reference(s):

Case # (If applicable) | Incident #
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FTO: 

Trainee: 

Comments (field will expand automatically)

Additional Information:

7.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Records Maintenance and Release

7.2.02 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Trainee shall identify all the law enforcement information systems utilized by the Gilroy Police Department
5.7 Radio Communication Systems

### 7.2.03 System Inquiries to Complete an Investigation

Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories:

- A. Wanted persons
- B. Property, vehicles, and firearms
- C. Criminal histories
- D. DMV information
- E. Miscellaneous information

<table>
<thead>
<tr>
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<th>Case # (If applicable)</th>
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**Comments (field will expand automatically)**

**Additional Information:**

#### 7.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 7.2.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry (and which system to inquire within) related to the following categories:
  - A. Wanted persons
  - B. Property, vehicles, and firearms
  - C. Criminal histories
  - D. DMV information
  - E. Miscellaneous information
7.2.04 Agency Policy for Use of MCTs and Laptops

The trainee shall review and explain agency policy regarding the proper use and/or the misuse of Mobile Computer Terminals (MCTs) and on-board laptop computers.

Reference(s):

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Comments (field will expand automatically)

Additional Information:

7.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mobile Data Computer Use

7.2.04 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Demonstrates understanding of the Mobile Data Computer use privileges, restrictions and requirements
- Demonstrates competent understanding of the Mobile Data Computer functions
7.2.05 Inappropriate Use of Information Systems

The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.

<table>
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<tr>
<th>Reference(s):</th>
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**FTO:**

**Trainee:**

Comments (field will expand automatically)

Additional Information:

7.2.05 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

- GPD Policy - Records Maintenance and Release
- GPD Policy – Protected Information

7.2.05 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Demonstrates understanding of law enforcement systems restricted use and shall identify inappropriate uses of said systems

See next page for Attestation
Part 5 – Section 7: Radio Communication Systems

ATTESTATION FOR SECTION 7

TO ENTER YOUR ELECTRONIC SIGNATURE:
• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: Print Full Name: __________________________

Trainee: Print Full Name: __________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

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See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

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1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist (POST Form 2-230)**
      **NOTE:** Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
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1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

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End Section
8.1 COMPETENCY REQUIREMENTS

Note to Administrators

In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

8.1 IDENTIFYING LEADERSHIP

8.1.01 Effective Leadership Strategies
8.1.02 Leadership Attributes
8.1.03 The Role of Leadership
SECTION 8  LEADERSHIP

CHECK ONE ONLY:  ☐ PHASE 1  ☐ PHASE 2  ☐ PHASE 3  ☐ PHASE 4  ☐ PHASE 5

Trainee  

FTO  

8.1  IDENTIFYING LEADERSHIP

8.1.01  Effective Leadership Strategies

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

Reference(s):

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<tr>
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</table>

Case # (if applicable)  Incident #

FTO:  

Trainee:  

Comments (field will expand automatically)

Additional Information:

8.1.01  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A
8.1.01  Part B - Agency Training Details *(field will expand automatically)*
- Trainee recognizes they can, at any level, develop effective leadership strategies to assist co-workers in better serving the community
- Identifies leadership strategies they possess or should possess to assist co-workers and community members
- Displays understanding of why ALL GPD members should consider themselves leaders and continuously develop effective leadership strategies to produce the best possible community service

### 8.1.02 Leadership Attributes
The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

- A. Integrity
- B. Credibility
- C. Trust
- D. Discretion
- E. Duty
- F. Loyalty
- G. Honesty

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</table>

Additional Information:

8.1.02  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

*Law Enforcement Code of Ethics*
Gilroy Police Department - Mission / Vision / Values
### 8.1.02 Part B - Agency Training Details *(field will expand automatically)*

- Shall demonstrate complete comprehension and acceptance of the GPD Mission Statement, Vision and Values and the Law Enforcement Code of Ethics
- Demonstrates how the following leadership competencies can affect his/her skills and abilities as an officer:
  A. Integrity
  B. Credibility
  C. Trust
  D. Discretion
  E. Duty
  F. Loyalty
  G. Honesty

### 8.1.03 The Role of Leadership

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization’s vision, mission and values statement.

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Comments *(field will expand automatically)*

### Additional Information:

#### 8.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

Gilroy Police Department - Mission / Vision / Values
<table>
<thead>
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<th>8.1.03</th>
<th>Part B - Agency Training Details <em>(field will expand automatically)</em></th>
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<tbody>
<tr>
<td>-</td>
<td>Shall demonstrate complete comprehension and acceptance of the GPD Mission Statement, Vision and Values</td>
</tr>
<tr>
<td>-</td>
<td>Demonstrates his/her leadership role at GPD with clear consideration of our vision, mission and values statement</td>
</tr>
</tbody>
</table>

See next page for Attestation
Part 5 – Section 8: Leadership

ATTESTATION FOR SECTION 8

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   End Section
9.1 – 9.5 COMPETENCY REQUIREMENTS

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<td>9.3</td>
<td>Laws of Arrest</td>
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<td>Juvenile Law and Procedure</td>
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List of Subtopics

Attestation

Instructions to Administrators

Instructions to FTOs

Note to Administrators

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<td>Admittance onto Property</td>
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<td>9.5.05</td>
<td>State Legislative Mandates</td>
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<td>9.5.06</td>
<td>Marsy’s Law</td>
</tr>
</tbody>
</table>
### 9.1 CRIMINAL LAW

#### 9.1.01 Terminology

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

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

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**Comments (field will expand automatically):**

**Additional Information:**

#### 9.1.01 Part A - Reference Agency Policies/Procedures, if applicable

(600 characters maximum)

N/A
### 9.1.01  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate their knowledge of the above listed terminology as recognized in CA criminal law and explain them through scenario.

### 9.1.02  Crime Elements

The trainee shall identify the elements of a crime or public offense to include:

A. Any act or omission:
   1. Committed by any person
   2. In violation of statutory law
   3. For which there is punishment

**Reference(s):** Penal Code 15

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### Additional Information:

#### 9.1.02  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A
9.1.02 Part B - Agency Training Details *(field will expand automatically)*
- Shall demonstrate, either through scenario or actual investigation, the ability to identify if the elements of crimes have been met before proceeding in the investigation
- Shall be able to quickly determine if a crime has been committed and if an arrest is warranted

9.1.03 Persons Legally Incapable of Committing a Crime

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California.

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<thead>
<tr>
<th>Reference(s): Penal Code 26</th>
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Additional Information:

9.1.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

9.1.03 Part B - Agency Training Details *(field will expand automatically)*
- Shall understand and explain Ca Penal Code 26
- Describes those persons who are legally incapable of committing a crime in the state of California as well as any exceptions that apply
9.1.04 Crime Identification

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

A. Obstruction of Justice
B. Homicide
C. Robbery
D. Assaults
E. Criminal Threats (formerly Terrorist Threats)
F. Stalking
G. Restraining Order Violations
H. Cruelty to Animals
I. Crimes Against Children
J. Sex Crimes
K. Disturbing the Peace
L. Burglary
M. Trespassing
N. Arson
O. Vandalism
P. Theft, including Identify Theft
Q. Forgery and Check Offenses
R. Disorderly Conduct
S. Control and Use of Dangerous Weapons
T. Use (including under the influence), Possession, and Sales of Dangerous Drugs
U. Receiving or Possession of Stolen Property, including Alteration of Serial Numbers

Reference(s):

Case # (If applicable)  Incident #

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Additional Information:

9.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
9.1.04 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall be able to demonstrate a knowledge of crimes and be able to identify them by name, code number, and crime classification. These should minimally include the above listed crimes
- Shall be able to explain the importance of retaining this information and being able to apply it during investigations

9.2 REASONABLE SUSPICION/PROBABLE CAUSE

9.2.01 Reasonable Suspicion

The trainee shall identify and explain the following elements of “reasonable suspicion” as those required to lawfully stop, detain, or investigate a person:

A. Specific facts which can be articulated
B. Crime-related activity that has occurred, is occurring, or is about to occur
C. Involvement by the person to be detained in a crime-related activity

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Additional Information:

9.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees

N/A
9.2.01 Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policy
- Trainee shall demonstrate understanding of Reasonable Suspicion and explain its basic elements as required to LAWFULLY stop, detain, or investigate a person

9.2.02 Probable Cause to Arrest
Probable cause to arrest requires more than the “reasonable suspicion” necessary for a detention and is essentially the same as the probable cause required to obtain an arrest warrant or a search warrant. The trainee shall identify and explain the following elements of probable cause as those required to make a valid arrest:

A. Whether probable case exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest.

B. The officer’s training and experience are relevant to a determination of probable cause.

C. Probable cause exists when the totality of circumstances would lead a person of ordinary care and prudence to entertain an honest and strong suspicion that the person to be arrested is guilty of a crime.

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Additional Information:

9.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Law Enforcement Authority
GPD Policy - Domestic Violence
9.2.02 Part B - Agency Training Details *(field will expand automatically)*

- Displays comprehension of the above listed policies
- Trainee shall demonstrate understanding of Probable Cause and explain its elements as required to LAWFULLY make an arrest

9.2.03 Probable Cause Related to Felonies and Misdemeanor Arrests

The trainee shall identify and explain how probable cause is used in arrests for felonies and misdemeanors:

A. For a felony: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the person to be arrested committed the felony, regardless of whether or not the felony was committed in the officer’s presence.

B. For a misdemeanor: An officer may arrest with a warrant, or without a warrant, if the officer has probable cause to believe the misdemeanor was committed in the officer’s presence.

C. For a misdemeanor: See California Penal Code and California Peace Officers Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer’s presence.

D. For a private person’s arrest: See California Penal Code and California Peace Officers Legal Sourcebook for statutes on accepting this type of arrest.

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Additional Information:

9.2.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Law Enforcement Authority
- GPD Policy - Domestic Violence
- GPD Policy - Impaired Driving (Warrantless Arrest)
9.2.03  Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policies
- Trainee shall demonstrate understanding of Ca Penal Code Section 836
- Demonstrates complete comprehension of how probable cause is used in arrests for felonies and misdemeanors.

9.2.04  Officer’s Right to Search a Person
The trainee shall recognize and explain the police officer’s right to search a person when probable cause to arrest exists.

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Additional Information:

9.2.04  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Search and Seizure
- GPD Policy - Custody Searches

9.2.04  Part B - Agency Training Details *(field will expand automatically)*
- Displays comprehension of the above listed policies
- Trainee shall demonstrate understanding of his/her right to search a person when probable cause to arrest exists
### 9.2.05 Recognizing Probable Cause for Police Action

Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and then explain the reasons behind that determination.

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- **Trainee:** [Field Perform, Role Play, Written Test, Verbal Test]

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### Additional Information:

#### 9.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- [ ] N/A

#### 9.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain and demonstrate their understanding of the above described scenario as it pertains to the existence of probable cause for police action
### 9.3 LAWS OF ARREST

#### 9.3.01 Authority to Make an Arrest

The trainee shall explain a peace officer’s authority to make an arrest.

**Reference(s):** Penal Code 836; Vehicle Code 40300.5 through 40302

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### Additional Information:

#### 9.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Law Enforcement Authority

#### 9.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Displays complete comprehension of the above listed policy and Ca Penal Code Section 836
- Demonstrates understanding by explaining his/her authority, as a peace officer, to make an arrest
9.3.02  **Arrest Requirements**

The trainee shall explain the various requirements related to arrests, to minimally include:

A. Time of day or night that an arrest may be made
B. The information the person arrested must be provided and when it must be provided
C. What must be done with the person once they are arrested, and what are the required procedures for handling him or her

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<tr>
<th>Reference(s):</th>
<th>Penal Codes 825; 840; 841; 848; 849; 851.5; 853.5; and 853.6</th>
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**Additional Information:**

9.3.02  **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Law Enforcement Authority
- GPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements)
- GPD Policy - Handcuffing and Restraints
- GPD Policy - Seat Belts
- GPD Policy - Use of Force

9.3.02  **Part B - Agency Training Details (field will expand automatically)**

- Displays comprehension of the above listed policies
- Demonstrates understanding of the various requirements related to arrests, to include appropriate use of force.
9.3.03 Private Person Arrest

The trainee shall explain the requirements placed upon a private person making the arrest of another and to determine if the “private person” arrest is legal.

Reference(s): Penal Codes 837 and 847

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Additional Information:

9.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

GPD Policy - Private Persons Arrests

9.3.03 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policy
- Demonstrates understanding of Ca Penal Code Section 837
- Demonstrates understanding by explaining the requirements placed upon a private person making the arrest of another and to determine if the "private person" arrest is legal
9.3.04 Miranda Rights

The trainee shall explain the requirements for advising a person of his/her Miranda rights.

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Additional Information:

9.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Investigation and Prosecution
GPD Policy - Temporary Custody of Juveniles (Advisements)

9.3.04 Part B - Agency Training Details (field will expand automatically)

- Displays comprehension of the above listed policies
- Explains the requirements for advising a person of his/her Miranda rights
- Explain why a routine encounter turned detention may require Miranda advisement
9.3.05 Admittance onto Property

The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.

Reference(s): Penal Code 844

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Additional Information:

9.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

9.3.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain the requirements regarding gaining admittance into a location to make an arrest, to minimally include:
  a. Consent
  b. Warrant
  c. Fresh Pursuit
9.3.06 Allowable Use of Force
The trainee shall explain the amount of force that may be used when effecting an arrest.

Reference(s): Penal Code 835 and 843

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Additional Information:

9.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Use of Force

9.3.06 Part B - Agency Training Details (field will expand automatically)
- Displays complete comprehension of the above listed policy
- Demonstrates competent understanding of use of force limitations, specifically the amount of force that may be used to effect an arrest
9.3.07 Reasonable Force

The trainee shall explain the term “reasonable” as it applies to the use of force.

**Reference(s):** Penal Code 835

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**Additional Information:**

9.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force

9.3.07 Part B - Agency Training Details (field will expand automatically)

- Displays complete comprehension of the above listed policy
- Displays understanding of Ca Penal Code Section 835a
- Demonstrates understanding of use of force limitations as it applies to the term "reasonable"
- Demonstrates complete understanding that excessive force has no place in professional law enforcement and will not be tolerated
9.3.08 **Use of Physical Force and Deadly Force**

The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.

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**Additional Information:**

9.3.08 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

- GPD Policy - Use of Force
- GPD Policy – Officer-Involved Shootings and Deaths

9.3.08 **Part B - Agency Training Details (field will expand automatically)**

- Displays complete comprehension of the above listed policy
- Displays understanding of Ca Penal Code Section 835a
- Shall explain GPD policy and Ca Law concerning the use of physical force and deadly force
- Trainee shall demonstrate understanding of Tennessee v Garner federal case law.
### 9.3.09 False Imprisonment Liability

The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.

**Reference(s):** Penal Codes [142(c)], [836.5], and [847]

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- The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest, keeping in mind Probable Cause and Officer/Public Safety

**Comments** *(field will expand automatically)*

**Additional Information:**

**9.3.09 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- N/A

**9.3.09 Part B - Agency Training Details** *(field will expand automatically)*

- The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest, keeping in mind Probable Cause and Officer/Public Safety
9.3.10 Legal Exceptions to an Arrest
The trainee shall explain situations where legal exceptions to an arrest might exist, including:

A. Diplomatic immunity ([22 U.S. Constitution, Chapter 6](#))
B. State misdemeanor rule ([Hill v. Levy, 117 Cal. App. 2d, 667; Roynon v. Battin, 55 CA 2nd 861](#))
C. Congressional exceptions ([Article 1, Section 6](#), U.S. Constitution; [Article 4, Section 2](#), California Constitution)

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Additional Information:

9.3.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Foreign Diplomatic and Consular Representatives

9.3.10 Part B - Agency Training Details (field will expand automatically)
- Displays comprehension of the above listed policy and the limitations it imposes on his/her enforcement action
- Explains the State Misdemeanor Rule (referencing above listed case law), focusing on "committed in his/her presence"
- Explains how Article 1, Section 6 of the U.S. Constitution affects his/her enforcement action. It reads in part:
  "....They (Senators and Representatives) shall in all Cases, except Treason, Felony and Breach of Peace, be privileged from Arrest during their Attendance at the Session of their respective Houses, and in going to and returning from the same; and for any Speech or Debate in either House, they shall not be questioned in any other Place."
9.4 JUVENILE LAW AND PROCEDURE

9.4.01 Investigating Juvenile Offenses
The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:

A. Miranda advisement
B. Welfare and Institutions Codes (WIC) 300, 305, 601, 602, 625, 627, 707 and any additional local ordinances and/or curfews
C. Laws pertaining to schools, including Penal Code (PC) 626 sections and Education Codes 48906, 48260-66, etc.
D. Secure/Non-secure detention of juveniles: WIC 206, 207, 207.1, 207.2

Reference(s):

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Additional Information:

9.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Temporary Custody of Juveniles

9.4.01 Part B - Agency Training Details (field will expand automatically)
- Displays comprehension of the above listed policy
- Explains mandates for juvenile Miranda advisement
- Demonstrates understanding of Welfare and Institutions Codes (listed above) and Gilroy Municipal Codes applicable to juvenile offenses
- Demonstrates understanding of laws pertaining to schools (including above listed PC/EC sections) and explain role of GPD School Resource Officer
- Demonstrates understanding of GPD policy and procedure for handling juvenile detentions to include Secure vs. Non-secure detentions and juvenile log maintenance
9.5 ADDITIONAL LAWS

9.5.01 Alcoholic Beverage Control Act
The trainee shall recognize violations of the Alcoholic Beverage Control Act and will locate the applicable sections including those prohibiting:

A. After-hours sales and/or consumption of alcoholic beverages on licensed premises
B. Selling/providing alcoholic liquor to any person under age 21
C. Selling/providing alcoholic liquor to a person who is visibly intoxicated

Reference(s):
Business and Professions Codes 23000 through 25762

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Additional Information:

9.5.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- Demonstrates he/she is familiar with Business and Professions Code 25631
- Demonstrates he/she is familiar with Business and Professions Code 25658(a)
- Demonstrates he/she is familiar with Business and Professions Code 25602(a)
- Explains process for enforcing these violations

9.5.01 Part B - Agency Training Details (field will expand automatically)
9.5.02 Probation/Parole Laws

The trainee shall review and explain the laws regarding probation and parole violations, searches, and holds including:

A. Penal Code (PC) 1203.2
B. Penal Code (PC) 3056

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Additional Information:

9.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

9.5.02 Part B - Agency Training Details (field will expand automatically)

- Demonstrates understanding of sections 1203.2, 3056 and 3455 of the California Penal Code
- Demonstrates understanding of probation/parole/PRCS conditions as they apply to searches
- Explains the process for requesting or enforcing a hold
9.5.03 **Local Ordinance Violations**  
The trainee shall recognize violations of local ordinances and shall be able to locate the applicable sections.

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**Additional Information:**

9.5.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

GPD Policy-Citations

9.5.03 **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall be provided with a list of Gilroy Municipal Code (GMC) sections  
- Demonstrates knowledge of the GMC's  
- Demonstrates ability to recognize GMC violations and shall be able to locate the applicable sections either from the provided list or the City of Gilroy web site.  
- Trainee will know when to complete a civil citation and when to issue a notice to appear citation for city code violations
9.5.04 Constitutional Amendments Granting Individual Rights

The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:

- **A. First Amendment** – Freedom of religion, speech, press, and public assembly
- **B. Fourth Amendment** – Search and seizure only by warrant or good cause
- **C. Fifth Amendment** – Right to trial, no double jeopardy, no self-incrimination, no punishment without due process, and no confiscation without compensation
- **D. Sixth Amendment** – Right to a speedy trial
- **E. Eighth Amendment** – Excessive bail prohibited
- **F. Fourteenth Amendment** – Civil rights (see 18 USC Section 242 – Color of law/authority)

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### Additional Information:

**9.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- **Law Enforcement Code of Ethics**
- GPD Policy - Oath of Office
- GPD Policy - Law Enforcement Authority
- GPD Policy - Search and Seizure

**9.5.04 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Recognizes the basic rights of all persons as granted by the US Constitution and shall demonstrate the ability to adhere to those rights at all times
### 9.5.05 State Legislative Mandates

The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.

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### Additional Information:

#### 9.5.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 9.5.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate ability to continuously educate him/herself on any new/revised state legislative mandates
- Explains any new/revised state legislative mandates
9.5.06 Marsy's Law

The trainee shall review and explain the requirements of the Victims' Bill of Rights Act of 2008 (Marsy's Law) and review the Marsy's Card.

**Reference(s):** California Constitution, Article I, Section 28(b)

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**Additional Information:**

9.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

9.5.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be provided a supply of Marsy's Cards and educated on issuing requirements
- Trainee demonstrates understanding the Victim's Bill of Rights Act and when he/she is required to provide a citizen with a Marsy's Card

See next page for Attestation
Part 5 – Section 9: California Codes and Laws

ATTESTATION FOR SECTION 9

TO ENTER YOUR ELECTRONIC SIGNATURE:
• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ___________________________ Print Full Name: ___________________________

Trainee: ___________________________ Print Full Name: ___________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      − **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      − **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** *(POST Form 2-230)*
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

10.1 SEARCH CONCEPTS

10.1.01 Terminology
10.1.02 Circumstances Allowing Legally Authorized Searches
10.1.03 Items Which May Be Legally Searched
10.1.04 Limits of Searches
10.1.05 Exclusionary Rule

10.2 SEIZURE CONCEPTS

10.2.01 Lawful Evidence Seizure

10.3 WARRANTS

10.3.01 Obtaining Search and Arrest Warrants
10.3.02 Serving Search and Arrest Warrants
10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants
### SECTION 10  SEARCH AND SEIZURE

#### 10.1 SEARCH CONCEPTS

**10.1.01 Terminology**

The trainee shall review and explain the following terms relative to searches:

- A. Consent
- B. Scope of Searches
- C. Contemporaneous
- D. Probable Cause
- E. Instrumentalities of a crime
- F. Contraband
- G. Knock and Notice
- H. Container search doctrine

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10.1.01  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  

- N/A
10.1.01 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall explain the above listed terms relative to searches and demonstrate understanding of search authority and limitations.

10.1.02 Circumstances Allowing Legally Authorized Searches
The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:

A. Pat searches for weapons
B. Consent searches
C. Probable cause search
D. A search warrant
E. Plain sight
F. Incident to arrest
G. Exigent circumstances
H. Probation/parole search

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Additional Information:

10.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Search and Seizure
- GPD Policy - Custodial Searches
- GPD Policy - Crime and Disaster Scene Integrity

5.10 Search and Seizure
10.1.03  Items Which May Be Legally Searched
The trainee shall identify items for which an officer may legally search. These items shall minimally include:

A. Dangerous weapons
B. Fruits of the crime
C. Instruments of the crime
D. Contraband
E. Suspects
F. Additional victims

Reference(s):
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Received Instruction  Competency Demonstrated  How Demonstrated?  Remedial Training  How Remediated?

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Comments:

Additional Information:
10.1.03  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Search and Seizure

10.1.03  Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy.
10.1.04 Limits of Searches

The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:

A. Protective sweeps
B. Closed containers
C. Inventory searches

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10.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A

10.1.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate understanding of and explain the limits of searches when conducted with persons, vehicles, and buildings.
### 10.1.05 Exclusionary Rule

The trainee shall explain the "exclusionary rule" and its effect upon police action and procedures including:

- A. Court filings
- B. Prosecution of suspects

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### Additional Information:

**10.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- N/A

**10.1.05 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate understanding of the "exclusionary rule"
- Trainee shall explain how evidence seized through an unlawful search will be impermissible in a criminal trial
### 10.2 SEIZURE CONCEPTS

#### 10.2.01 Lawful Evidence Seizure

The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:

- A. Preventing a suspect from swallowing evidence
- B. Inducing a suspect to vomit
- C. Extracting blood evidence from a suspect
- D. Extracting fingerprint evidence from a suspect

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### Additional Information:

#### 10.2.01 Part A - Reference Agency Policies/Procedures, if applicable **(600 characters maximum)**

- GPD Policy - Use of Force
- GPD Policy - Biological Samples
- GPD Policy - Chemical Tests

#### 10.2.01 Part B - Agency Training Details **(field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified.
### 10.3 WARRANTS

#### 10.3.01 Obtaining Search and Arrest Warrants

The trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include:

- **A.** Probable cause necessity
- **B.** Allowable exclusions (including hot pursuit and emergency situations)
- **C.** Process for obtaining warrants during and after business hours

**Reference(s):**

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**10.3.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be instructed on local procedures for obtaining warrants during and after business hours, and demonstrate comprehension
- Trainee shall explain the laws and procedures for obtaining search and arrest warrants, to minimally include those listed above
### 10.3.02 Serving Search and Arrest Warrants

The trainee shall describe the process for serving search and arrest warrants, including:

- A. Hours of service for felony arrest warrants
- B. Hours of service for misdemeanor arrest warrants
- C. Hours of service for search warrants
- D. Knock and notice for search warrants, and exemptions to
- E. “Signing off” warrants/return

**Reference(s):**

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**How Demonstrated:**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Additional Information:**

#### 10.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

#### 10.3.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain authorized hours of service for both felony and misdemeanor arrest warrants. Shall also explain exemptions to, such as public place and subject already in custody for unrelated bookable charge
- Trainee shall explain knock and notice for search warrants, and exemptions to (i.e., exigent circumstances, officer safety)
10.3.03 Demonstrating Proper Procedures for Obtaining and Serving Warrants

Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s).

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Additional Information:

10.3.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Crime and Disaster Scene Integrity

10.3.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy.
- Trainee shall demonstrate procedure for serving arrest warrant to include: confirming warrant through GPD Communications, requesting a cover officer, etc.

See next page for Attestation
Part 5 – Section 10: Search and Seizure

ATTESTATION FOR SECTION 10

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist [POST Form 2-230]
      NOTE: Guides submitted without this form **will NOT be reviewed.**
   3) Your Department’s Policy & Procedure Manual

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
11.1 – 11.2 COMPETENCY REQUIREMENTS

Contents

11.1 Field Notes and Notebook
11.2 Report Writing Requirements
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (*Form 2-230*)
2) Your department's *Policy & Procedure Manual*
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

11.1 FIELD NOTES AND NOTEBOOK
   11.1.01 Necessity for Field Notes
   11.1.02 Discoverable Contents
   11.1.03 Types of Entries
   11.1.04 Recording Pertinent Information

11.2 REPORT WRITING REQUIREMENTS
   11.2.01 Flow of Completed Reports
   11.2.02 Report Depository
   11.2.03 Records Unit
   11.2.04 Records Unit
   11.2.05 Importance of Police Reports
   11.2.06 Components of a Well-Written Police Report
   11.2.07 Types of Report Forms
   11.2.08 “Cold” Crime Reports
   11.2.09 Preparing a Written Report
   11.2.10 Completing Reports Following an Arrest
## SECTION 11 REPORT WRITING

### 11.1 FIELD NOTES AND NOTEBOOK

#### 11.1.01 Necessity for Field Notes

The trainee shall explain the necessity for field notes. The explanation shall minimally include:

A. References for future investigation
B. References for future court appearance
C. Beat or area information

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**Comments (field will expand automatically)**

### Additional Information:

#### 11.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 11.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate understanding of the necessity for field notes.
11.1.02 Discoverable Contents

The trainee shall recognize that the contents of field notes are discoverable in a court proceeding.

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### Additional Information:

#### 11.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

#### 11.1.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate understanding that anything entered into his/her field notes is discoverable in a court proceeding
- Trainee shall acknowledge their understanding that their field notes shall remain professional and factual
11.1.03 Types of Entries
The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:

A. Date, day, time, and vehicle number
B. Name(s) of additional personnel and supervisor
C. Type of incident
D. Pertinent information
E. Names of suspects, victims, witnesses, and reporting persons

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Case # (if applicable)  Incident #

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Additional Information:

11.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A

11.1.03 Part B - Agency Training Details (field will expand automatically)
- Trainee shall identify all types of information that may/should be entered into his/her field notes. This information may include the above listed items
- Trainee shall demonstrate competency to create legible, thorough field notes
11.1.04 Recording Pertinent Information
Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.

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| Trainee: | | | |

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Additional Information:

11.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

11.1.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate thorough field note taking for an actual call for service incident
### 11.2 REPORT WRITING REQUIREMENTS

#### 11.2.01 Flow of Completed Reports

The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

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**FTO:**

- Trainee shall be instructed on the flow of completed reports.

**Trainee:**

- Comments *(field will expand automatically)*

**Additional Information:**

#### 11.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 11.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall be instructed on the flow of completed reports.
### 11.2.02 Report Depository

The trainee shall give the location of the report depository.

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### Additional Information:

#### 11.2.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

#### 11.2.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain their knowledge of the report submission process and where to access completed reports once approved
### 11.2.03 Records Unit

The trainee shall describe the function for the records unit in the reporting process.

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**Additional Information:**

**11.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**11.2.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate understanding of the Records Department functions and their involvement in the reporting process
- Trainee shall explain the resources available through the Records Department
11.2.04 **Investigative Units and the District Attorney’s Office**

The trainee shall describe the functions of the investigative unit(s) and the District Attorney’s Office in the reporting process.

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**Additional Information:**

11.2.04 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- N/A

11.2.04 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain when the investigative unit is utilized in the initial phase of the reporting process as well as the follow up phase
- Trainee shall explain the process for forwarding case reports to the District Attorney's Office for prosecution consideration
11.2.05 **Importance of Police Reports**

The trainee shall discuss the importance of police reports, including these uses:

- **A.** Recording facts into permanent record
- **B.** Providing coordination of follow-up activities
- **C.** Providing investigative leads
- **D.** Providing statistical data
- **E.** Providing a source for trainee evaluation
- **F.** Providing reference material

### Reference(s):

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### Additional Information:

**11.2.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Report Preparation

**11.2.05 Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the importance of police reports, including the above listed uses
11.2.06 Components of a Well-Written Police Report

The trainee shall explain the qualities of a well-written police report. These shall include:

A. Accuracy
B. Brevity
C. Completeness
D. Clarity
E. Legibility/Neatness
F. Objectivity
G. Grammatical and structural correctness
H. Timeliness
I. First person/active voice/past tense

Reference(s):
Case # (If applicable)
Incident #

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Additional Information:

11.2.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Report Preparation

11.2.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competent report writing skills to include the above listed requirements for acceptable reports
### 11.2.07 Types of Report Forms

The trainee shall identify the proper report forms to be utilized in given situations (e.g., Missing Persons, DUI, Found Property, etc.)

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### Additional Information:

**11.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**11.2.07 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate understanding of which forms are required for each report type
- Trainee shall demonstrate competency by completing each form thoroughly and legibly
- Trainee shall demonstrate understanding of where each form is to be submitted once completed (i.e., with report, separate to records department)
### 11.2.08 “Cold” Crime Reports
Following the completion of a preliminary investigation of a “cold” crime, the trainee shall record all pertinent information in correct format on the proper report form.

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**Additional Information:**

#### 11.2.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Report Preparation

#### 11.2.08 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency in a cold case investigation by recording all pertinent information in correct format on the proper report form
11.2.09 Preparing a Written Report

The trainee shall prepare a report that minimally includes:

A. Organizing facts in chronological order
B. Relating facts in appropriate sentence form
C. Correctly filling in all appropriate boxes
D. Properly establishing who, what, when, where, why, how, and how many
E. Properly establishing the elements of the crime(s), when appropriate

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- Field Perform
- Role Play
- Written Test
- Verbal Test

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Additional Information:

11.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Report Preparation

N/A

11.2.09 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency by preparing a complete report that covers the above listed topics.
### 11.2.10 Completing Reports Following an Arrest

Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:

- **A. Elements constituting the offense**
- **B. Complete documentation of reasonable/probably cause**
- **C. Complete description of all physical evidence, where it was found, and its disposition**
- **D. Complete listing of all suspects, including whether or not they are in custody**

#### Reference(s):

- Case #
- Incident #

#### Received Instruction

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#### Additional Information:

#### 11.2.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Report Preparation

#### 11.2.10 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to satisfactorily complete a police report following an arrest.

See next page for Attestation
Part 5 – Section 11: Report Writing

ATTESTATION FOR SECTION 11

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ___________________________  Print Full Name: ______________________________________

Trainee: ___________________________  Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. *(DO NOT change any other headers or footers or alter any other sections of the file.)*
   b. Below each table:
      - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval *(do not send printed copies):*
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** *(POST Form 2-230)*
      NOTE: Guides submitted without this form will **NOT be reviewed.**
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
## Section 12

**Control of Persons/Prisoners/Mentally Ill**

### 12.1 – 12.7 Competency Requirements

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<th>Contents</th>
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<td>12.1 Control/Searching of Persons</td>
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<tr>
<td>12.2 Handcuffing</td>
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<td>12.3 Legal Responsibilities and Requirements with Prisoners</td>
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<td>12.4 Transporting Prisoners</td>
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<td>12.5 Booking Prisoners</td>
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<td>12.6 People with Disabilities</td>
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<td>12.7 Mental Illness Cases</td>
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<td>List of Subtopics</td>
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<td>Instructions to Administrators</td>
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<td>Instructions to FTOs</td>
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**Note to Administrators**

In order for POST to review and approve your agency's *Field Training Guide*, you MUST submit the following electronic files:

1. The POST FTP Approval Checklist ([Form 2-230](#))
2. Your department's *Policy & Procedure Manual*
# LIST OF SUBTOPICS

## 12.1 CONTROL/SEARCHING OF PERSONS
- 12.1.01 Safety Tactics
- 12.1.02 Search Techniques
- 12.1.03 Searching the Opposite Sex

## 12.2 HANDCUFFING
- 12.2.01 Purpose of Handcuffing
- 12.2.02 Handcuffing/Restraint Device Principles
- 12.2.03 Agency Policy Regarding Handcuffing Prisoners
- 12.2.04 Handcuffing and Transporting Single or Multiple Suspects

## 12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS
- 12.3.01 Protecting Prisoners
- 12.3.02 Prisoner Provisions
- 12.3.03 Prisoner’s Right to Make Calls
- 12.3.04 Property Receipts
- 12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges
- 12.3.06 Willful Inhumanity or Oppression toward Prisoners

## 12.4 TRANSPORTING PRISONERS
- 12.4.01 Agency Policy
- 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle
- 12.4.03 Prior to Booking a Prisoner

## 12.5 BOOKING PRISONERS
- 12.5.01 Booking Juveniles
- 12.5.02 Jail Facility
- 12.5.03 Securing Weapons Prior to Entering Custody Facility
- 12.5.04 Booking Documents/Procedures
- 12.5.05 Booking Adult Prisoners
- 12.5.06 Other Types of Prisoners
- 12.5.07 Inmate Classification

## 12.6 PEOPLE WITH DISABILITIES
- 12.6.01 Americans with Disabilities Act (ADA)
- 12.6.02 Behavior Due to Disabilities
- 12.6.03 Dealing with Cognitive Impairment
- 12.6.04 Non-compliance as a Warning Sign
- 12.6.05 Standard Tactical Assessments and Safeguards

## 12.7 MENTAL ILLNESS CASES
- 12.7.01 State Law and Agency Policy
- 12.7.02 Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons
- 12.7.03 Mental Health Facility or Regional Center
- 12.7.04 72-Hour Hold
- 12.7.05 Required Procedures for WIC 5150
- 12.7.06 Alternative Methods
- 12.7.07 Required Documentation and/or Reports
- 12.7.08 Demonstrating Knowledge of Proper Procedure
- 12.7.09 Address Issues Related to Stigma
SECTION 12  CONTROL OF PERSONS/PRISONERS/MENTALLY ILL

CHECK ONE ONLY:  □ PHASE 1  □ PHASE 2  □ PHASE 3  □ PHASE 4  □ PHASE 5

Trainee:  
FTO:  

12.1  CONTROL/SEARCHING OF PERSONS

12.1.01  Safety Tactics

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

A.  Approach
B.  Cover position with vehicle(s) and person(s)
C.  Position of advantage
D.  What to watch out for
E.  Communications with cover officer/danger signals

Reference(s):

Case # (If applicable)  Incident #

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Additional Information:

12.1.01  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force
GPD Policy - Control Devices and Techniques
GPD Policy - Conducted Energy Device
GPD Policy - Mental Illness Commitments (de-escalation)
12.1.01 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate ability to safely and effectively control (verbally and physically) one or more suspects, applying all GPD trained officer safety tactics, including the above listed tactics
- Trainee shall explain the importance for having a cover officer when dealing with multiple subjects and any time a subject will be taken into custody

12.1.02 Search Techniques
The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:

A. Constant alertness, including keeping hands in view
B. Maintaining control and position of advantage
C. Standing, kneeling, and prone position searches
D. Safeguarding of weapons

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Additional Information:

12.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
GPD Policy - Search and Seizure
GPD Policy - Detentions and Photographing Detainees (Pat-Down Searches)
GPD Policy - Custodial Searches

5.12 Control of Persons/Prisoners/Mentally Ill
12.1.02 Part B - Agency Training Details (*field will expand automatically*)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate safe and effective search techniques for both male and female suspects, including:
  A. Constant alertness, including keeping hands in view - focusing on situational awareness and surroundings
  B. Maintaining control and position of advantage - focusing on proximity to suspect, verbal/physical control, and always formulating next move to maintain advantage and not be caught off guard
  C. Standing, kneeling, and prone position searches - demonstrates ability to search a suspect in all positions without jeopardizing the effectiveness of the search or his/her safety
  D. Safeguarding of weapons - demonstrates ability to search a suspect in all positions without presenting his/her weapons to the suspect or the surrounding public. Utilizes cover officer during search

12.1.03 Searching the Opposite Sex
The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.

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Additional Information:

12.1.03 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)
- GPD Policy - Search and Seizure
- GPD Policy - Custodial Searches
- GPD Policy - Portable Audio/Video Recorders (BWC) and Mobile Audio/Video (MAV) Recorders

5.12 Control of Persons/Prisoners/Mentally Ill
12.1.03 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall review and explain GPD policy regarding searching individuals of the opposite sex
- Trainee shall cover his/her obligation to make a reasonable effort to summon an officer of the same sex as the subject and if one is not available or it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
  A. Another officer or supervisor should witness the search
  B. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon
- Trainee shall demonstrate understanding that all searches shall be recorded via BWC

12.2 HANDCUFFING

12.2.01 Purpose of Handcuffing
The trainee shall identify the purposes of handcuffing. These shall minimally include the temporary restraint of a suspect to prevent:
A. Attack
B. Escape
C. Destruction or concealment of evidence or contraband

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<th>12.2.01 Part B - Agency Training Details (field will expand automatically)</th>
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<td>- Trainee shall demonstrate understanding of the purposes for handcuffing, to minimally include the temporary restraint of a suspect to prevent the above listed actions</td>
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<tr>
<td>- Trainee shall demonstrate the ability to put officer safety first when entering an encounter with any subject</td>
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### Handcuffing/Restraint Device Principles

The trainee shall discuss various handcuffing principles that should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include:

- A. Control of the suspect(s) and the handcuffs
- B. Proper positioning of the suspect’s hands, key outlets, and double locking mechanisms
- C. Reasonable degree of tightness
- D. Observation of restrained suspects
- E. Other approved restraints devices (e.g., flex cuffs, hobbles, etc.)
- F. Safe and controlled removal of handcuffs and other restraint devices

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5.12 Control of Persons/Prisoners/Mentally Ill

Additional Information:

12.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  □ N/A

12.2.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall discuss various handcuffing principals used to reasonably guarantee the temporary restraint and safety of a suspect
- Trainee shall demonstrate competency of GPD trained defensive tactics handcuffing techniques
- Trainee shall demonstrate understanding of the need to prevent injury to the suspect through proper handcuff/hand positioning, handcuff tightness and double locking mechanisms

12.2.03 Agency Policy Regarding Handcuffing Prisoners

The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.

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Additional Information:

12.2.03  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Temporary Custody of Juveniles

12.2.03  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how a suspect’s gender, age, mental or physical condition can affect how or if they are handcuffed
- Trainee shall demonstrate understanding that safety, whether the officer’s or suspect’s, should always come first

12.2.04  Handcuffing and Transporting Single or Multiple Suspects

The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single and multiple suspects away from an arrest scene.

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Additional Information:

12.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
- GPD Policy - Seat Belts
- GPD Policy - Custodial Searches
- GPD Policy - Prisoner Transportation

N/A

12.2.04 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate understanding of GPD policy and practice regarding handcuffing and transporting single or multiple suspects (keeping in mind he/she should always have a cover when detaining a suspect(s))
- Trainee shall physically demonstrate proper and safe handcuffing of single and multiple suspects as well as proper transporting. This should include:
  A. Officer Safety, position of advantage, keeping weapons away from suspect
  B. Assuring proper application of handcuffs, proper fit to prevent injury, and double locking the handcuffs
  C. Assuring suspect is properly seat belted into rear seat of patrol vehicle
  D. Always monitor suspect for medical need after they are taken into custody (especially if force was used)
  E. Recognizes the need to have two officers in vehicle when transporting more than one suspect outside GPD jurisdiction (i.e., County Jail)

12.3 LEGAL RESPONSIBILITIES AND REQUIREMENTS WITH PRISONERS

12.3.01 Protecting Prisoners
The trainee shall review and explain the legal responsibilities for protecting prisoners.

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Additional Information:

12.3.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
GPD Policy - Temporary Custody of Juveniles
GPD Policy - Seat Belts

12.3.01 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her legal responsibility for protecting prisoners, to include:
  A. Use of only enough force that is reasonably necessary to effect the arrest
  B. Proper application of handcuffs/restraints to prevent injury
  C. Monitoring prisoner for any medical needs while in custody
  D. Properly securing prisoner with vehicle seat belts prior to transport to ensure safety
  E. Properly search prisoner for contraband/weapons to prevent self inflicted injury or unnecessary use of force

12.3.02 Prisoner Provisions
The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.

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Additional Information:

12.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force (Medical Consideration)
GPD Policy - Prisoner Transportation
GPD Policy - Temporary Holding Facility (Title 15)

Additional Information:

12.3.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss his/her obligation to ensure his/her prisoner is provided shelter, food and medical care (explains understanding of these obligations)

12.3.03 Prisoner’s Right to Make Calls

The trainee shall review and explain prisoners’ rights to telephone calls.

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Additional Information:

12.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Temporary Holding Facility (Title 15)
GPD Policy - Temporary Custody of Juveniles (Advisements, Temporary Custody Requirements)
GPD Policy - Communications with Persons with Disabilities (TTY and Relay Services)
12.3.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies and policy attachment
- Trainee shall explain his/her prisoner’s rights to telephone calls to include:
  
  A. Adult prisoner telephone call rights, timeframe restrictions
  B. Juvenile prisoner telephone call rights, timeframe restrictions
  C. Child and dependent adult safety related telephone calls
  D. Persons with disabilities related telephone calls

12.3.04 Property Receipts

The trainee shall explain the requirements for issuing property receipts.

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Additional Information:

12.3.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Gun Violence Restraining Orders (Court-Ordered Firearms and Ammunition Surrenders)

GPD Policy - Property and Evidence

12.3.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain requirements for issuing property receipts and give examples of when he/she would be required to do so
12.3.05 Local Policy/Legal Aspects of Prisoners’ Rights and Privileges

The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.

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Additional Information:

12.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Temporary Holding Facility (Title 15)
- GPD Policy - Prison Rape Elimination

12.3.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies and attachment
- Trainee shall explain GPD policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody
12.3.06 Willful Inhumanity or Oppression toward Prisoners

The trainee shall identify the provisions pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.

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PART 5. POST FIELD TRAINING MODEL

5.12 Control of Persons/Prisoners/Mentally Ill

12.4 TRANSPORTING PRISONERS

12.4.01 Agency Policy

The trainee shall review and explain the agency’s policy regarding the transportation of prisoners. This explanation shall minimally include:

- A. Prisoners restrained with specialty devices (e.g., hobble, expectorant shields, etc.)
- B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners
- C. Juveniles with/without adults
- D. Females
- E. Use of seat belts
- F. Search of area where prisoner is to be placed prior to transportation
- G. Search of area where prisoner has been following transportation
- H. Proper positioning of officer(s) and prisoner(s) within the vehicle
- I. Close and constant observation of prisoner(s)

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Additional Information:

12.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Seatbelts
- GPD Policy - Prisoner Transportation
- GPD Policy - Temporary Custody of Juveniles
- GPD Policy - Mental Illness Commitments

12.4.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain GPD policy regarding the transportation of prisoners as it applies to the above listed subjects
### 12.4.02 Transport of Prisoner(s) in a Patrol Vehicle

Given situations in which prisoners must be transported in a patrol vehicle, the trainee shall safely place the handcuffed (if according to agency policy) prisoners into the vehicle and safely transport the prisoners to the predetermined destination.

#### Additional Information:

**12.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Use of Force
- GPD Policy - Seatbelts
- GPD Policy - Prisoner Transportation
- GPD Policy - Inter-agency Notifications

**12.4.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the process for safely handcuffing and transporting prisoners and physically demonstrate it in the field
12.4.03 Prior to Booking a Prisoner

The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.

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12.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  
GPD Policy - Prisoner Transportation

12.4.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her obligation to provide medical clearance prior to booking as it applies to GPD policy and moral obligation
12.5 BOOKING PRISONERS

12.5.01 Booking Juveniles

The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Miranda advisement
B. Right to phone calls
C. What notifications are required
D. Secure/non-secure detention of juveniles
E. Strip search of juveniles
F. Requirements pertaining to confinement of a child under 16 years of age with an adult accused or convicted of a crime
G. Custody alternatives

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Additional Information:

12.5.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Temporary Custody of Juveniles
GPD Policy - Custodial Searches (Strip Searches)

12.5.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to properly book a juvenile prisoner in conformance with GPD policy, legal codes, and minimum jail standards including the above listed procedures
12.5.02 Jail Facility
The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.

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**Additional Information:**

12.5.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Temporary Holding Facility

12.5.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding of the basic functions, layout, organization, and staffing of both the Gilroy Police Department Temporary Holding Facility (THF) and the Santa Clara County Jail
### 12.5.03 Securing Weapons Prior to Entering Custody Facility

The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.

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#### Additional Information:

**12.5.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**12.5.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall review and explain reasons and procedures for securing his/her weapon prior to entering any jail facility
- Trainee shall demonstrate the proper way to safely secure his/her weapons prior to entering any jail facility
12.5.04 Booking Documents/Procedures

The trainee shall demonstrate his/her ability to complete the proper procedure of booking an inmate into a facility, including:

A. Complete and accurate pre-booking form, receiving sheet, and/or probable cause declaration/statement to include charges and subsections
B. Confirm arrestee is adult versus juvenile
C. Valid court and/or warrant paperwork
D. Inmate is medically screened and has medical clearance and approval form
E. Physical condition as to injuries and/or current medical problems (delirium tremens, heart problems, etc.)

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Additional Information:

12.5.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Prisoner Transportation

12.5.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate competent completion of all arrest/pre-booking forms and work cohesively with jail staff to ensure all information is relayed accurately
- Trainee shall demonstrate proper care for prisoner to include:
  a) Ensuring age appropriateness for adult jail
  b) Confirm gender for appropriate housing
  c) Address ALL medical concerns

N/A
12.5.05 Booking Adult Prisoners

The trainee shall explain how to properly book adult prisoners in conformance with agency policy, legal codes, and minimum jail standards, including:

A. Alcoholics
B. Narcotic/Drug Users
C. Mentally Ill
D. Sex Offenders
E. Escape Risks
F. Non-conformists
G. Civil Bookings

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Additional Information:

12.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Mental Illness Commitments
- GPD Policy - Prisoner Transportation

12.5.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to properly book adult prisoners in conformance with GPD policy, legal codes, and minimum Gilroy Police Jail standards, including the above listed prisoner categories
- Trainee shall explain his/her understanding of the need to address the prisoner's personal conditions as well as protect other GPD prisoners from exposure to another prisoner's conditions
**12.5.06 Other Types of Prisoners**

The trainee shall identify other prisoners who may warrant special consideration, including:

- **A. Injured or sick**
- **B. Females (including pregnant females)**
- **C. Elderly**
- **D. Gang members or police informants**
- **E. Current or former peace officers, judges, etc.**
- **F. High-profile prisoners**
- **G. Any other prisoner(s) who may need specialized classification/housing needs**

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**12.5.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- N/A

**12.5.06 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall identify prisoner who may warrant special consideration, to minimally include the above listed categories
- Trainee shall explain how treatment would be different for each and how the booking/housing process might differ
### 12.5.07 Inmate Classification

The trainee shall explain the concept of inmate classification, to include:

- **A.** Sex
- **B.** Age
- **C.** Criminal sophistication
- **D.** Seriousness of offense
- **E.** Assaulitive behavior
- **F.** Medical disabilities
- **G.** Gang affiliation
- **H.** Overt sexual behavior

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**12.5.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

* N/A

**12.5.07 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain the concept of inmate classification, to include the above listed classifications
- Trainee shall explain why these classifications are important to the booking process and the safety of the prisoner and other jail prisoners
12.5.08  Legalities of Prisoner/Inmate Searches
The trainee shall review and explain the legalities of prisoner/inmate searches, including:

A. Search by same sex
B. Clothed search
C. Strip or skin search, including documentation

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Additional Information:

12.5.08  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Custodial Searches

12.5.08  Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the proper protocol for the above listed searches of prisoners
- Trainee shall physically demonstrate (if practical and within policy) the above searches of prisoners
### 12.5.09 Prisoner Release

The trainee will review and explain methods and procedures for releasing a prisoner.

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**Additional Information:**

#### 12.5.09 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Cite and Release Policy

#### 12.5.09 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain process for releasing prisoners in the field and from the Gilroy Police Department Jail
12.5.10 **Response to Jail Emergencies**

The trainee shall discuss his/her agency’s response, if any, to a jail emergency, including:

A. Fire
B. Earthquake
C. Civil disorder
D. Escape

**Reference(s):**

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**Additional Information:**

12.5.10 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Temporary Holding Facility (Title 15)

- N/A

12.5.10 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy and response procedure for a jail emergency, to include the above listed situations
### 12.6 PEOPLE WITH DISABILITIES

#### 12.6.01 Americans with Disabilities Act (ADA)

The trainee shall recognize that the ADA also covers people with developmental and mental impairments and impacts law enforcement as follows:

- **A.** Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis
- **B.** Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature
- **C.** Requires that the safety and civil rights of people with disabilities be protected during transport and while detained
- **D.** Requires officers to make accommodations for persons with disabilities, except where safety is compromised

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#### Additional Information:

- **12.6.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
  - GPD Policy - Communications with Persons with Disabilities
  - GPD Policy - Mental Illness Commitments

- **12.6.01 Part B - Agency Training Details (field will expand automatically)**
  - Trainee shall demonstrate comprehension of the above listed policies
  - Trainee shall explain how his/her enforcement actions are impacted by the Americans with Disability Act (ADA) and how GPD policy ensures compliance
12.6.02 Behavior Due to Disabilities

The trainee shall acknowledge that some disabilities (including intellectual disabilities, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.

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Additional Information:

12.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Communications with Persons with Disabilities

12.6.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding that some people with disabilities may unintentionally present what appears to be resistant or aggressive behavior. He/she shall explain different appropriate methods for communicating with such disabled subjects
### 12.6.03 Dealing with Cognitive Impairment

The trainee shall recognize and demonstrate effective communications for person with cognitive impairments to minimally include:

- **A.** Give one direction or ask one question at a time
- **B.** Allow the person to process what you have said and respond (10-15 seconds, then repeat)
- **C.** Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers)
- **D.** Repeat questions from a slightly different perspective, if necessary
- **E.** Avoid questions about time, complex sequences, or reasons for behavior
- **F.** Use concrete terms and ideas; avoid jargon or figures of speech

### Additional Information:

#### 12.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Communications with Persons with Disabilities

#### 12.6.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to properly deal / communicate with persons with cognitive impairments. Shall give explanation to minimally include the above listed techniques
12.6.04  Non-compliance as a Warning Sign

The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.

Additional Information:

12.6.04  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Communications with Persons with Disabilities

12.6.04  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding that mere non-compliance does not always translate to resistance when dealing with persons with disabilities
- Trainee shall demonstrate ability to recognize non-compliance as 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
12.6.05  Standard Tactical Assessments and Safeguards

Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:

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

1. Tone (Present a calm and firm demeanor/Maintain respect and dignity)
2. Atmosphere (Reduce distractions/Respect personal space)
3. Communication (Establish contact/Develop rapport)
4. Time (Slow down/Reassess)

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Additional Information:

12.6.05  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments

12.6.05  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of the importance to always maintain safety when dealing with a person in crisis
- Trainee shall explain and demonstrate standard tactical assessments and safeguards, including the above listed tactics
### 12.7 MENTAL ILLNESS CASES

#### 12.7.01 State Law and Agency Policy

The trainee shall review and explain state law and agency policy regarding mental illness cases.

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**Additional Information:**

#### 12.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Mental Illness Commitments
- GPD Policy - Communications with Persons with Disabilities

#### 12.7.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall review and explain state law and GPD policy regarding mental illness cases
- Trainee shall demonstrate ability to deal/communicate with persons with mental illness in a fair, compassionate, safe and effective way
Considerations When Handling or Dealing with Mentally Ill/Emotionally Disturbed Persons

The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include:

A. Ignoring verbal abuse
B. Avoiding excitement
C. Avoiding unnecessary deception
D. Requesting backup to minimize resistance
E. Requesting an ambulance prior to confronting subject, if necessary

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Additional Information:

12.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments
GPD Policy - Communications with Persons with Disabilities
GPD Policy - Property and Evidence (Release of Firearms and Weapons in Mental Illness Matters)

12.7.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons, to minimally include the above listed scenarios
- Trainee shall demonstrate competent ability to control his/her emotion and environment during encounters with mentally ill or emotionally disturbed persons to ensure safety of all involved
## 12.7.03 Mental Health Facility or Regional Center

The trainee shall identify the appropriate mental health facility or regional center within the agency’s jurisdiction to be used for evaluation, treatment, counseling, or referral.

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#### 12.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments

#### 12.7.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the process for Mental Health Commitments and his/her knowledge of the mental health facility utilized by the GPD
12.7.04 72-Hour Hold
The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code which an individual may be committed for a 72-hour hold. This includes:

A. Danger to himself/herself
B. Danger to others
C. Gravely disabled

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**Additional Information:**

12.7.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Mental Illness Commitments

12.7.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate complete comprehension of the above listed policy
- Trainee shall demonstrate understanding of Welfare & Institutions Code section 5150 and the minimum criteria which must be met to place an individual on a 72-hour hold
12.7.05 Required Procedures for WIC 5150

The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including:

A. The circumstance under which the person’s condition was called to their attention and the observation constituting probable cause for detention must be recorded on the Application for 72-Hour Detention for Evaluation and Treatment

B. Advisement of Miranda rights, as appropriate, when criminal action is involved

C. Reasonable precaution must be made to safeguard personal property in the possession of, or on the premises occupied by, the person

D. The person must be informed of the officer’s name and agency and the reason the person is being detained

E. If taken into custody at a residence, inform the person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family

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Additional Information:

12.7.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments

12.7.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Welfare & Institutions Code 5150, including the above listed procedures
12.7.06 **Alternative Methods**

The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:

A. Urgent medical attention
B. Arrest
C. Referral for mental health services
D. Referral to local developmental disabilities agency
E. No police action required

**Reference(s):**
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Incident #

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**Additional Information:***

12.7.06 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Mental Illness Commitments

12.7.06 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss alternate methods for dealing with persons with mental illness when they do not meet criteria for a 72-hour hold or do not volunteer for a hold
- Trainee shall discuss appropriate solutions to minimally include those listed above
12.7.07  Required Documentation and/or Reports

The trainee shall explain the required documentation and/or reports for detaining and placing mentally ill persons. This discussion shall minimally include:

A. Application for 72-Hour Detention for Evaluation and Treatment (Form MH 302)

B. Verbal admonishment and supplementary written documentation as specified in WIC 5150

C. Any additional agency-specific or mental health facility specific documentation or reports as may be required by agency policy, procedure, or Memorandum of Understanding

Reference(s):

- Case # (If applicable)
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Additional Information:

12.7.07  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

GPD Policy - Mental Illness Commitments

12.7.07  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate competency through accurate completion of required documentation during a (WIC 5150) mental illness commitment case
12.7.08 Demonstrating Knowledge of Proper Procedure

Given a scenario or an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.

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Additional Information:

12.7.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments
GPD Policy - Communications with Persons with Disabilities

12.7.08 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate competency by properly and safely completing an investigation involving a mentally ill or emotionally disturbed person. This investigation shall include taking all necessary precautions in dealing with the person, to include safely taking the person into custody (if necessary), assuring safe transportation of the person, and properly completing all necessary forms and reports.
12.7.09 Address Issues Related to Stigma

Given a series of scenarios or in conjunction with an actual incident involving a mentally ill or emotionally disturbed person, the trainee shall identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The training shall also address:

- Issues related to stigma
- Autism spectrum disorder
- Genetic disorders, including, but not limited to, Down syndrome
- Conflict resolution and deescalation techniques for potentially dangerous situations
- Alternatives to the use of force when interacting with potentially dangerous persons with mental illness or intellectual disabilities
- The perspective of individuals or families who have experiences with persons with mental illness, intellectual disability, and substance use disorders
- Involuntary holds
- Community and state resources available to serve persons with mental illness or intellectual disability, and how these resources can be best utilized by law enforcement

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12.7.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Mental Illness Commitments
GPD Policy - Communications with Persons with Disabilities
12.7.09 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall, either through scenario or actual incident, identify indicators of mental illness, intellectual disability, substance use disorders, neurological disorders, traumatic brain injury, post-traumatic stress disorder, and dementia. The trainee shall also address the above listed issues

See next page for Attestation
Part 5 – Section 12: Control of Persons/Prisoners/Mentally Ill

ATTESTATION FOR SECTION 12

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select "Sign" from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      – **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist (POST Form 2-230)
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department’s Policy & Procedure Manual

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
## Section 13

### Patrol Procedures

#### 13.1 - 13.28 Competency Requirements

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#### List of Subtopics
- Attestation
- Instructions to Administrators
- Instructions to FTOs

#### Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:
1) The POST FTP Approval Checklist ([Form 2-230](#))
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
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  13.1.02 Preventive Patrol Methods
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SECTION 13  PATROL PROCEDURES

CHECK ONE ONLY: □ PHASE 1  □ PHASE 2  □ PHASE 3  □ PHASE 4  □ PHASE 5

Trainee: ____________________________________________  FTO: ____________________________________________

13.1  POLICE PATROL TECHNIQUES

13.1.01  Types of Police Patrol

The trainee shall explain the principle types of police patrol (preventive, directed enforcement, etc.) and their respective impacts on community relations.

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Additional Information:

13.1.01  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Patrol Function
- GPD Policy - Traffic Function and Responsibility

13.1.01  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the principal types of police patrol to include preventative (proactive), directed enforcement, etc., and their respective impacts on community relations specific to the City of Gilroy
13.1.02 Preventive Patrol Methods
The trainee shall review and explain basic preventive patrol methods utilized by an officer:

A. Frequent checks and contacts with business premises
B. Frequent checks of suspicious persons
C. Fluctuating patrol patterns
D. Maintenance of visibility and personal contact
E. Daily individual patrol and community action plan

Reference(s):

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Additional Information:

13.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Patrol Function
GPD Policy - Traffic Function and Responsibility

13.1.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain basic preventive patrol methods which would allow him/her to best serve the City of Gilroy (keeping focus on GPD Vision and Values), including the above listed methods
### 13.1.03 Foot Patrol and Bicycle Patrol

The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:

- A. Increased personal contact between police and citizens
- B. Increased observation ability
- C. Increased ability to gather information

#### Additional Information:

- **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

  GPD Policy - Bicycle Patrol Unit

- **Part B - Agency Training Details (field will expand automatically)**

  - Trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, and how each can help accomplish our patrol mission (minimally include the above listed advantages)
13.1.04  Motorized Patrol

The trainee shall discuss the advantage(s) of motorized patrol, including:

A. Increased speed and mobility
B. Increased visibility
C. Availability of additional equipment
D. Increased transportation capability
E. Decreased response time
F. Communications

Reference(s): Case # (If applicable) Incident #

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Additional Information:

13.1.04  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Patrol Function

13.1.04  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the advantage(s) of motorized patrol, including the above list. Trainee shall also discuss the disadvantages of motorized patrol within the City of Gilroy to include: downtown, special events, etc.
### 13.1.05 Positive Daily Contacts

The trainee shall explain the importance of positive daily personal contact with citizens.

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#### Additional Information:

**13.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Patrol Function

**13.1.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the importance of positive daily proactive contacts with the public, to include: developing relationships, trust, and community cooperation, etc.
### OBSERVATION SKILLS

#### 13.2.01 Perception Skills
The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.

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#### Additional Information:

**13.2.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Patrol Function

**13.2.01 Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify methods that can help him/her improve his/her perception skills
- Trainee shall demonstrate ability to describe in detail scene activity, subject and vehicle descriptions with acceptable accuracy
### 13.3 PREVENTING AND DETECTING CRIME

#### 13.3.01 Crime Prevention Techniques

The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer’s capabilities in preventing and detecting crime.

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#### Additional Information:

- **13.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

  GPD Policy - Patrol Function

- **13.3.01 Part B - Agency Training Details (field will expand automatically)**

  - Trainee shall demonstrate comprehension of the above listed policy
  - Trainee shall explain and demonstrate techniques and procedures that improve his/her capabilities in preventing and detecting crime, to include:
    - Familiarity with hot spots and regular offenders within his/her patrol beat
    - Develop rapport with, and cooperation from citizens within his/her patrol beat
    - Proactive approach to patrol, including consistent contacts with suspicious subjects and addressing suspicious circumstances before they develop into actual crimes
    - Thorough investigations, including probation/parole/consent searches, warrant checks, and enforcement action
    - Including the public in the investigation process (when practical). This opens doors to more information, personal video surveillance system evidence and gains public trust and cooperation
13.3.02  Becoming Familiar with the Community

The trainee shall identify factors to consider in becoming familiar with the community, including:

A. General population information
B. Appropriate geographic information
C. Recent criminal activity
D. Specific factors that may influence patrol functions (e.g., location of emergency hospitals, high-activity areas, community activities and events, etc.)

Reference(s):

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Additional Information:

13.3.02  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Patrol Function

13.3.02  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate he/she is familiar with his/her community and identifies factors to consider in becoming more familiar it, to minimally include the above listed factors
### 13.3.03 Preparing for a Patrol Shift

The trainee shall explain and demonstrate how to prepare for a patrol shift, including:

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**Additional Information:**

#### 13.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Fitness for Duty; GPD Policy - Personal Appearance Standards
- GPD Policy - Uniform Regulations
- GPD Policy - Body Armor
- GPD Policy - Department Owned and Personal Property; GPD Policy - Vehicle Maintenance

#### 13.3.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed polices
- Trainee shall demonstrate the ability to prepare him/herself for a patrol shift as it relates to appearance, uniforms and equipment
- Trainee shall demonstrate the ability to, and explain the importance of, preparing him/herself mentally, emotionally and physically for a patrol shift
- Trainee shall explain their understanding of how a healthy lifestyle contributes to a safer and more productive work environment and vice versa
### 13.3.04 Frequent Checks

The trainee shall identify those locations and/or situations that exist in a “patrol area” that warrant frequent checks.

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### Additional Information:

#### 13.3.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Crime Analysis

#### 13.3.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain how Crime Analysis can help him/her identify locations and/or situations that exist in a "patrol area" that warrant frequent checks
- Trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks
### 13.3.05 Night Patrol

The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for, including:

- A. Broken glass
- B. Open doors and windows
- C. Pry marks
- D. Suspicious vehicles
- E. Persons on foot
- F. Differences in normal lighting (on or off)
- G. Unusual sounds
- H. Access to rooftop or upper floors

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#### Additional Information:

##### Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Patrol Function

##### Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain differences between daytime and nighttime patrol observations/techniques
- Trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for (taking into account businesses are closed/vacant and residents are generally sleeping), minimally including the above list
### 13.3.06 Determining If a Parked Vehicle Has Been Recently Operated

The trainee shall identify ways to determine if a parked vehicle has been recently operated.

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**13.3.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**13.3.06 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall identify ways to determine if a parked vehicle has (or has not) been recently operated, to minimally include:
  a. Physically feeling the vehicle hood for engine heat
  b. Visually inspect vehicle for debris build-up (i.e., cobwebs on tires, etc)
  c. Visually inspect for environmental indicators such as rain water around vehicle but not underneath (could indicate vehicle had been parked extended time)
  d. Visually clear interior for occupants or subject in control of vehicle
  e. Canvass for witnesses of vehicle operation or contact owner
13.3.07 Conducting Surveillance

The trainee shall describe and/or demonstrate how to conduct surveillance, including:

A. Invisible deployment
B. Radio security
C. Use of surveillance/vision devices

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Additional Information:

13.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

13.3.07 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate how to conduct surveillance, including the above listed techniques
- Trainee shall explain the different techniques such as: plain clothes surveillance, unmarked vehicles, position of concealment, refraining from transmitting sensitive information over radio (could be intercepted), use of binoculars, video/audio recording devices, etc.
### 13.3.08 Locating Vehicle Identification Numbers

The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e. autos, trucks, trailers, motorcycles, recreation vehicles, and motor homes).

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   - N/A

2. **Part B - Agency Training Details** *(field will expand automatically)*
   - Trainee shall demonstrate he/she is familiar with the general locations of vehicle identification numbers (VIN) on various vehicles. This should minimally include:
     a. Autos: driver side dash, driver door jamb
     b. Commercial Trucks: driver side dash, driver door jamb
     c. Motorcycles: right side of steering head
     d. Motor Homes: driver side dash, driver door jamb (or entry door if no driver door exists)
### 13.4 ADDITIONAL PATROL SAFETY

#### 13.4.01 Plain Clothes Officers

The trainee shall explain and/or demonstrate how to react when encountering plain-clothes officers in the field, including:

A. Not displaying any recognition of the plain-clothes officer until he/she acknowledges his/her presence
B. In the absence of his/her self-acknowledgement, reaction to him/her should be identical to any other citizen

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### Additional Information:

#### 13.4.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Off-Duty Law Enforcement Actions (Other Considerations)

#### 13.4.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain how he/she is to react when encountering plain-clothes officers in the field
- Trainee shall demonstrate understanding of why he/she should not contact or acknowledge any plain-clothes officer in the field unless acknowledged by the officer first, to minimally include:
  a. Jeopardizing mission/investigation
  b. Jeopardizing plain-clothes officer’s safety
13.4.02 Plain-Clothes and Off-Duty Arrests

The trainee shall explain and/or demonstrate how to respond to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.

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### Additional Information:

**Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Off-Duty Law Enforcement Actions

**Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the "Intervention Procedure" section of this GPD policy which reads, "If involvement is reasonably necessary the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The dispatcher should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible. Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Gilroy Police Department officer until acknowledged. Official identification should also be displayed."
- Trainee should demonstrate understanding that no weapons should be displayed on arrival of uniformed officers unless necessary to hold a violent offender at bay. If his/her weapon is drawn, he/she should loudly and repeatedly identify him/herself as a Gilroy Police Department officer until acknowledged and display official identification (preferably his/her badge).
### 13.4.03 Hazards of Silhouetting

The trainee shall explain and/or demonstrate ways to avoid the hazards of “silhouetting.”

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<th>Reference(s):</th>
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<th>FTO:</th>
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**Additional Information:**

#### 13.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

#### 13.4.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain the potential safety risks of "silhouetting" his/her partners
- Trainee shall explain and demonstrate ways to avoid the hazards of "silhouetting" to minimally include:
  a. Filtering light by covering flashlight with hand
  b. Directing light beam away from partner
  c. Only activating flashlight once needed
13.4.04 Telltale Noises
The trainee shall explain and/or demonstrate how to avoid making telltale “police noises” such as:

A. Vehicle noises
B. Radio noises
C. Keys and whistle noises

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Additional Information:

13.4.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) √ N/A

13.4.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain and demonstrate how to avoid making telltale "police noises" such as:
  a. Vehicle noises - Shutting doors softly, accelerating slowly
  b. Radio noises - Lowing vehicle radio speaker volume on approach to calls, utilizing radio earpieces vs. audible speaker
  c. Key and whistle noises - Refrain from wearing loose keys on belt, check pockets for loose loud items (keys, change, etc.)
### 13.4.05 Keeping Subject’s Hands in View

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

#### Additional Information:

13.4.05 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- N/A

13.4.05 **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate understanding of why it is important to always keep a subject’s hands in view, to minimally include:
  a. Minimizes subject’s access to weapons
  b. Allows visual of contents of subject’s hands, i.e., weapons or contraband
  c. Allows him/her to predict subject’s movements more easily
13.4.06 Initiating Foot Pursuits
The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.

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Additional Information:

13.4.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

GPD Policy - Officer Response to Calls
GPD Policy - Obtaining Air Support
13.4.06  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding of and explain safe and effective tactics for initiating a foot pursuit of a fleeing suspect, to minimally include:
  a. Balance test...crime committed/need for immediate capture versus risk to safety of officer, public and suspect
  b. Consider his/her physical condition, knowledge of area, and condition of radio equipment and ability to maintain communication with Gilroy Communications
  c. Consider surveillance and containment as a safer alternative to initiating a foot pursuit, including:
     1. Containment of area
     2. Saturation of the area with Law Enforcement personnel, including assistance from other agencies
     3. A canine search
     4. Thermal imaging or other sensing technology
     5. Air support
     6. Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for a later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit

13.4.07  Mutual Aid and Jurisdiction

The trainee shall review and explain department policies on mutual aid and jurisdiction, including:

A. Use of official vehicles outside the agency’s jurisdiction
B. Responding to calls for assistance outside the agency’s jurisdiction
C. Assisting other agencies with arrests within agency jurisdiction

Reference(s):

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Comments *(field will expand automatically)*
Additional Information:

13.4.07  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Outside Agency Assistance
GPD Policy - Law Enforcement Authority

13.4.07  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate understanding of GPD jurisdiction and GPD outside agency assistance, to include:
  a. Use of official vehicles outside GPD jurisdiction: outside agency assistance, initiated activity, court, jail transport
  b. Responding to calls for assistance outside GPD jurisdiction: supervisor approval
  c. Assisting other agencies with arrests within GPD jurisdiction: with approval, assist until sufficient outside agency personnel are on scene

13.5  PEDESTRIAN STOPS

13.5.01  Consensual Encounters and Reasonable Suspicion

The trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain. The trainee will also explain, demonstrate, or otherwise give examples of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made.

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Comments (field will expand automatically)
13.5.01  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees

13.5.01  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the concepts of a consensual encounter and reasonable suspicion to stop and detain:
  a. Consensual Encounter - Occurs when an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary
  b. Reasonable Suspicion - Occurs when, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity
- Trainee shall demonstrate understanding of how a consensual encounter or reasonable suspicion can be elevated to probable cause, allowing for an arrest to be made, to minimally include:
  a. Positive identification of detainee/consensual encounter as subject who committed a crime
  b. Discovery of evidence during contact creating probable cause to believe the subject has committed a crime
  c. Admission of involvement in, or commission of, a crime by the detainee or consensual encounter
### 13.5.02 Lawful Pedestrian Stop

The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:

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

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#### How Demonstrated?

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#### Additional Information:

13.5.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees
13.5.02 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the circumstances for making a lawful pedestrian stop, to minimally include the above listed circumstances
- Trainee shall discuss taking the following into consideration when determining to make a pedestrian stop:
  a. The appearance or demeanor of an individual suggests that he/she is part of a criminal enterprise or is engaged in a criminal act
  b. The actions of the suspect suggest that he/she is engaged in a criminal activity
  c. The hour of the day or night is inappropriate for the suspect's presence in the area
  d. The suspect's presence in the particular area is suspicious
  e. The suspect is carrying a suspicious object
  f. The suspect's clothing bulges in a manner that suggests he/she is carrying a weapon
  g. The suspect is located in proximate time and place to an alleged crime
  h. The officer has knowledge of the suspect's prior criminal record or involvement in criminal activity
- Trainee shall demonstrate understanding that he/she may initiate the stop of a person when there is articulable, reasonable suspicion to do so. And that, a person should not be detained longer than is reasonably necessary to resolve his/her suspicions.

13.5.03 Tactical Variables
The trainee shall identify and discuss tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:
A. Whether or not to stop the person
B. When and where to stop the person
C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)

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### Additional Information:

#### 13.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Detentions and Photographing Detainees

#### 13.5.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss tactical variables to consider when encountering a person on foot. Trainee shall elaborate on the above list to include:
  - a. Determine quickly if stop is to be consensual or if reasonable suspicion/probable cause exists to detain
  - b. Determine quickly if additional units will be needed to safely stop/contact this subject (keep in mind a consensual encounter would likely become a detention with additional units)
  - c. Project ahead to determine a safe location to stop the subject and whether it is best to wait for cover or initiate the stop alone
  - d. Determine if situation and surroundings dictate a quick approach in his/her vehicle or stealthy approach on foot

#### 13.5.04 Positions When Interviewing Suspicious Person(s)

The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.

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### Additional Information:

#### 13.5.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

#### 13.5.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain the importance of having a cover officer when contacting suspicious subjects
- Trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack, to minimally include:
  a. "One officer/one subject" - Bladed stance, weapon away, allowing enough space cushion to react
  b. "One officer/two subjects" - Bladed stance, weapon away, having both subjects stand or sit next to each other so he/she can focus on both simultaneously, allowing enough space cushion to react
  c. "Two officers/one subject" - Contact officer: Bladed stance, weapon away, allowing enough space cushion to react / Cover officer: Observes subject and surroundings from the side or behind of subject
  d. "Two officers/two subjects" - Having both subjects stand or sit next to each other, both officers stand facing the subjects at a forty-five degree with bladed stances, weapons away forming a triangle

#### 13.5.05 Field Interview Form

The trainee shall properly and legibly complete the field interview (FI) report form.

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**Trainee:**

Comments *(field will expand automatically)*
### Additional Information:

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<th>Part A - Reference Agency Policies/Procedures, if applicable <em>(600 characters maximum)</em></th>
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<td>GPD Policy - Bias-Based Policing (Reason for contact)</td>
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<th>13.5.05</th>
<th>Part B - Agency Training Details <em>(field will expand automatically)</em></th>
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<td>Trainee shall demonstrate comprehension of the above listed policy</td>
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<td>Trainee shall explain the need to complete a field interview card after field contacts, to minimally include:</td>
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<td>a. To record date, time, location, vehicles and information of subjects contacted should reports of related crimes be reported at a later time</td>
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<td>b. To record subject/vehicle information should their identity be needed for a separate investigation</td>
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<td>c. To record subjects as associated with known criminals or gang members</td>
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<td>d. To record history of number of contacts or calls for service with subjects or locations</td>
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<td>Trainee shall demonstrate he/she can properly and legibly complete a field interview card</td>
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### Use of CLETS (California Law Enforcement Telecommunications System)

The trainee shall explain the role and use of the CLETS in determining a person’s wanted status.

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### 13.5.06 Part A - Reference Agency Policies/Procedures, if applicable

**600 characters maximum**

N/A

### 13.5.06 Part B - Agency Training Details

- Trainee shall be certified to access CLETS
- Trainee shall explain the role and use of CLETS in determining a person's wanted status
- Trainee shall explain and demonstrate the process for requesting a subject's wanted status through Gilroy Communications

### 13.5.07 Approach and Disposition

Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient cause, safely and effectively approach, contact, interview the person(s), and complete a field interview (FI) report or make any other proper disposition.

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**How Demonstrated?**

- Field Perform
- Role Play
- Written Test
- Verbal Test

**Remedial Training**

- When completed, print full name
- Date

**How Remediated?**

- Field Perform
- Role Play
- Written Test
- Verbal Test

Comments (field will expand automatically)
### 13.5.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

[Field will expand automatically]

- N/A

### 13.5.07 Part B - Agency Training Details (field will expand automatically)

- Trainee shall perform an actual pedestrian stop
- Trainee shall assess sufficient cause, communicate actions to Gilroy Communications, safely and effectively approach, contact, interview the person(s), and complete a field interview card
- Trainee shall provide a proper disposition

### 13.6 SEARCHING PERSONS

#### 13.6.01 Degrees of Searches of Persons

The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:

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<thead>
<tr>
<th>A. Visual/cursory search</th>
<th>D. Strip search</th>
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<tr>
<td>B. Pat-down search</td>
<td>E. Body cavity search</td>
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<td>C. Field search (standing, kneeling, prone)</td>
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**FTO:**

**Trainee:**

Comments (field will expand automatically)
13.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees
GPD Policy - Search and Seizure
GPD Policy - Custodial Searches

13.6.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify, explain and demonstrate the basic degrees of searches of person(s). These shall minimally include:
  a. Visual/cursory search - Visual inspection of subject’s hands and clothing for weapons/contraband. Cursory search is a very brief search for weapons (even more abbreviated than a pat-down)
  b. Pat-down search - A non invasive, outside the clothing search for weapons. There is to be no manipulation of the clothing and no entry into pockets, waistband, etc.
  c. Field search (standing, kneeling, prone) - Field search positions vary dependent on the circumstances. He/she may search a cooperative subject standing, while he/she may search an uncooperative subject (or one suspected of having weapons) in a kneeling or prone position. He/she needs to evaluate the circumstances and determine which search position is best suited for that given situation.
  d. Strip search - All strip searches require Watch Commander authorization, prisoner must be suspected of concealing weapons or contraband, officers involved must be of same gender as prisoner, and the search must be visual only.
  e. Body cavity search - All body cavity searches require Watch Commander approval and a search warrant. Only a physician, nurse practitioner, registered nurse, licensed vocational nurse or Emergency Medical Technician Level II licensed to practice in California may conduct a physical body cavity search.
- Trainee shall demonstrate understanding that, whenever practicable, subjects should be searched by an officer of the same gender
13.6.02 Principles of Searches of Persons

The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:

A. Constant alertness
B. Maintain control and position of advantage (contact and cover)
C. Thoroughness of the search
D. Safeguarding weapons

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Additional Information:

13.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

- GPD Policy - Detentions and Photographing Detainees
- GPD Policy - Search and Seizure
- GPD Policy - Custodial Searches

13.6.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the common principles of the search of an individual. These principles shall minimally include:
  a. Constant alertness - Shall display constant alertness to suspect's movements as well as his/her surroundings (i.e., suspect's associates, agitated bystanders, vehicular traffic, etc.)
  b. Maintain control and position of advantage - Maintain control of suspect through verbal commands and physical control holds. Maintain a position of advantage during search, and always have a cover officer maintain observations for safety
  c. Thoroughness of the search - Always follow the same process for a search (whether standing, kneeling or prone) in a grid formation. Take your time and search each section of the grid thoroughly as trained during GPD Defensive Tactics
  d. Safeguarding weapons - Always make safety priority when searching a suspect. Ensure all weapons are safeguarded from the suspect's reach or access by taking a position of advantage and not rushing the search
### 13.6.03 Weapons and Contraband Concealment

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

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### Additional Information:

#### 13.6.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Detentions and Photographing Detainees
- GPD Policy - Search and Seizure
- GPD Policy - Custodial Searches

#### 13.6.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify those places on the person of both males and females where dangerous weapons or contraband may be concealed, to minimally include:
  a. Males - Concealed in pockets, waistband, hat band, mouth, under genitalia, concealed between buttocks or in rectum
  b. Females - Concealed in pockets, waistband, hat band, mouth, under breasts, inside genitalia, concealed between buttocks or in rectum
### 13.6.04 Legal Pat-Down Search
The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).

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#### 13.6.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees

#### 13.6.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s), demonstrating trained tactics and following GPD protocol of having a cover officer (other than FTO) present
### 13.6.05 Field Search

The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).

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### Additional Information:

#### 13.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Detentions and Photographing Detainees
- GPD Policy - Search and Seizure

#### 13.6.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall safely and effectively conduct a field search of one or more suspect(s) in each search position (standing, kneeling, and prone), demonstrating trained tactics and following GPD protocol of having a cover officer (other than FTO) present
13.6.06 Backup Officer Responsibilities

The trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include:

A. Protecting the searching officer from outside interference and from those subjects being searched
B. Assisting in control of the person(s) being searched, as needed
C. Continuous observation of the person(s) being searched

### Additional Information:

- Trainee shall explain the need for GPD officers to work as a team, be alert to other officer's radio traffic, respond as needed to cover each other
- Trainee shall explain the responsibilities of the backup officer during the search of one or more persons. The responsibilities should minimally include the above list
### 13.6.07 Serve as Backup Officer

The trainee shall safely and effectively serve as a backup officer while another officer conducts a search of one or more subjects.

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### Additional Information:

#### 13.6.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

#### 13.6.07 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate his/her understanding of the role of a backup officer by safely and effectively covering his/her partner while they conduct a search of one or more subjects
### 13.7 VEHICLE STOPS

#### 13.7.01 Types of Vehicle Stops

The trainee shall explain the various types of vehicle stops to minimally include:

- **A. Traffic violations**
- **B. Investigative**
- **C. High-risk**

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### Additional Information:

#### 13.7.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

**N/A**

#### 13.7.01 Part B - Agency Training Details *(field will expand automatically)*

- The trainee shall explain the various types of vehicle stops to minimally include:
  
  - **a. Traffic violations** - A violation of the Ca. Vehicle Code has been observed by him/her or another officer
  
  - **b. Investigative** - Reasonable suspicion exists to believe the vehicle's occupant(s) may have been involved in criminal activity
  
  - **c. High-risk** - Probable cause exists to believe the vehicle's occupant(s) have committed a violent (or potentially violent) crime. Requires higher level of enforcement and carries higher level of risk

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### 13.7.02 Vehicle Stop Locations

The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.

A. Traffic hazards  
B. Escape routes  
C. Number of people present  
D. Lighting conditions  
E. Proper position of primary and backup units

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13.7.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall identify and discuss major elements to be considered when selecting the proper location for a vehicle stop, to minimally include:

  a. **Traffic hazards** - Be mindful of traffic hazards that can endanger you (while out of your vehicle), the violator (you are responsible for their safety while detained), and the public should the traffic stop escalate to a pursuit.

  b. **Escape routes** - Plan ahead when committing to a stop location. Look for a location that provides cover/concealment and accessible escape routes should the stop escalate to a life-threatening scenario.

  c. **Number of people present** - When looking for a safe stop location, try to avoid locations with heavy pedestrian traffic. Although unavoidable at times, less pedestrian traffic allows him/her to focus more on the violator. He/she should always utilize backup officers if he/she is uncomfortable with the subjects around his/her traffic stop, or if there are multiple occupants in the violator vehicle.

  d. **Lighting conditions** - When looking for a safe stop location (generally during darkness), he/she should select an area which is well lit. This will not only allow him/her a greater visual of the violator vehicle and its occupants, but the surrounding area. It is important to be able to see your surroundings to prevent possible ambush.

  e. **Proper position of primary and backup units** - Planning vehicle position is extremely important for executing a safe traffic stop. The primary unit should allow a safe space cushion and be offset from the violator vehicle to allow better angle of view and cover should the stop escalate to a life-threatening scenario. Backup units should position behind the primary unit and offset (offset depends on the roadway conditions).

- In most cases, time is not a major factor. He/she should take his/her time to ensure a safe, well planned traffic stop.
13.7.03  Vehicle Information Prior to Stop
The trainee shall explain the advantages of recording the license number and description of the vehicle prior to the stop.

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**Additional Information:**

13.7.03  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

13.7.03  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall identify all information to be transmitted to Gilroy Communications prior to initiating a traffic enforcement stop, to minimally include:
  a. His/her call sign, intent to initiate a traffic enforcement stop, and the location of the intended stop
  
  b. The license plate number (and state if not California), make, model, color of violator vehicle, and number of occupants. Include any major unique identifier for the violator vehicle (i.e., black primered hood) in case the driver evades the stop and the vehicle needs to be identified at a later time

- Trainee shall perform a proper traffic enforcement stop and provide all pertinent information to Gilroy Communications prior to initiating the stop
13.7.04 Proper Distance and Position of Patrol Vehicle

The trainee shall demonstrate the proper distance to initiate the stop of another vehicle. The distance should be:

A. Not so great as to encourage an escape attempt
B. Not so close as to present a hazard
C. Enough to create a safety corridor (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s)

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**13.7.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A
### 13.7.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate understanding of the proper distance to initiate a traffic enforcement stop. The distance should be:

  a. **Not so great as to encourage an escape attempt** - Initiating a traffic stop from too far a distance can not only encourage a violator to attempt evasion, but it can also allow other traffic to interfere with the intended stop. Ensure the stop is initiated close enough so the violator knows the emergency lights are directed at them and to minimize the violator’s courage to evade.

  b. **Not so close as to present a hazard** - Ensure the stop is initiated far enough from the violator vehicle as to not present a hazard should the violator stop abruptly. Be mindful that drivers are not always aware the police are behind them and can react in unexpected ways when they finally see emergency lights or hear a siren.

  c. **Enough to create a safety corridor** (patrol vehicle offset left or right) for the safety of the officer(s) and vehicle occupant(s) - Always have an escape route, whether back to your patrol vehicle or out of the scene. There should be enough space between the front of your vehicle and the back of the violator vehicle to allow time for you to react should the violator drive in reverse, or to retreat from the violator vehicle should the stop escalate to a life threatening scenario.
13.7.05  Gaining Driver’s Attention

The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:

A. Use of emergency lights
B. Use of siren
C. Use of horn
D. Use of headlights
E. Use of hand signal
F. Use of public address (PA) system
G. Proper use of spotlight to include:
   1. Not blinding the driver while vehicle is moving
   2. Illuminating the interior of the stopped vehicle
   3. Focusing on rear and side mirrors to blind the occupants of the officer’s approach

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Additional Information:

13.7.05  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A
13.7.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall identify techniques for gaining the attention of the driver when making a traffic enforcement stop, to minimally include:

  a. Use of emergency lights - A solid forward facing red light is the minimum requirement for a traffic enforcement stop, however, if the violator does not respond the full "code-3" lights can be activated to get their attention. It is recommended that all traffic enforcement stops are initiated with full "code-3" lights and then reduced once the driver acknowledges the stop.

  b. Use of siren - The use of a siren is not only for code-3 operation, the siren can be utilized to get the attention of a driver not responding to emergency lighting. Once the driver has acknowledged the stop the siren should be deactivated.

  c. Use of horn - Although the vehicle horn can be used to get the attention of a driver, this can create other issues. Because every other vehicle on the roadway is equipped with a standard horn, the distracted driver may not realize the alert is coming from a police vehicle. Instead, he/she should utilize the air-horn installed in the patrol vehicle. This horn is unique and easily related to the police.

  d. Use of headlights - Headlights will generally be a combined function of emergency lighting activation however, when utilizing the solid forward facing red light only he/she can flash headlights to gain attention of the driver. The use of headlights is generally not the most effective way to get the attention of a driver when making a traffic stop.

  e. Use of hand signal - When drivers are unsure of what they are being directed to do, he/she can use hand signals out the driver window to direct the driver to pull over, pull further ahead, stop, etc.

  f. Use of public address (PA) system - The PA system can be used to verbally/loudly direct the driver to pull over, pull further ahead, stop, etc.

  g. Proper use of spotlight as listed above.
### 13.7.06 Hazards of Vehicle Stops

The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally include:

A. Location of the stop
B. Reason for the stop
C. Officer’s approach
D. Position the officer takes
E. Contact with the violator
F. Visibility

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**Additional Information:**

**13.7.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A
### 13.7.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall identify, in scenario and actual traffic stops, the inherent hazards involved when an officer conducts a vehicle stop, to minimally include:

  a. Location of the stop - Well lit, low pedestrian/vehicular traffic, avoid stopping in or in front of known problem areas/residences

  b. Reason for the stop - All traffic stops have potential to be dangerous, but stops for known violent offenses or substance influence carry greater risk and should be approached with great caution (additional units, plan for force options, escape route, etc.)

  c. Officer’s approach - His/her approach to the violator vehicle should be appropriate for the type of stop (i.e., passenger approach on freeway, calling occupants out of vehicle versus approaching, never crossing between vehicles unless retreating, etc.)

  d. Position the officer takes - Never stand square with the driver window or with weapon exposed to driver. Position slightly behind the driver window and force them to turn to speak with you. Once he/she is comfortable with his/her approach, he/she may re-position him/herself at the driver side mirror to get a better visual of the vehicle interior

  e. Contact with the violator - Every contact with a violator, regardless of the severity of violation, should be approached with the utmost caution and with safe tactics. EVERY CONTACT has the potential to evolve into a life threatening scenario. However, there must be a balance between complete survival mode and subtle officer safety tactics...always maintain professionalism and respect

  f. Visibility - Selection of a traffic stop location is critical. Choose a well lit area and utilize all illumination equipment to maximize officer safety and visibility
### 13.7.07 Observing Vehicle Occupants

The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:

A. Attack from suspects
B. Destruction or concealment of evidence
C. Escape of occupants

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- [ ] Role Play
- [ ] Written Test
- [ ] Verbal Test

**Remedial Training**

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**How Remediated?**

- [ ] Field Perform
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- [ ] Written Test
- [ ] Verbal Test

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**Additional Information:**

### 13.7.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A
### 13.7.07 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after a stop, to minimally include:

  a. **Attack from suspects** - Officers who focus solely on the primary violator (driver) and not the occupants open themselves up to the possibility of an ambush. Passengers can attack from within or exit the violator vehicle with weapons leaving him/her little time to react. Officer shall always utilize backup officers when number of passengers is greater than he/she can control.

  b. **Destruction or concealment of evidence** - Failure to control vehicle occupant's hands and movements can lead to unobserved destruction or concealment of evidence. Utilize backup officers to watch vehicles with multiple occupants.

  c. **Escape of occupants** - Failure to control vehicle occupant's movements while being focused on the primary violator (driver) can lead to the escape of occupants. Subjects know they are wanted or are in possession of contraband before you do. They must be controlled and monitored until no longer detained.

### 13.7.08 Directing Occupants During a Stop

The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.

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### Part 5: POST FIELD TRAINING MODEL

#### 5.13 Patrol Procedures Page

**Additional Information:**

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<td>- Trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop, to include:</td>
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<td>a. Advantages - Vehicle occupant's movements can generally be controlled and observed by directing them to remain inside the vehicle. When visibility is obstructed due to window tint or vehicle size/height, it can be advantageous to direct the occupants to exit the vehicle (or at least the driver). This allows complete visibility, control and separation from any weapons or contraband within the vehicle</td>
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<td>b. Disadvantages - Directing occupants to remain inside the vehicle limits visibility, requires approach to the vehicle, and allows the occupants to maintain access to weapons and contraband (if any) within the vehicle. Directing occupants to exit the vehicle adds the need for additional officers to be present</td>
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### 13.7.09 Approaching Vehicles Other than Automobiles

The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

- A. Motorcycles and bicycles
- B. Campers and vans
- C. Buses
- D. Trucks
- E. Tractor/Trailers

#### Additional Information:

**13.7.09 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

N/A
### 13.7.09 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain and safely demonstrate how to safely stop and approach vehicles other than automobiles such as:

  a. Motorcycles and bicycles - Offset to protect operator from traffic. Have operator remain on motorcycle/bicycle to maintain control and minimize ability to flee on foot

  b. Campers and vans - Attempt to stop in open area to avoid traffic hazard (due to large vehicle). On approach avoid passing directly in front of large covered windows. If needed, direct occupants out of the vehicle

  c. Buses - Make passenger side approach and have driver exit bus if visibility into is poor

  d. Trucks - Make passenger side approach and have driver exit truck due to height of vehicle and lack of visibility

### 13.7.10 Dealing with Violator Reactions

The trainee shall identify common violator reactions and shall discuss techniques for appropriately dealing with those reactions, which may include:

- A. Embarrassment
- B. Anger
- C. Fear
- D. Rationalization or excuse for violation
- E. Refusal to sign citation

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- Role Play
- Written Test
- Verbal Test

**Trainee:**

- Field Perform
- Role Play
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**Comments *(field will expand automatically)***
Additional Information:

13.7.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- Trainee shall recognize that violators react differently when contacted by law enforcement. He/she shall discuss techniques for appropriately dealing with those reactions, which may include:
  
  a. Embarrassment - Do not speak condescendingly or down on the person, rather educate the subject and explain the need for enforcement.
  
  b. Anger - Refrain from matching the subject's intensity and calmly educate them on the dangers of their violation.
  
  c. Fear - Attempt to build a rapport with the subject and calmly explain that the enforcement action is for their safety and the safety of the entire public.
  
  d. Rationalization or excuse for violation - Calmly educate the subject on the dangers of the observed violation and potential outcomes. Explain process for contesting citation in court.
  
  e. Refusal to sign citation - Calmly explain to the subject they have an obligation to sign the citation without admitting guilt. If they still refuse, explain your obligation to arrest. Do not explain this in a threatening manner. Always stay professional and call a supervisor if needed.

13.7.10 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall recognize that violators react differently when contacted by law enforcement. He/she shall discuss techniques for appropriately dealing with those reactions, which may include:
  
  a. Embarrassment - Do not speak condescendingly or down on the person, rather educate the subject and explain the need for enforcement.
  
  b. Anger - Refrain from matching the subject's intensity and calmly educate them on the dangers of their violation.
  
  c. Fear - Attempt to build a rapport with the subject and calmly explain that the enforcement action is for their safety and the safety of the entire public.
  
  d. Rationalization or excuse for violation - Calmly educate the subject on the dangers of the observed violation and potential outcomes. Explain process for contesting citation in court.
  
  e. Refusal to sign citation - Calmly explain to the subject they have an obligation to sign the citation without admitting guilt. If they still refuse, explain your obligation to arrest. Do not explain this in a threatening manner. Always stay professional and call a supervisor if needed.
### 13.7.11 Do Not Argue with Violator

The trainee shall explain why an officer should not argue with a violator.

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### Additional Information:

#### 13.7.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Standards of Conduct

#### 13.7.11 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain why he/she should never argue with a violator, to minimally include:
  a. Arguing will ALWAYS escalate the situation
  b. He/she will not be able to accomplish his/her goal of educating the violator and preventing further violations
  c. He/she opens herself up to service complaints and discipline
  d. Destroys trust with the violator and the observing public, and tarnishes the reputation of the Gilroy Police Department
13.7.12 Discretion during Traffic Stops

The trainee shall explain discretion during a car stop by giving examples of traffic situations where a warning may be more beneficial.

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Comments (field will expand automatically)

Additional Information:

### 13.7.12 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Traffic Function and Responsibility

### 13.7.12 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain discretion during a traffic stop AND give examples of traffic situations where a warning may be more beneficial, for example:
  
  a. Hardship would be greater than the lesson learned for the violator
  
  b. A verbal warning would have a greater impact on the violator (i.e., unaware they committed a violation)
### Procedure Advantages

The trainee shall explain the advantages of the following procedures:

- A. Obtaining the violator’s driver’s license, registration, and proof of insurance as soon as possible after making the stop
- B. Not accepting the violator’s wallet in response to a request for a driver’s license
- C. Checking the signature of the violator on the citation
- D. Issuing the proper copy of the citation to the violator

### Additional Information:

13.7.13 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

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- Field Perform
- Role Play
- Written Test
- Verbal Test

Comments *(field will expand automatically)*

N/A
13.7.13 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain the advantages of the following procedures:

  a. Obtaining the violator's driver's license, registration, and proof of insurance as soon as possible after making the stop - It is critical he/she obtains identification so he/she can record who they have contacted. Registration and insurance are also critical to confirm ownership, compliance, and information to complete citation in a timely manner.

  b. Not accepting the violator's wallet in response to a request for a driver's license - Accepting the violator's wallet can expose him/her, and the Gilroy Police Department as a whole, to unnecessary liability should the violator accuse him/her of theft from the wallet. This can also jeopardize his/her safety as he/she will have to focus on retrieving the documentation him/herself instead of the violator.

  c. Checking the signature of the violator on the citation - Checking the violator has signed the citation will confirm they have acknowledged responsibility for the citation and prevent having to complete a citation amendment.

  d. Issuing a proper copy of the citation to the violator - This ensures they receive the printed instructions on how to handle the citation as well as the ability to have a correctable citation signed off. This also prevents the need to complete a citation amendment.

13.7.14 Signature Is a Promise to Appear

The trainee shall recognize that the required signature of the violator on a citation is not an admission of guilt, but a promise to appear (PTA).

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Comments *(field will expand automatically)*
13.7.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  
N/A

13.7.14 Part B - Agency Training Details (field will expand automatically)
- Trainee shall recognize that the violator is required to sign an issued citation, but is not required to admit guilt. He/she shall recognize that the violator's signature is not an admission of guilt, but a promise to appear. He/she shall explain the process for handling a refusal to sign a citation.

13.7.15 Promoting a Positive Image
Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement.

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Additional Information:
13.7.15 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Standards of Conduct
### 13.7.15 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall express understanding that the first step in promoting a positive image of law enforcement is professionalism and courtesy
- Trainee shall demonstrate a safe and effective traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive image of law enforcement - issuing a citation does not automatically translate to a negative perception of law enforcement, it is up to the officer to promote a positive understanding of the violation and enforcement action

### 13.8 FELONY/HIGH-RISK VEHICLE STOPS

#### 13.8.01 Important Considerations

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

- **A. Seriousness of the crime(s)**
- **B. Availability of Backup**
- **C. Where to make the stop (location)**
- **D. Tactics to be used after making the stop**
- **E. Number of suspects involved**
- **F. Placement of subsequent units at the stop itself**
- **G. Placement of additional units away from the stop to control traffic and/or to provide additional safety for the stop**
- **H. Use of public address (PA) system**
- **I. Use of additional resources (K-9 units, air support, etc.)**

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**Comments *(field will expand automatically)***

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5.13 Patrol Procedures
### Additional Information:

#### 13.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 13.8.01 Part B - Agency Training Details *(field will expand automatically)*

- 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)** - Any violent or potentially violent crimes (felonies) should be handled with caution. A high-risk stop should be executed to minimize risk to officers and suspects.

  b. **Availability of backup** - When deciding whether to initiate a high-risk stop he/she should consider availability of backup officers. Typically two additional officers and a supervisor would be available however, circumstances such as jail transports, other in-progress calls for service, etc., could limit backup availability. He/she should consider additional resources such as requesting for outside agency assistance. He/she should never unnecessarily jeopardize his/her safety by initiating a high-risk stop without enough available resources or making a traditional traffic stop approach to a known violent offender.

  c. **Where to make the stop (location)** - When selecting a stop location for a high-risk stop, it is well lit, free of heavy pedestrian/vehicular traffic, and has enough space for responding backup unit vehicles.

  d. **Tactics to be used after making the stop** - Take immediate cover behind vehicle's ballistic door panels and hold the occupants of the vehicle at gunpoint. Utilize all lighting equipment, use spot lights to illuminate interior of vehicle and/or target rear/side mirrors to "blind" occupants. Use public address system to direct the occupants. Immediately assign roles to the incoming officers.

  e. **Number of suspects involved** - The number of suspects involved directly affects the number of units you request. Always make sure there are enough units to manage every function of the high-risk stop.
13.8.02 **Vehicle Positioning**

The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.

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**Additional Information:**

13.8.02 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

13.8.02 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall discuss (and demonstrate) the proper positioning of the police vehicle for a felony/high-risk vehicle stop as learned in the "High-Risk Stop" portion of Field Training Orientation
13.8.03 Ordering Suspect(s) from the Vehicle
The trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot.

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How Remediated?

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Comments (field will expand automatically)

Additional Information:

13.8.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) 
N/A

13.8.03 Part B - Agency Training Details (field will expand automatically)
- Trainee shall discuss the advantages of verbally ordering the suspect(s) from the vehicle prior to approaching on foot, to include:
  a. Controlling one subject at a time
  b. Being able to visually see and search each subject prior to contact
  c. Confirm number of subjects in vehicle and minimize chances of attack
- Trainee shall explain the importance of assigning one officer to give the verbal commands to the vehicle occupants, versus multiple officers yelling commands
13.8.04 Use of Verbal Commands
The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:

- A. Keep hands in sight at all times
- B. Exit the vehicle (in accordance with agency policy)
- C. Assume position of disadvantage outside of the vehicle

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Additional Information:

13.8.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

13.8.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands minimally include having the suspect:
  
  a. Keep hands in sight at all times and if positioned next to an open window they should extend their hands out the window
  
  b. One subject at a time should be ordered to exit the vehicle. Each subject should be address by seat position (i.e., right rear passenger)
  
  c. Subject should be ordered into a position of disadvantage outside the vehicle (i.e., prone, on knees with ankles crossed, standing with widened stance)
13.8.05  Waiting for Backup

The trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants.

### Additional Information:

**Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- Trainee shall discuss the advantages of waiting for additional backup before approaching the vehicle or the occupants, to minimally include:
  a. Slows the scenario down and allows for a methodical approach
  b. Minimizes risk of attack
  c. Allows the entire vehicle/occupants to be controlled
13.8.06 Roles of Primary and Backup Officer(s)
The trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:

- A. Has radio responsibilities
- B. Assumes shotgun responsibilities (if applicable)
- C. Communicates to the occupants
- D. Searches the occupants and/or vehicle

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Additional Information:

13.8.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A
13.8.06  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain the roles of both the primary and backup officer(s) before, during, and after the stop. This discussion shall minimally include which officer:
  
  a. Has radio responsibilities - Generally this officer will not be responsible for communicating with the suspects or taking them into custody
  
  b. Assumes long-gun or less lethal responsibilities (if warranted by situation) - This officer will generally not be responsible for taking the suspects into custody
  
  c. Communicates to the occupants - Aside from holding the occupants at gun point, this should generally be this officer's primary duty. In order to properly communicate with the occupants this officer must maintain constant observation of them
  
  d. Searches the occupants and/or vehicle - One officer should be designated as the arresting officer (suspects called back one at a time to be searched and detained). Generally the primary officer and one secondary officer will clear the vehicle once it is believed to be unoccupied

13.8.07  Demonstrating a Felony/High-Risk Stop

Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.

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13.8.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A

13.8.07 Part B - Agency Training Details (field will expand automatically)  
- Trainee shall physically demonstrate (in scenario unless presented in actual incident) ability to safely stop the suspect vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position

13.9 SEARCHING VEHICLES

13.9.01 Safe and Effective Vehicle Search  
The trainee shall identify and explain principles of a safe and effective vehicle search. These principles shall minimally include:

A. Proper control and removal of occupants  

B. A systematic method of conducting a search

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Additional Information:

13.9.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Search and Seizure

13.9.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and explain principals of a safe and effective vehicle search. These principles shall minimally include:
  a. Proper control and removal of occupants - Whether high-risk stop or traditional stop which has evolved to a vehicle search, proper control and safety measures must be taken when removing occupants from the vehicle. Always have backup officers on scene prior to having the occupants exit the vehicle. Always control the movements of the occupants with direct commands and have them exit one at a time starting with the driver
  b. A systematic method of conducting a search - Just like a systematic grid search of a person, a vehicle should be searched methodically. Completely eliminate each grid before moving on to the next

13.9.02 Demonstrating Vehicle Search
Given an incident, the trainee shall safely and effectively conduct a vehicle search.

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**13.9.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Search and Seizure

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**13.9.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to perform a safe and effective vehicle search during an actual traffic stop

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**13.10 SEARCHING BUILDINGS/AREAS**

**13.10.01 Principles of a Safe and Effective Building Search**

The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:

A. Containment of the building
B. Containment of area(s) already searched
C. Utilization of a systematic method
D. Safe searching techniques
E. Appropriate use of specialized assistance (K-9, air support, etc.)

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**5.13 Patrol Procedures**

### Additional Information:

#### 13.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Search and Seizure

#### 13.10.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect, to minimally include the above listed principles

### 13.10.02 Demonstrating Safe and Effective Building Searches

Given an incident, the trainee shall safely and effectively conduct a building/area search.

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## 5.13 Patrol Procedures

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### Additional Information:

#### 13.10.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Search and Seizure

#### 13.10.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall safely and effectively coordinate/conduct a building/area search
### 13.11 HANDLING CRIMES IN PROGRESS

#### 13.11.01 Responding to Crimes in Progress

The trainee shall explain agency policy and factors to consider when responding to crimes in progress. These may include:

A. Proceeding directly to the scene as quickly and silently as possible  
B. Proceeding directly to the scene utilizing emergency lights and/or siren  
C. Proceeding to the location most likely to intercept fleeing suspects  
D. Proceeding to the scene and coordinating arrival and/or deployment with other units  
E. Distance to location  
F. Availability of assisting units  
G. Nature of crime  
H. Traffic and environmental conditions  
I. Concern for possible lookouts and/or accomplices  
J. Watching for fleeing suspects  
K. Parking and securing vehicle  
L. Apprehension of suspect(s)  
M. Broadcasting additional information  
N. Securing the scene

**Reference(s):**

- Case # (If applicable)
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**Additional Information:**

#### 13.11.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Officer Response to Calls

#### 13.11.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy and factors to consider when responding to crimes in progress, to include the above list.
13.11.02 Responding to Prowler Calls

The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:

A. Coordination of responding units
B. Using a quiet and/or “blacked-out” approach
C. Containment of the area
D. Parking and securing the vehicle
E. Locating “warm” vehicles
F. Advantages and disadvantages of immediately contacting the reporting party (RP)
G. Controlled search of the area or location
H. Looking for telltale signs, footprints, barking dogs, etc.

Reference(s):

Case # [If applicable] Incident #

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Additional Information:

13.11.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A
### 13.11.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain GPD procedures to be followed when responding to a prowler call, to minimally include:
  
  a. Coordinating the most appropriate route for responding units and/or a "rally point" where the units can group and respond on foot
  
  b. Using a stealthy approach which can include turning off headlights, minimizing engine noise (coasting versus accelerating), lower radio volume, close vehicle doors softly, etc.
  
  c. Containing the area with multiple officers to prevent escape
  
  d. Once on scene making sure patrol vehicle is secured to prevent suspect access
  
  e. Attempting to locate warm vehicles which could be associated with the prowler
  
  f. Performing a controlled search of the area/location to ensure capture
  
  g. Checking for telltale signs such as fresh footprints, barking dogs, open or broken fences/doors
### 13.12 DOMESTIC VIOLENCE

#### 13.12.01 Legal Issues and Officer Duties

The trainee shall explain the legal issues and a law enforcement officer’s duties in response to a domestic violence situation to minimally include:

- **A.** Difference between domestic violence and domestic dispute
- **B.** Impact of domestic violence on victims, children, and suspects
- **C.** Essential elements of Penal Code Sections 13700 and 13519
- **D.** Duty to provide maximum protection to the victim from abuse (emergency protective order)
- **E.** Provide safety to other persons and property
- **F.** Verification and enforcement of active restraining orders and stay-away orders
- **G.** Responsibility and authority with tenancy issues related to domestic violence
- **H.** Determine if a crime has been committed and if arrest is mandatory
- **I.** Completion of appropriate documentation and required reports
- **J.** Making appropriate victim’s assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney’s Office
- **K.** Taking temporary custody of firearms

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#### 13.12.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Domestic Violence
- GPD Policy - Victim and Witness Assistance; GPD Policy - Property and Evidence
### 13.12.01 Part B - Agency Training Details
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- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her understanding of his/her obligation to enforce domestic violence offenses
- Trainee shall explain the legal issues and his/her duties in response to a domestic violence situation to minimally include the above list

### 13.12.02 Inherent Dangers
The trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute.

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#### 13.12.02 Part A - Reference Agency Policies/Procedures, if applicable
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GPD Policy - Domestic Violence
13.12.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the inherent dangers to officers who enter the residence of parties involved in a dispute, to minimally include:
  a. Involved subjects are already agitated and unstable
  b. Involved subjects are inside their own homes and have knowledge of, and access to, weapons or items which could be used as weapons against officers

13.12.03 Separating Parties

The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.

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Additional Information:

13.12.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Domestic Violence
13.12.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually, to minimally include:
  a. Separating parties allows officers to diffuse the situation
  b. Separating parties allows officers to get uninfluenced statements
  c. Separating parties requires more officers to be on scene. Request additional units if needed

13.12.04 Differences between Criminal Law and Civil Law

The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.

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**Additional Information:**

13.12.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Domestic Violence
13.12.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the differences between criminal and civil law

### 13.12.05 Mandatory Custody Arrest

The trainee shall discuss the mandatory custody arrest requirements related to domestic disputes and domestic violence situations.

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13.12.05  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Domestic Violence

13.12.05  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss his/her obligation to arrest the primary aggressor
- Trainee shall discuss the difference between 273.5 PC and 243(e)(1) PC

13.12.06  Enforcement of Protective Orders

The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.

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### 13.12.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Domestic Violence
- GPD Policy - Gun Violence and Restraining Orders

### 13.12.06 Part B - Agency Training Details

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the process for offering, requesting, serving and enforcing emergency protective orders as they apply to domestic violence cases
- Trainee shall demonstrate comprehension of the Gilroy Police Department Patrol Procedure for Restraining Order Violations

### 13.12.07 Handling Domestic Violence Incident

Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation safely and effectively.

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13.12.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Domestic Violence

13.12.07 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall assess and handle a domestic dispute or domestic violence incident safely and effectively by following the Gilroy Police Department Patrol Procedure for Domestic Violence

13.13 VICTIMS OF VIOLENT CRIME
13.13.01 Notification of Victim Assistance
The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code). This description shall minimally include:
A. Who is eligible for such aid (GC 13955-13956)  
B. The time limitations upon the victim in filing a claim (GC 13952)  
C. Whom to contact (GC 13953 and 13957.7)

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13.13.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

13.13.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain his/her understanding of his/her obligation to notify victims of violent crimes and/or their families of the availability of state funds and other assistance per the California Government Code.

- Trainee shall explain his/her understanding of his/her obligation to provide victims of a crime with a Victims Bill of Rights - Marcy's Law card

- Trainee shall physically provide a Victims Bill of Rights - Marcy's Law card to a victim of a crime

13.13.02 Crimes Against Children

The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:

A. Initial receipt and evaluation of information
B. Preliminary investigation procedures
C. Reporting laws
D. Follow-up investigative procedures
E. Referral to additional support agencies (Child Protective Services, Social Services, etc.)

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13.13.02  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
   - GPD Policy - Child Abuse

13.13.02  Part B - Agency Training Details (field will expand automatically)
   - Trainee shall demonstrate comprehension of the above listed policy
   - Trainee shall explain (and demonstrate if incident occurs) the proper handling of cases of child abuse, neglect, or sexual assault of children, to include the above listed procedures

13.13.03  Crimes Against the Elderly
   The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:
   A.  Initial receipt and evaluation of information
   B.  Preliminary investigation procedures
   C.  Reporting laws
   D.  Follow-up investigative procedures
   E.  Referral to additional support agencies (Adult Protective Services, Public Guardian, etc)

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13.13.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Adult Abuse

13.13.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain (and demonstrate if incident occurs) the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, to include the above listed procedures

13.13.04 Confiscating Weapons

The trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:

A. Recognizing prohibited weapons subject to confiscation
B. Temporary custody of weapons at domestic violence incidents
C. Temporary custody of weapons owned, possessed, or controlled by subjects detained for examination of mental condition (WIC 5150 WIC)
D. Issuance of receipt for confiscated weapons
E. Holding time, and other laws related to confiscation of weapons

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**13.13.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Mental Illness Commitments (Firearms and Other Weapons)
- GPD Policy - Property and Evidence (Property Control); GPD Policy - Domestic Violence

**13.13.04 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify and discuss the legal authorities and procedures for the confiscation and holding of firearms or other dangerous weapons as they apply to the above GPD policies, to minimally include the above list

### 13.14 HATE CRIMES

**13.14.01 Hate Crime Indicators**

The trainee shall recognize indicators of hate-related crimes including:

- A. Anti-religious slurs and symbols
- B. Slurs regarding gender and/or biological sex
- C. Racist symbols
- D. Racial and ethnic slurs
- E. Hate-group symbols
- F. Slurs regarding lesbian/gay/bi-sexual/transgender (LGBT) community members

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**13.14.01** Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Hate Crimes

**13.14.01** Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Keeping the law and GPD policy in mind, the trainee shall recognize indicators of hate-related crimes to include the above list

### 13.14.02 Consequences of Hate Crimes

The trainee shall identify and discuss the possible consequences of hate crimes including:

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<td>Psychological effect on victim</td>
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<td>B.</td>
<td>Denial of basic constitutional rights</td>
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Additional Information:

13.14.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Hate Crimes

13.14.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and discuss the possible consequences hate crimes can have not only on the victim but the community. This should minimally include the effects it can have on the victim psychologically causing fear and distrust, divisiveness within the community due to targeted hate crimes, and potential for escalation of violence either from original suspects or retaliatory victims

13.14.03 Enforcement Requirements

The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.

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### 13.14.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Hate Crimes

### 13.14.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify state laws pertaining to hate crimes, and procedures related to the enforcement of hate crimes per the GPD Hate Crimes policy
- Trainee shall acknowledge the Gilroy Police Department maintains a zero tolerance for hate crimes

### 13.14.04 Handling Hate Crimes

The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation.

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**13.14.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Hate Crimes

**13.14.04 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall be able to recognize when a hate crime has been committed or a situation has the likelihood of becoming a hate crime
- Trainee shall be able to demonstrate competency by effectively dealing with hate crimes motivated by race, ethnicity, religion, biological sex, or sexual orientation (whether through actual crime investigation or scenario)

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**13.15 GANG AWARENESS**

**13.15.01 Characteristics and Recognizing Gangs**

The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.

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13.15.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Criminal Organizations

13.15.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss local gang groups and how local gang activity affects the City of Gilroy
- Trainee shall demonstrate the ability to recognize gang paraphernalia and crimes related to gang activity

13.15.02 Types of Gangs

The trainee shall identify types of gangs which represent concerns for law enforcement, including:

A. Street gangs
B. Motorcycle gangs
C. Prison gangs
D. Cult/ritualistic gangs

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13.15.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Criminal Organizations

13.15.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy

- Trainee shall be able to identify types of gangs which represent concern for law enforcement to include, street gangs (Norteno, Sureno, Crips, Bloods, etc.), motorcycle gangs (Hell's Angels, Mongols, etc.), prison gangs (Mexican Mafia, Nuestra Familia, etc.) and cult/ritualistic gangs

13.15.03 Reasons for Gang Membership

The trainee shall discuss the various reasons for gang membership, including:

A. Peer pressure
B. Common interests
C. Protection/Safety
D. Familial and/or generational influence

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### 13.15.03 Part A - Reference Agency Policies/Procedures, if applicable

**(600 characters maximum)**

GPD Policy - Criminal Organizations

### 13.15.03 Part B - Agency Training Details

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the various reasons people join gangs, to include the above list

### 13.15.04 Common Characteristics of Gangs

The trainee shall discuss characteristics that are common to most gangs, including:

- A. Cohesiveness
- B. Code of silence
- C. Rivalries
- D. Revenge

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#### 13.15.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Criminal Organizations

#### 13.15.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall be able to identify characteristics that are common to most gangs, to minimally include the above list

### 13.15.05 Methods Gangs Use to Distinguish Themselves

The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including:

- **A. Tattoos**
- **B. Attire and accessories**
- **C. Use of monikers**
- **D. Use of hand signs**

#### Reference(s):

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<th>FTO:</th>
<th>Received Instruction</th>
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<th>How Demonstrated?</th>
<th>Remedial Training</th>
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<td>GPD Policy - Criminal Organizations</td>
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<td>- Trainee shall demonstrate comprehension of the above listed policy</td>
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<td>- Trainee shall demonstrate ability to recognize methods that gangs use to distinguish their members from members of other gangs, to minimally include:</td>
</tr>
<tr>
<td>a.</td>
<td>Tattoos - Numbers such as 13 or 14</td>
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<tr>
<td>b.</td>
<td>Attire and accessories - Designated colors such as blue or red. Accessories such as bandanas matching their gang color</td>
</tr>
<tr>
<td>c.</td>
<td>Use of monikers - Street names assigned to members such as &quot;Lil' Trouble&quot;</td>
</tr>
<tr>
<td>d.</td>
<td>Use of hand signs - Gangs will create a group specific hand sign (generally performed with finger manipulation to create letter(s))</td>
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</table>
13.15.06  Gang Graffiti

The trainee shall identify gang graffiti factors significant to law enforcement, including:

A. Identifying individuals and/or a specific gang
B. Indentifying gang boundaries
C. Indications of pending and/or past gang conflicts

Reference(s):

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<th>Case # (If applicable)</th>
<th>Incident #</th>
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**Received Instruction**

**Competency Demonstrated**

**How Demonstrated?**

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- Role Play
- Written Test
- Verbal Test

**Remedial Training**

How Remediated?

When completed, print full name Date

- Field Perform
- Role Play
- Written Test
- Verbal Test

Comments (field will expand automatically)

**Additional Information:**

**13.15.06  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Criminal Organizations

**13.15.06  Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the importance of documenting and thoroughly investigating gang graffiti. He/she shall identify gang graffiti factors significant to law enforcement, to minimally include the above list
13.15.07 **Criminal Activities by Gangs**

The trainee shall discuss types of criminal activities commonly engaged in by gangs, including:

- A. Sale and use of narcotics
- B. Crimes involving physical violence
- C. Auto thefts and vehicle burglaries
- D. Other theft-related crimes

**Reference(s):**

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**Additional Information:**

**13.15.07 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- GPD Policy - Criminal Organizations

**13.15.07 Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the types of criminal activities commonly engaged in by gangs and discuss how these criminal activities impact the City of Gilroy
13.15.08 Reducing Gang Activity

The trainee shall explain law enforcement methods used to reduce gang activity, including:

A. Identifying gang activity
B. Coordination with allied agencies
C. Reduction of the opportunity for criminal activities
D. When gang members are arrested, requesting the district attorney seek sentence enhancements under the Street Terrorism Enforcement and Prevention Act (PC 186.22)

Reference(s):

Case # (if applicable) Incident #

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Additional Information:

13.15.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Criminal Organizations

13.15.08 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize and explain methods law enforcement uses to reduce gang activity and methods he/she can use to benefit the city of Gilroy specifically
- Trainee shall understand the elements of 186.22(a), 186.22(b), and 186.22(d)
### 13.16 MISSING PERSONS

#### 13.16.01 Requirements for Handling Missing Persons

The trainee shall review and explain state law (including statutory reporting requirements) and the agency’s policies and procedures for handling missing persons, adult and juvenile.

**Reference(s):** Penal Codes 784.5, 14205(a)–(c), 14206, and 14207(a)–(c)

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- Field Perform
- Role Play
- Written Test
- Verbal Test

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### Additional Information:

#### 13.16.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Missing Persons

#### 13.16.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall understand his/her obligation to accept a missing person report from anyone, through any reporting method (in person, over the phone, etc.) per Penal Code 14211
- Trainee shall demonstrate his/her understanding of GPD procedure for handling missing persons, both adult and juvenile as instructed in the GPD Missing Persons policy
13.16.02 Search Procedures

The trainee shall explain the agency’s policy regarding search procedures for missing persons.

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Additional Information:

13.16.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Missing Persons

13.16.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss GPD procedures regarding searching for missing persons, to minimally include:
  a. Immediate security check of family residence to confirm child/person is not hiding
  b. Need for greater resources if missing person is a minor, dependent adult or at risk
  c. Organized canvas search of last known location (if disappearance was within a short time frame)
### 13.16.03 Thorough Search of a Missing Child’s Home and Nearby Area

The trainee shall explain the reasons for making a thorough search of a “missing” child’s home and nearby area at the outset of the investigation.

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### Additional Information:

#### 13.16.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Missing Persons

#### 13.16.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the onset of the investigation, to minimally include:
  - Child could be hiding or have fallen asleep in an unknown location within the residence
  - Child could have left the residence without permission but is still within the property or with familiar people (neighbors) in the nearby area
### 13.16.04 Amber Alert

The trainee shall review and explain the criteria and initiation process for an Amber Alert.

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**13.16.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Missing Persons
- GPD Policy - Public Alerts

**N/A**
13.16.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall understand that the following conditions must be met before activation of an Amber Alert (Government Code 8594(a)):
  a. A Child has been abducted or taken by anyone, including but not limited to a custodial parent or guardian
  b. The victim is 17 years of age or younger, or has a proven mental or physical disability
  c. The victim is in imminent danger of serious injury or death
  d. There is information available that, if provided to the public, could assist in the child's safe recovery
- Trainee shall demonstrate understanding that the supervisor in charge will ensure the procedure for the Amber Alert is completed

13.16.05 Handling a Missing Person Incident

Given an incident involving a missing person, the trainee shall follow any statutory requirements and properly apply the agency’s policies and procedures in reporting the situation and, if necessary, initiating search procedures.

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Additional Information:

13.16.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Missing Persons

N/A

13.16.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall properly handle a missing person investigation following all statutory requirements and GPD policy. Trainee shall properly initiate search procedures

13.17 FIRES

13.17.01 Types of Fires

The trainee shall identify the following types of fires and the best methods to deal with each:

A. Dry combustibles
B. Flammable liquids
C. Electrical
D. Combustible metals

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13.17.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) □ N/A

13.17.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall identify the above listed types of fires and best methods to deal with each
- Trainee shall recognize that, unless public life is immediately threatened, it is best for him/her to serve at scene security and allow the Gilroy Fire Department to control the actual fire

13.17.02 Initial Steps at a Building Fire
The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:

A. Request for the fire department
B. Request for additional law enforcement assistance if needed
C. Immediate evacuation of any occupants
D. Isolation of the immediate area
E. Establishment of a perimeter for crowd control

Reference(s):

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13.17.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

Additional Information:

13.17.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall discuss the initial steps to be taken when confronted with a fire in a building, to minimally include the above list

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

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Additional Information:

13.17.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A
13.17.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall understand his/her obligation to protect and save lives threatened by imminent great bodily injury or death

- Trainee shall also understand his/her training and equipment limitations. Trainee shall do everything possible to protect life and assist the Gilroy Fire Department without putting him/herself at excessive risk of great bodily injury or death

13.17.04 Building Unsafe to Enter

The trainee shall recognize signs that indicate a burning building is unsafe to enter.

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**Additional Information:**

13.17.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* N/A

13.17.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall recognize signs that indicate a burning building is unsafe to enter such as: engulfed in flames, billowing smoke, collapsed structure, etc.
### 13.17.05 Handling a Fire Incident

Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the incident.

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**Additional Information:**

**13.17.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

N/A

**13.17.05 Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall perform all the necessary steps to safely and effectively manage a fire incident, to minimally include:
  
  a. Notification of Gilroy Fire Department
  b. Checking for victims
  c. Performing scene security and perimeter control
  d. Proper documentation and cooperation with the Gilroy Fire Department
  e. If Arson is suspected, notification of the on-duty Watch Commander who will notify the GPD Investigations Supervisor
### 13.18 HAZARDOUS OCCURRENCES/MAJOR DISASTERS

#### 13.18.01 Responsibilities and Actions Required

The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill – including the Incident Command System (ICS) and Office of Emergency Services (OES).

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### Additional Information:

#### 13.18.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Aircraft Accidents
- GPD Policy - Hazardous Material Response

**N/A**

#### 13.18.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed GPD policies
- Trainee shall explain the responsibilities and actions required of the GPD when a hazardous material incident, disaster, potential disaster, or chemical spill occurs within the City of Gilroy
- Trainee shall explain the location of, and functions of, the Gilroy Emergency Operation Center
13.18.02 Hazardous Materials Policy and Procedures
The trainee shall review and explain the agency’s policy and procedures on hazardous materials, substances, or chemical spills/leaks (HAZMAT).

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Additional Information:

13.18.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Hazardous Material Response

13.18.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above policy
- Trainee shall review and explain GPD policy on hazardous materials, substances, or chemical spills/leaks (HAZMAT)
13.18.03 First Responders Responsibilities

The trainee shall explain the responsibilities and considerations of first responders to a hazardous materials incident, including:

A. Recognition  
B. Safety/Isolation/Area containment  
C. Notification of proper authorities  
D. Basic first responder limitations

### Reference(s):

- Case # (If applicable)
- Incident #

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- Written Test
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### Additional Information:

#### 13.18.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Hazardous Material Response

#### 13.18.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the responsibilities, considerations and limitations of first responders to a hazardous materials incident, to minimally include the above list
13.18.04 Major Accident/Disaster Scene

The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:

A. Requesting needed assistance and equipment
B. Providing for emergency medical aid
C. Undertaking immediate coordination with appropriate outside agencies
D. Establishing a secure perimeter
E. Establishing safe ingress and egress corridors
F. Advising additional units of potential hazards (e.g., large roadway spills, wind direction of fumes/gases, etc.)
G. Identifying and admitting only authorized personnel
H. Dealing with the media

Reference(s):
Case # (If applicable) | Incident #
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Additional Information:

13.18.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Aircraft Accidents

GPD Policy - Hazardous Material Response

13.18.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies

- Trainee shall identify and explain his/her initial responsibilities as the first unit to arrive at a major vehicle accident or other disaster scene, to minimally include the above list
13.18.05 Unusual Occurrences

The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:

A. Downed electrical wires
B. Malfunctioning traffic signals
C. Roadway hazards
D. Damaged fire hydrants
E. Gas leaks
F. Chemical spills
G. Conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides
H. Military incidents requiring police intervention
I. Wilderness-Urban Interface fires

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Additional Information:

13.18.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) ☐ N/A

GPD Policy - Hazardous Material Response

13.18.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies and attachments
- Trainee shall discuss procedures to be used when confronted with the above listed unusual and hazardous occurrences
13.18.06 Handling of Hazardous Occurrence/Major Disaster

Given a simulated or actual hazardous occurrence, chemical spill, major disaster, or potential disaster, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

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- Remedial Training: When completed, print full name, Date
- How Remediated?

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- Written Test
- Verbal Test

Comments (field will expand automatically)

Additional Information:

13.18.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Aircraft Accidents

GPD Policy - Hazardous Material Response

13.18.06 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall assess and perform all necessary responsibilities and actions in relation to a simulated or actual disaster incident (following GPD policy)
13.19  BOMBS/EXPLOSIVE DEVICES

13.19.01  Agency Policy and Procedures

The trainee shall review and explain the agency’s policy and procedures for handling explosives.

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Additional Information:

13.19.01  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Response to Bomb Calls

GPD Policy - Property and Evidence (Explosives)

13.19.01  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies

- Trainee shall discuss his/her understanding of GPD policy and procedures for handling explosives
13.19.02 Tactical Considerations

The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. These considerations shall minimally include:

A. Hazards of using the police radio and/or cellular phone
B. Request for technician or Explosive Ordnance Disposal (E.O.D)
C. Isolation of the device and the area
D. Evacuation of civilian personnel
E. Possibility that more than one explosive device

Reference(s):

Case # (If applicable)  Incident #  

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Additional Information:

13.19.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Response to Bomb Calls

13.19.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain tactical considerations upon his/her arrival to a suspected explosive device, to minimally include the above list
- If there is one explosive device, he/she should treat the scene as if there are multiple devices
### 13.19.03 Handling of Bomb Scene

Given a simulated or actual bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.

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#### Additional Information:

**13.19.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Response to Bomb Calls

**13.19.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall handle an actual bomb scene (or simulated) in a thorough, safe and effective manner according to GPD policy
13.20 AIRCRAFT CRASHES

13.20.01 Agency Policy
The trainee shall review and explain the agency’s policy on aircraft crashes.

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Additional Information:

13.20.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Aircraft Accidents

13.20.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy on aircraft crashes, to include which public safety agencies and first responders shall be notified

N/A
### 13.20.02 Tactical Considerations

The trainee shall discuss factors associated with the handling of an aircraft crash, including:

<table>
<thead>
<tr>
<th>A. Civil Aviation/Non-Military Aircraft</th>
<th>B. Military Aircraft</th>
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</thead>
<tbody>
<tr>
<td>1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate</td>
<td>1. Military authorities are in charge</td>
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<td>2. There may be dangerous weapons issues</td>
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<td>3. There may be classified materials present</td>
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<td>4. Police cannot authorize news media to enter</td>
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#### Reference(s):

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### Additional Information:

**13.20.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Aircraft Accidents

**N/A**

**13.20.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss his/her understanding of the factors associated with the handling of an aircraft crash, to minimally include the above list
13.21 FIRST AID

13.21.01 Knowledge and Skills

The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.

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Additional Information:

13.21.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) 

- Trainee shall be certified in First Aid/CPR and demonstrate proficiency
**13.21.02 Agency Policy**

The trainee shall review and explain the agency’s policy on administering first aid.

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**Additional Information:**

**13.21.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Crime and Disaster Scene Integrity (First Aid)

**13.21.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy administering first aid
### 13.21.03 Proficiency Requirements
The trainee shall discuss why a law enforcement officer is morally, ethically, and legally required to maintain proficiency in first aid techniques.

**Reference(s):** Health & Safety Code 1797.183 and Penal Code 13518

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Trainee shall discuss why he/she is morally, ethically and legally required to maintain proficiency in first aid techniques. Shall explain how often he/she is required to re-certify in first aid/CPR

### Additional Information:

| 13.21.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | N/A |

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<th>13.21.03 Part B - Agency Training Details (field will expand automatically)</th>
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<tr>
<td>- Trainee shall discuss why he/she is morally, ethically and legally required to maintain proficiency in first aid techniques. Shall explain how often he/she is required to re-certify in first aid/CPR</td>
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13.21.04 Potential Consequences of Improper Application

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

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Additional Information:

13.21.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

13.21.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall understand and explain his/her limitations when it comes to administering first aid techniques. He/she shall explain why their improper application of first aid techniques could result in civil action against him/her and the GPD.
13.21.05 Handling a First Aid Emergency
Given any emergency situation in which some form of first aid becomes necessary, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.

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Additional Information:

13.21.05 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

N/A

13.21.05 Part B - Agency Training Details (*field will expand automatically*)

- Trainee shall properly administer first aid techniques (according to training and policy) in an emergency situation
- Trainee shall always summon the Gilroy Fire Department and County Ambulance when medical attention is needed for a citizen or officer
13.21.06 Occupational Exposure to Blood and Airborne Pathogens

The trainee shall explain the agency’s plan for the management of occupational exposure to blood and airborne pathogens [e.g., Human Immunodeficiency Virus (HIV), Hepatitis, Tuberculosis (TB)].

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Additional Information:

13.21.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Communicable Diseases

13.21.06 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the GPD’s plan for the management of occupational exposure to blood and airborne pathogens as per GPD policy
### 13.22 SICK, INJURED, OR DECEASED PERSONS

#### 13.22.01 Providing Aid and Transportation

The trainee shall review and explain agency policies concerning providing aid and transportation to sick or injured persons.

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**Additional Information:**

#### 13.22.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Officer Response to Calls

N/A
### 13.22.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy concerning providing aid and transportation to sick or injured persons, to minimally include:
  a. He/she should not transport persons who are unconscious, who have serious injuries or may be seriously ill. County Ambulance should be summoned for transportation
  b. He/she should search any person who is in custody before releasing that person to County Ambulance for transport
  c. He/she should accompany any person in custody during transport in an ambulance when requested by County Ambulance personnel, when it reasonable appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor
  d. Members should not provide emergency escort for medical transport or civilian vehicles

### 13.22.02 Death Investigations Handled by the Medical Examiner

The trainee shall review and explain California law and agency procedures concerning death investigations that must be handled by medical examiner, including:

A. Apparent homicide, suicide, or occurring under suspicious circumstances
B. Resulting from the use of dangerous or narcotic drugs
C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody
D. Apparently accidental or following an injury
E. By disease, injury, or toxic agent during or arising from employment
F. While not under the care of a physician during the period immediately prior to death
G. Death related to disease that might constitute a threat to public health

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### Additional Information:

13.22.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Death Investigation
- GPD Policy - Officer-Involved Shootings and Deaths

### 13.22.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain CA law and GPD policy/procedures concerning death investigations that must be handled by medical examiner, to minimally include the above list

### 13.22.03 Removing Human Body from Death Scene

The trainee shall review and explain the legal requirements concerning removal of a human body from a death scene, including:

A. Limits to which an officer may search a dead person
B. Legalities involved in transporting an obviously dead person in an ambulance

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5.13 Patrol Procedures
### Additional Information:

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<td>GPD Policy - Death Investigation</td>
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<th>13.22.03 Part B - Agency Training Details (field will expand automatically)</th>
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<tr>
<td>- Trainee shall demonstrate comprehension of the above listed policy</td>
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<td>- Trainee shall explain the legal requirements concerning removal of a human body from a death scene, including:</td>
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<tr>
<td>a. Limits to which he/she may search a dead person - The Coroner or Deputy Coroner is generally the only person permitted to search a body known to be dead from any of the circumstances set forth in Government Code 27491. The only exception is that an officer is permitted to search the body of a person killed in a traffic collision for the limited purpose of locating an anatomical donor card (Government Code 27491.3)</td>
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<td>b. Legalities involved in transporting an obviously dead person in an ambulance</td>
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### 13.23 LOST, FOUND, AND RECOVERED PROPERTY

#### 13.23.01 Disposition of Property Other than Evidence
The trainee shall review and explain California law and agency policies and procedures concerning the disposition of property other than evidence, including:

- Property recovered by officer
- Property found by citizen
- Property (real or personal) of injured, ill, or deceased persons
- How Law Enforcement Data Systems (LEDS) can assist in determining property status.

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- Case # (If applicable)
- Incident #

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### Additional Information:

#### 13.23.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Property and Evidence

#### 13.23.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss procedures concerning the disposition of property that is not evidence, to minimally include the above list
- Trainee shall discuss and demonstrate proper documentation of property that is not evidence
### 13.24 CROWD CONTROL

#### 13.24.01 First Amendment Rights

The trainee shall explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual’s right to free speech and assembly, while also protecting the lives and property of all people.

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#### Additional Information:

**13.24.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

**13.24.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss his/her obligation to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people within GPD policy
13.24.02 Agency Philosophy and Law Enforcement Objective

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement’s objective is to control the situation and prevent violations of law, without infringing on an individual or group’s First Amendment rights of free speech and assembly.

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Additional Information:

13.24.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) - N/A

13.24.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain their understanding of how GPD can control a potentially violent crowd without infringing on an individual or group’s First Amendment rights
13.24.03 Maintaining Objectivity

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to influence their responsibility to protect an individual’s rights to free speech and assembly.

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Additional Information:

13.24.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A

13.24.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate understanding that he/she shall not allow his/her personal or political opinions, attitudes or religious views influence their responsibility to protect an individual's rights to free speech and assembly.
13.24.04 Restoring Order

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

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Additional Information:

13.24.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force

13.24.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain how to restore order when a First Amendment Assembly turns from lawful to unlawful, while following the law and GPD policy
### 13.24.05 Crowd Management Incidents

The trainee will understand and be able to explain that “crowd management” deals with law enforcement response to a known event, activity, or occurrence where a large number of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

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**Additional Information:**

13.24.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Patrol Function (Crowds, Events and Gatherings)

---

13.24.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above policy
- Trainee shall explain the process of crowd management when dealing with large groups of people
### 13.24.06 Agency Philosophy and Policies for CROWD MANAGEMENT Situations

The trainee will identify and explain the agency’s philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include:

**A. Crowd Management at large planned/organized gatherings**
1. Protests/Demonstrations/First Amendment activities
2. Labor disputes
3. Concerts
4. Sporting events/celebrations
5. Holiday celebrations
6. Cultural programs
7. Religious gatherings
8. Community activities

**B. Incident Planning**
1. Establishing a command post
2. Coordination of resources
3. Planning, preparation, and coordination with event promoters
4. Deploying sufficient personnel with proper equipment
5. Establishing a unified chain of command
6. Establishing rules of conduct for the crowd, law enforcement, media, etc.
7. Preparing to handle multiple arrests
8. Planning and coordinating the response of medical personnel or additional resources, if needed.
9. Making contingency plans for response if a riot situation ensues
11. Authorized/designated law enforcement personnel interacting with the media

**C. Containment**
1. Establishing a flexible and controllable perimeter for the crowd, whenever possible
2. Using officers to control the entry and exit of the crowd within the perimeter

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Additional Information:

13.24.06 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

GPD Policy - Patrol Function (Crowds, Events and Gatherings)

13.24.06 Part B - Agency Training Details (*field will expand automatically*)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss GPD philosophy and policies for response to crowd management situations, to minimally include the above list

13.24.07 Crowd Control Incidents

The trainee will understand and be able to explain that a “crowd control” situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest or disperse violators and restore order.

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<td>Trainee shall demonstrate comprehension of the above listed policies</td>
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<td>Trainee shall understand that force and enforcement options should not be the first course of action when responding to an event with large disorderly crowds. Once all negotiating options have been exhausted, only the level(s) of force necessary may be used to arrest or disperse violators and restore order</td>
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### 13.24.08 Agency Philosophy and Policies for CROWD CONTROL Situations

The trainee will identify and explain the agency’s philosophy and policies for response to crowd control situations. A discussion of agency philosophy and policies will minimally include the following:

**A. Isolation and containment**
1. Establishment of a perimeter around the crowd
2. Consideration of barricades and placement of additional personnel to maintain the perimeter
3. Maintaining the integrity of squads and platoons and avoiding becoming isolated in the 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 documentation of its own response (video/audio)
7. Making selective arrests (arrest teams/communication)
8. Establishing a unified chain of command
9. Preparing to handle multiple arrests
10. Planning and coordinating the response of medical personnel or additional resources, if needed
11. Authorized/designated law enforcement personnel interacting with media

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Additional Information:

13.24.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force

GPD Policy - Patrol Function (Crowds, Events and Gatherings)

13.24.08 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies

- Trainee shall demonstrate understanding of the Gilroy Police Department's philosophy and policies for response to crowd control. He/she shall understand this type of response requires planning and organization. He/she shall have a discussion which minimally includes the above list

13.24.09 Crowd Dispersal

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

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13.24.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A

13.24.09 Part B - Agency Training Details (field will expand automatically)

- Trainee shall discuss law enforcement actions immediately following crowd dispersal orders. To minimally include:
  
  a. Waiting and allowing the crowd a reasonable amount of time to disperse following the order
  
  b. Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given clear verbal warning and a reasonable opportunity to comply
  
  c. If individuals refuse to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission
  
  d. Absent active violence/immediate threat to public safety, he/she should not take enforcement action without first receiving authorization from the Incident Commander
13.24.10 Clarity of Purpose, Objective, Mission, and Policy

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer’s responsibility to immediately contact a supervisor to obtain clarification.

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Additional Information:

13.24.10 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Use of Force
- GPD Policy - Patrol Function (Crowds, Events and Gatherings)

13.24.10 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall ensure he/she has a clear understanding of GPD’s objective, mission, or policies relating to a crowd situation. It is his/her responsibility to obtain clarification from a supervisor if his/her understanding is unclear.
13.24.11 Riot Control Incidents

The trainee will understand and be able to discuss the term “riot control” as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property.

Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

A. Specific operational tactics and basic formations
B. Additional resources, equipment, and personnel that may be required for a response
C. Assignment of specific tasks
D. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
E. Dispersal orders
F. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
G. Clarity on the agency policy for the use of deadly force

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- Field Perform
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Additional Information:

13.24.11 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Use of Force

GPD Policy - Control Devices and Techniques
### 13.24.11 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall be able to explain the difference between "crowd control" and "riot control".
- Trainee shall explain the techniques used by peace officers in response to an escalation of crowd violence, to minimally include the above listed riot control techniques

### 13.24.12 Agency Philosophy and Policies for RIOT CONTROL Situations

The trainee will identify and be able to discuss the agency philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

<table>
<thead>
<tr>
<th>A. Containment</th>
<th>D. Restoration of order</th>
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</thead>
<tbody>
<tr>
<td>1. Flexible outer perimeter controlling ingress and egress of the crowd</td>
<td>1. Medical aid</td>
</tr>
<tr>
<td>2. Denying access and preventing others from joining the existing crowd</td>
<td>2. Detention, arrest, cite and release, transportation of arrestees</td>
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</table>

<table>
<thead>
<tr>
<th>B. Isolation</th>
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<tbody>
<tr>
<td>1. Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse</td>
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<tr>
<th>C. Dispersal</th>
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<tr>
<td>1. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to help support crowd movement, ingress, and egress</td>
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### Additional Information:

13.24.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Use of Force
- GPD Policy - Control Devices and Techniques

13.24.12 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above policies
- Trainee shall discuss GPD philosophy and policies dealing with the principles of riot control, to minimally include the above listed principles

### Law Enforcement Conduct

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd and riot situations. All law enforcement personnel responding to such situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond safely and professionally, and all law enforcement personnel shall follow the law and agency policies.

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### Additional Information:

**13.24.13** **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Patrol Function (Crowds, Events and Gatherings)

GPD Policy - Standards of Conduct; GPD Policy - Bias-Based Policing

---

**13.24.13** **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the importance of proper law enforcement conduct in response to crowd and riot situations
- Trainee shall acknowledge their understanding that he/she shall conduct him/herself legally, professionally, and in a calm and unbiased manner. He/she shall acknowledge that their personal political, religious, etc. beliefs cannot influence their actions. Abuse of authority and biased based policing has no place in professional law enforcement.

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**13.24.14** **Use of Force in Response to Incidents Involving Crowds**

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the agency’s use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest or disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

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<td>Field Play ✔️</td>
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**Comments (field will expand automatically)**
**13.24.14 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Use of Force

GPD Policy - Control Devices and Techniques

**13.24.14 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies

- Trainee shall explain GPD policy regarding use of lethal and less lethal force when involved in any crowd management or crowd control situation. Trainee understands he/she may use only the level(s) of force necessary to arrest or disperse violators and restore order or overcome a violent offender and preserve innocent lives

**13.24.15 Agency-Issued Riot Equipment**

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (e.g., helmets, shields, flex cuffs, and other equipment).

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Additional Information:

13.24.15 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Department Owned and Personal Property

GPD Policy - Critical Incident Response Team

13.24.15 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies

- Trainee shall acknowledge receipt of, and demonstrate function of GPD issued PPE/riot equipment. This equipment shall minimally include one protective helmet with face shield, one gas mask, and one wooden straight stick baton

13.25 NEWS MEDIA RELATIONS

13.25.01 Common Practices for Release of Information

The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.

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Comments *(field will expand automatically)*
13.25.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Media Relations

13.25.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the process for releasing information to the media, and shall understand that no information shall be released to the media without prior approval from a supervisor or the designated department media representative

13.25.02 Press Credentials
The trainee shall recognize press credentials most commonly honored by law enforcement agencies.

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**13.25.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Media Relations (Media Access)

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**13.25.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate understanding that all media representatives shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public

**13.25.03 Media Access to Areas Closed to the Public**

The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.

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Additional Information:

13.25.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Media Relations (Media Access)

13.25.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate comprehension of California Penal Code section 409.5(d), and identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public

13.25.04 Sensitive Information

The trainee shall discuss types of information that could negatively affect the rights of an individual and/or place the investigation at risk if furnished to the news media, including:

A. Statements as to the character or reputation of a victim, an accused person, or prospective witness
B. Admissions, confessions, or alibis attributed to an accused person
C. Performance or results of a test taken by a victim, suspect, or witness
D. Refusal of a victim, suspect, or witness to take any test(s)
E. The presumed credibility of an accused person or witness
F. The probability of an accused person entering a guilty plea
G. The opinioned value of evidence against an accused person
H. Information prohibited by agency policy
I. Information that would be detrimental to the investigation of the case
J. Information that may jeopardize the rights of the individual

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<th>13.25.04</th>
<th>Part A - Reference Agency Policies/Procedures, if applicable <em>(600 characters maximum)</em></th>
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<tr>
<td></td>
<td>GPD Policy - Media Relations</td>
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<tr>
<th>13.25.04</th>
<th>Part B - Agency Training Details <em>(field will expand automatically)</em></th>
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<tbody>
<tr>
<td></td>
<td>Trainee shall demonstrate comprehension of the above listed policy</td>
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<td>Trainee shall discuss types of information that could negatively affect an investigation or negatively impact those involved in the incident, to minimally include the above list</td>
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<td></td>
<td>Trainee shall understand that it shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained</td>
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</table>
## 13.26 HOSTAGE SITUATIONS AND BARRICADED SUSPECTS

### 13.26.01 Tactical Considerations

The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage situations and/or barricaded suspects, including:

- **A. Safe approach**
- **B. Containment of the scene**
- **C. Requesting appropriate assistance** (e.g., hostage negotiator, specialized unit(s), etc.)
- **D. Evacuation**
- **E. Communication/negotiation with the suspect**

### Additional Information:

#### 13.26.01 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

- GPD Policy - Hostage and Barricade Incidents
- GPD Policy - Critical Incident Response Team
### 13.26.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain (and/or demonstrate) the following tactical considerations in dealing with hostage situations and/or barricaded suspects:
  
  a. Safe approach - Plan ahead while in route, respond appropriately (stealthy vs. emergency response), communication with other incoming units, use concealment/cover on approach
  
  b. Containment of the scene - Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so, request medical assistance, set inner and outer perimeter to protect the public and preserve the scene
  
  c. Request appropriate assistance - Always summon a supervisor first, hostage negotiator, SWAT, etc.
  
  d. Evacuation - If possible, evacuate subjects from surrounding facilities to prevent further victimization
  
  e. Communication/negotiation with the suspect - Communication should be attempted with the suspect until a negotiator can assume role

### 13.27 SNIPER ATTACK

#### 13.27.01 Initial Response to Attack

The trainee shall explain the steps which should be immediately taken when confronted with a “set-up”, ambush, or sniper attack, including:

- Seeking cover and/or concealment
- Calling for assistance
- Isolating and clearing the area(s)
- Determining possible location(s) of assailant(s)

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Additional Information:

13.27.01  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

13.27.01  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss tactical actions he/she should take when confronted with a "set-up", ambush, or sniper attack to include the above list

13.27.02  Tactical Actions by Driver under Attack

The trainee shall discuss tactical actions that may be taken by the driver of a vehicle that comes under sniper attack, including:

A. Accelerating/reversing out of the “kill zone”
B. Turning into nearest available cover
C. Abandoning the target vehicle
D. Awareness of possible secondary attack/ambush

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Comments *(field will expand automatically)*
Additional Information:

13.27.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

13.27.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss tactical actions he/she could take while operating a vehicle should it come under sniper attack, to minimally include the above listed tactics

13.27.03 Firebombed Vehicle

The trainee shall discuss tactics that should be used when an occupied police vehicle has been hit with a firebomb, including:

A. Accelerating out of the danger zone if vehicle is still operable

B. Abandon the vehicle
   1. After initial flame burst
   2. If bomb enters vehicle
   3. If vehicle is incapacitated

Reference(s):

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Additional Information:

13.27.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

13.27.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss tactical actions he/she could take while operating a vehicle should it be hit by a firebomb, to minimally include the above listed tactics

13.28 ANIMAL CONTROL

13.28.01 Agency Policy and Procedures

The trainee shall explain the agency’s policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:

A. Animals that are:
   1. Dead
   2. Injured
   3. Noisy
   4. Rabid
   5. Strays
   6. Wild/feral

B. Nuisances created by unsanitary keeping of animals
C. Protective custody of animals
D. Animal bites

Reference(s):

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## Additional Information:

### 13.28.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Animal Control

### 13.28.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy and procedures when confronted with different types of animal control situations, to minimally include:
  a. Animals that are:
    1. Dead - He/she should determine if the death of the animal is related to criminal activity. He/she should properly collect and store any deceased domesticated animal. Make attempt to identify and notify the owner of the final disposition of the animal.
    2. Injured - He/she should make all reasonable attempts to contact an owner or responsible handler. If no owner is located, the animal should be taken to a veterinarian and notice should be given to the owner pursuant to the requirements of Penal Code 597.1.
    3. Noisy - He/she should diligently address calls related to nuisance animals, as such calls may involve significant quality-of-life issues.
### 13.28.02 Destroying of Vicious, Dangerous, or Injured Animal

The trainee shall explain the agency’s policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. The explanation shall minimally include:

- A. Whom to notify prior to shooting the animal
- B. Who may shoot the animal
- C. Proper and most humane method for shooting the animal
- D. What report(s) must be completed following the shooting of the animal
- E. Proper disposal of the dead animal

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#### Additional Information:

**13.28.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Animal Control
- GPD Policy - Firearms (Destruction of Animals, Injured Animals)

**13.28.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain his/her options to stop a threatening animal before resorting to his/her firearm.
- Trainee shall understand that approval shall be received by a supervisor before he/she can euthanize an injured animal with his/her firearm.
- Trainee shall understand that no dog or cat shall be euthanized by an officer, but should be taken to an appropriate veterinarian for determination of whether they should be treated or humanely destroyed.
### 13.28.03 Handling an Animal Control Situation

Given an incident, the trainee shall effectively assess and handle an animal control situation.

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**Additional Information:**

#### 13.28.03 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

GPD Policy - Animal Control

#### 13.28.03 Part B - Agency Training Details (*field will expand automatically*)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall effectively assess and handle an animal control situation within GPD policy and procedure guidelines
- Trainee shall demonstrate proper handling of animal control calls while utilizing Community Service Officer services

See next page for Attestation
Part 5 – Section 13: Patrol Procedures

ATTESTATION FOR SECTION 13

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ________________________________
Print Full Name: ______________________________________

Trainee: ________________________________
Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
     - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist (POST Form 2-230)**
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
## 14.1 – 14.10 Competency Requirements

<table>
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<th>Contents</th>
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<tr>
<td>14.1 Interviewing and Interrogation</td>
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<td>14.2 Preliminary Investigation</td>
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<td>14.3 Burden of Proof</td>
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<td>14.4 Concepts of Evidence</td>
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<td>14.5 Rules of Evidence</td>
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<td>14.6 Evidence Collection and Preservation</td>
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<td>14.7 Lineups</td>
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### Note to Administrators

In order for POST to review and approve your agency’s *Field Training Guide*, you MUST submit the following electronic files:

1. The POST FTP Approval Checklist *(Form 2-230)*
2. Your department’s *Policy & Procedure Manual*
# LIST OF SUBTOPICS

## 14.1 INTERVIEWING AND INTERROGATION
- 14.1.01 Preparing for an Interview
- 14.1.02 Taking Statements
- 14.1.03 Contents of a Good Statement
- 14.1.04 Miranda Warning
- 14.1.05 Conducting an Interview

## 14.2 PRELIMINARY INVESTIGATION
- 14.2.01 Investigating Cold Crimes
- 14.2.02 Crimes Against Property
- 14.2.03 Handling Crimes Against Property
- 14.2.04 Crimes Against Persons
- 14.2.05 Handling Crimes Against Persons
- 14.2.06 Investigating Specific Crimes
- 14.2.07 Serious Injury or Death Scenes
- 14.2.08 Evidence Technicians/Criminalists
- 14.2.09 Preliminary Investigations

## 14.3 BURDEN OF PROOF
- 14.3.01 Understanding the Burden of Proof

## 14.4 CONCEPTS OF EVIDENCE
- 14.4.01 Evidence Definition and Types
- 14.4.02 Evidence and Related Materials
- 14.4.03 Purpose of Evidence
- 14.4.04 Tests of Admissibility
- 14.4.05 Witness Qualifications
- 14.4.06 Privileged Communication

## 14.5 RULES OF EVIDENCE
- 14.5.01 Exclusionary Rule
- 14.5.02 Hearsay Rule

## 14.6 EVIDENCE COLLECTION AND PRESERVATION
- 14.6.01 Locating Physical Evidence
- 14.6.02 Weather Conditions
- 14.6.03 Preserving Evidence
- 14.6.04 Agency Policy
- 14.6.05 Storage of Evidence
- 14.6.06 Taking Evidence to Laboratories and Court
- 14.6.07 Chain of Custody/Evidence
- 14.6.08 Demonstrate Handling of Evidence

## 14.7 LINEUPS
- 14.7.01 Methods for Identifying Suspects
- 14.7.02 Agency Policy and Procedures
- 14.7.03 Photographic Identifications

## 14.8 SOURCES OF INFORMATION
- 14.8.01 Networking with the Community
- 14.8.02 Informants
- 14.8.03 Public and Private Records

## 14.9 SUBPOENAS
- 14.9.01 Definition, Authority, and Immunities
- 14.9.02 Agency Practices

## 14.10 COURTROOM TESTIMONY AND DEMEANOR
- 14.10.01 Professional Demeanor and Appearance
- 14.10.02 Pre-Trial Conference
- 14.10.03 Principles of Effective Testimony
- 14.10.04 Dealing with Attorney Personalities
- 14.10.05 Courtroom Security Policies and Procedures
- 14.10.06 Perjury and Falsifying Police Reports
- 14.10.07 Courtroom Testimony Preparation and Demonstration
### 14.1 INTERVIEWING AND INTERROGATION

#### 14.1.01 Preparing for an Interview

The trainee shall explain the systematic steps he/she should take in preparing for an interview or interrogation.

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#### Additional Information:

**14.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements)
- GPD Policy - Temporary Custody of Juveniles (Interviewing or Interrogating Juvenile Suspects)

**14.1.01 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain systematic steps he/she should take in preparing for an interview or interrogation
- Trainee shall also explain their obligation to give the Miranda warning before all interrogations and to all juveniles regardless of whether they will be interrogated
14.1.02 Taking Statements

The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:

A. Asking direct and brief questions; Let the person being interviewed do the majority of the talking
B. Controlling the interview; Minimize rambling by the person being interviewed
C. Avoiding leading questions except when absolutely necessary
D. Putting the person being interviewed at ease
E. Writing statements verbatim (when appropriate) from person being interviewed
F. Not improvising or making assumptions

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Additional Information:

14.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy- Mobile Audio/Video (MAV) Recorders - (Victim and Witness Statements)

14.1.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss basic rules in statement taking and interviewing. Follow a systematic approach and discuss at minimum the above listed rules
14.1.03 Contents of a Good Statement

The trainee shall describe the contents of a good statement. These contents shall minimally include:

A. What happened
B. When it happened
C. Where it happened
D. Who it happened to
E. How it happened
F. Why it happened
G. How many people were involved
H. Who else was involved

Reference(s):

- Case # (If applicable)
- Incident #

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14.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.1.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall at minimum explain the who, what, why, where, and how of a good statement
14.1.04 Miranda Warning
The trainee shall explain the ramifications of issuing the Miranda warning and describe when and why it should or should not be used during interrogations.

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Additional Information:

14.1.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

GPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements)
GPD Policy - Temporary Custody of Juveniles (Interviewing and Interrogating Juvenile Suspects)

14.1.04 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain when he/she is mandated to issue the Miranda warning, when he/she should issue the Miranda warning, and when he/she should not issue the Miranda warning.
- Trainee shall explain understanding of how a consensual contact could evolve into a detention and require Miranda for interrogation.
### 14.1.05 Conducting an Interview

Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.

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### Additional Information:

#### 14.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Investigation and Prosecution (Custodial Interrogation Requirements)
- GPD Policy - Temporary Custody of Juveniles (Interviewing and Interrogating Juvenile Suspects)

#### 14.1.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall satisfactorily conduct an interview and complete proper documentation
### 14.2 PRELIMINARY INVESTIGATION

#### 14.2.01 Investigating Cold Crimes

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

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**Trainee:**

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**Additional Information:**

#### 14.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Investigation and Prosecution

#### 14.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of a "cold" crime
- Trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime, to minimally include:
  a. Confirming a crime has in fact occurred
  b. Receive statements from all known subjects involved
  c. Collect any available evidence (photographs, video surveillance, weapons used, burglary tools, etc.)
  d. Complete any follow-up, Critical Reach flyers, suspect contact/arrest, etc.
  e. Complete and submit the appropriate reports and documentation
14.2.02 **Crimes Against Property**

The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include:

A. Identity or description of suspect(s)
B. Description of loss
C. Direction of flight of suspect(s)
D. Possibility of weapons being involved
E. Radio broadcasts of all known and important information
F. Conducting a witness check
G. Pursuit and/or apprehension of suspects, if possible

Reference(s):

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**Comments:**

**Additional Information:**

14.2.02 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- 459 PC - Burglary, 484/487/459.5 PC - Shoplifting
- GPD Policy - Investigation and Prosecution
14.2.02 Part B - Agency Training Details
(field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed GPD Patrol Procedures and policy
- Trainee shall explain his/her responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property, to minimally include:
  a. Identity or description of suspect(s) - Collection of suspect identity begins with dispatch. Primary officer should ask pertinent questions of dispatch and relay critical questions for them to ask the caller. Once on scene, he/she shall quickly collect as much suspect information from the victim(s)/witness(es) and relay it to all responding officers.
  b. Description of loss - Collect a detailed description of all lost or damaged property (including serial numbers/receipts if available). Photograph all damaged property.
  c. Direction of flight of suspect(s) - During his/her initial collection of suspect information, specific details of the suspect(s) last known direction of travel is critical information to provide responding officer so they can begin a systematic area check or set up a calculated perimeter.
  d. Possibility of weapons being involved - Collect all information regarding possible weapons or items which could be used as weapons and relay information to responding officers.
  e. Radio broadcasts - He/she shall broadcast all (non-confidential) important information to responding officers so they can respond accordingly, and dispatch so they can record information with time stamping.
  f. Conducting a witness check - He/she shall contact all known witnesses and canvas for additional witnesses to completed a thorough investigation and assist in the apprehension of the suspect(s).
  g. Pursuit and/or apprehension of suspects, if possible - Suspect(s) should be apprehended as soon as possible to prevent escape/destruction of evidence. Search/pursuit of suspect(s) should be a coordinated effort with responding and on scene officers.

14.2.03 Handling Crimes Against Property
Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).

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Comments:
### 14.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

459 PC - Burglary, 484/487/459.5 PC - Shoplifting  
GPD Policy - Investigation and Prosecution  

### 14.2.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed GPD Patrol Procedures and policy  
- Trainee shall satisfactorily complete the preliminary investigation, follow-up, arrest (if possible), including the satisfactorily completion of the proper reports for an in-progress or fresh incident involving a crime against property.  
- Trainee shall demonstrate proper utilization of back-up officers to assist with investigation

### 14.2.04 Crimes Against Persons

The trainee shall review and explain an officer’s responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons. These responsibilities should minimally include:

- A. Identity or description of suspect(s)  
- B. Description of injury and/or loss  
- C. Direction of flight of suspect(s)  
- D. Possibility of weapons being involved  
- E. Radio broadcasts of all known and important information  
- F. Conducting a witness check  
- G. Pursuit and/or apprehension of suspects, if possible

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5.14 Investigations/Evidence
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| 211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation  
GPD Policy - Investigation and Prosecution  
GPD Policy - Sexual Assault Investigations  
GPD Policy - Domestic Violence |

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<th>Part B - Agency Training Details <em>(field will expand automatically)</em></th>
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| Trainee shall demonstrate comprehension of the above listed GPD Patrol Procedures and policies  
Trainee shall explain his/her responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons, to minimally include:  
a. Identity or description of suspect(s) - Collection of suspect identity begins with dispatch. Primary officer should ask pertinent questions of dispatch and relay critical questions for them to ask the caller. Once on scene, he/she shall quickly collect as much suspect information from the victim(s)/witness(es) and relay it to all responding officers.  
b. Description of injury and/or loss - Priority should be summoning medical aid for reported injuries. Document/photograph injuries as evidence and reference for report.  
c. Direction of flight of suspect(s) - During his/her initial collection of suspect information, specific details of the suspect(s) last known direction of travel is critical information to provide responding officer so they can begin a systematic area check or set up a calculated perimeter.  
d. Possibility of weapons being involved - Collect all information regarding possible weapons used, simulated, or seen during the commission of the crime and relay information to responding officers.  
e. Radio broadcasts - He/she shall broadcast all (non-confidential) important information to responding officers so they can respond accordingly, and dispatch so they can record information with time stamping.  
f. Conducting a witness check - He/she shall contact all known witnesses and canvas for additional witnesses to completed a thorough investigation and assist in the apprehension of the suspect(s).  
g. Pursuit and/or apprehension of suspects, if possible - Suspect(s) should be apprehended as soon as possible to prevent escape/additional victims/destruction of evidence. Search/pursuit of suspect(s) should be a coordinated effort with all responding and officers on scene. |
14.2.05 Handling Crimes Against Persons

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

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14.2.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- 211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation
- GPD Policy - Investigation and Prosecution
- GPD Policy - Sexual Assault Investigations
- GPD Policy - Domestic Violence

14.2.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed GPD Patrol Procedures and policies
- Trainee shall perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s) of an incident involving a crime against a person. Trainee shall ensure medical aid is summoned for any person reporting injury or complaint of pain.
14.2.06 Investigating Specific Crimes
The trainee shall explain the steps to take while investigating various crimes against persons, including:

A. Rape/Sexual assault
B. Robbery
C. Kidnapping
D. Child Abuse
E. Elder Abuse
F. Felonious assault

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14.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

211 PC - Robbery, 242 PC - Battery, Rape/Sexual Assault Investigation
GPD Policy - Investigation and Prosecution; GPD Policy - Sexual Assault Investigations; GPD Policy - Domestic Violence
GPD Policy - Adult Abuse; GPD Policy - Child Abuse
GPD Policy - Prison Rape Elimination

14.2.06 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed GPD Patrol Procedures and policies
- Trainee shall explain the steps to take while investigating various crimes against persons, to minimally include the above list
14.2.07 **Serious Injury or Death Scenes**

The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include:

A. Preserving the scene, including the restriction of unauthorized police personnel
B. Determining the need for first aid and summoning medical assistance
C. Identifying and apprehending suspect(s), if possible
D. Making proper notifications
E. Locating visible physical evidence
F. Locating and interviewing witnesses or possible witnesses as appropriate

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**Additional Information:**

14.2.07 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Death Investigation
GPD Policy - Temporary Custody of Juveniles (Suicide Attempt, Death or Serious Injury of a Juvenile)

14.2.07 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the steps he/she is to take initially at a scene where a serious injury or death has occurred, to minimally include the above listed steps
- Trainee shall be mindful that an initial death scene cannot be re-investigated so they should be thorough and methodical. Trainee shall also remember that his/her demeanor, empathy, and professionalism can have an everlasting effect on the survivors and victim’s families.
### 14.2.08 Evidence Technicians/Criminalists

The trainee shall recognize what types of situations require the skills of an evidence technician or criminalist.

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<td>GPD Policy - Sexual Assault Investigations</td>
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<td>GPD Policy - Restoration of Firearm Serial Numbers</td>
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<td>- Trainee shall demonstrate comprehension of the above listed policies</td>
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<td>- Trainee shall recognize what types of situations require the skills of an evidence technician or criminalist. Trainee shall minimally discuss the policies listed above.</td>
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### 14.2.09 Preliminary Investigations

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

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**Additional Information:**

#### 14.2.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Investigation and Prosecution

#### 14.2.09 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall satisfactorily conduct a thorough and complete preliminary investigation following GPD procedure and policy
14.3 BURDEN OF PROOF

14.3.01 Understanding the Burden of Proof

The trainee shall define the term “burden of proof” and determine whether the burden of proof falls upon the prosecution or defense during a criminal trial in the following situations:

A. Criminal Guilt
B. Corpus delicti
C. Jurisdiction
D. Double jeopardy as a defense
E. Self-defense as a defense
F. Insanity as a defense

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Additional Information:

14.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.3.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain his/her understanding of the term 'burden of proof'.
- Trainee shall determine (and explain why) whether the burden of proof falls on the prosecution or defense during a criminal trial in the above listed situations.
# CONCEPTS OF EVIDENCE

## 14.4.01 Evidence Definition and Types

The trainee shall review the term “evidence” as defined by California law, and recognize the various concepts of evidence, including:

- **A. Direct evidence**
- **B. Indirect/Circumstantial evidence**

### Reference(s):

Evidence Codes 140 and 410

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### Additional Information:

- **14.4.01 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

  N/A

- **14.4.01 Part B - Agency Training Details** *(field will expand automatically)*
  - Trainee shall be able to explain the California Law definition of the term "evidence".
  - Trainee shall recognize the various concepts of evidence, to minimally include the above list
14.4.02 Evidence and Related Materials
The trainee shall discuss and give examples of the following evidence and related materials:
A. Fruits of a crime
B. Instrumentalities of a crime
C. Contraband

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14.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A

14.4.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall give examples of the following evidence and related materials:
  a. Fruits of the crime - Stolen items such as money or personal property
  b. Instrumentality of the crime - Any object used in the commission of a crime such as a gun
  c. Contraband - Illegal items such as controlled substances
### Purpose of Evidence

The trainee shall explain the purposes for offering evidence in court including:

- **A.** As an item of proof
- **B.** To impeach a witness
- **C.** To rehabilitate a witness
- **D.** To assist in determining sentence

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#### Additional Information:

**14.4.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A

**14.4.03 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain the purposes for offering evidence in court to minimally include the above list
14.4.04 Tests of Admissibility
The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court, including that the evidence must:

A. Be relevant to the matter in issue
B. Be competently presented in court
C. Have been legally obtained

Reference(s):
Evidence Code 210

### Reference Agency Policies/Procedures, if applicable (600 characters maximum)
N/A

### Agency Training Details
- Trainee shall explain what is required to make evidence admissible into any criminal court, to minimally include the above list.
14.4.05 Witness Qualifications

The trainee shall identify at least three of the following as qualifications that a witness must meet before testifying in a criminal trial in the State of California:

A. Know the difference between right and wrong
B. Understand his/her duty to tell the truth
C. Possess the ability to express himself/herself concerning the matter to be understood
D. Testify only to those facts that are personal knowledge (with the exception of those areas covered by the Hearsay Rule)

Reference(s): Evidence Code 701

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14.4.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

- N/A

14.4.05 Part B - Agency Training Details (field will expand automatically)  

- Trainee shall demonstrate understanding that at least three of the above listed qualifications must be met in order for a witness to testify in a criminal trial in the State of California
### 14.4.06 Privileged Communication

The trainee shall explain the privileged communication rule and provide examples to include:

- A. Husband and wife
- B. Attorney and client
- C. Clergyperson and confessor
- D. Physician and patient

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**14.4.06 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- **14.4.06 Part B - Agency Training Details** *(field will expand automatically)*
  - Trainee shall explain why some communication is considered privileged and provide examples, to minimally include the above list
14.5 RULES OF EVIDENCE

14.5.01 Exclusionary Rule
The trainee shall describe the effects of the “Exclusionary Rule” upon police actions and procedures in the following areas:
A. Civil rights
B. Inadmissible evidence
C. Possibility of false arrest

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Case # (If applicable)  Incident #

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14.5.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  N/A

14.5.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall explain how his/her actions and procedures can either make evidence or statements admissible in court, or have them deemed inadmissible due to improper practice
- Trainee shall also focus on civil rights and the possibility of false arrests
14.5.02  Hearsay Rule

The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:

A. Spontaneous statements
B. Admissions
C. Confessions
D. Dying declarations

Reference(s): Evidence Codes 1200 and 1220

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14.5.02  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  □ N/A

14.5.02  Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate capability to testify in court with a sound knowledge of the given case
- Trainee shall define the Hearsay Rule and give examples of exceptions to the rule, to minimally include:
  a. Spontaneous statements - A statement relating to a startling event or condition, made while the declarant was under the stress of excitement that it caused.
  b. Admissions - Any out of court statement(s) that acknowledge guilt or liability.
  c. Confessions - A formal statement admitting that one is guilty of a crime
  d. Dying declarations - A statement made under belief of certain or impending death, and the statement concerns the causes or circumstances of impending death.
## 14.6 EVIDENCE COLLECTION AND PRESERVATION

### 14.6.01 Locating Physical Evidence

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

- **A. Strip**
- **B. Quadrant**
- **C. Spiral**

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#### 14.6.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

#### 14.6.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall search a crime scene and locate physical evidence through the use of an organized method including:
  - **a. Strip** - He/she shall divide the scene into strips approximately three feet wide. He/she examines each strip separately. This method is best for outdoor searches.
  - **b. Quadrant** - He/she shall divide the scene into quadrants that are searched individually. This search is best for smaller areas such as a bedroom or vehicle.
  - **c. Spiral** - Carried out by a single person. He/she walks in a circular fashion from the outer point of the crime scene towards the central point. He/she shall not start at the center as evidence may be destroyed.
14.6.02 Weather Conditions

The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.

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14.6.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

14.6.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain (and or demonstrate if possible) the methods for preserving evidence at a crime scene in fair and inclement weather.
- This may include preserving blood evidence during rainy weather, or loose item evidence (such as bullet casing or clothing) during windy weather.
14.6.03 Preserving Evidence
The trainee shall demonstrate the ability to properly preserve evidence in a way that ensures it is received by the examining authority or court in as nearly as possible to the same condition as it was found.

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Additional Information:

14.6.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) N/A
GPD Policy - Property and Evidence

14.6.03 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall ensure all evidence is collected in a manner that will preserve it as nearly as possible to the same condition as it was found.
- Trainee shall explain the tools provided by GPD for evidence collection and shall demonstrate competent use of these tools
- Trainee shall demonstrate understanding of GPD Chain of Custody and explain the importance of Chain of Custody in the preservation of evidence.
### 14.6.04 Agency Policy

The trainee shall review and explain the agency’s policies and procedures regarding the following:

- A. Handling controlled substances
- B. Depositing property, evidence, and money
- C. Calling out Crime Scene Investigators and/or detectives to process a crime scene
- D. Depositing firearms, miscellaneous weapons, and explosives
- E. Withdrawing and returning property

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#### 14.6.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Property and Evidence
GPD Policy - Officer-Involved Shootings and Deaths
GPD Policy - Death Investigation

N/A
14.6.04  **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy and explain GPD policy and procedures regarding the following:
  a. Handling controlled substances - He/she shall not presumptive test any suspected narcotic or dangerous drug without supervisor approval. At no time shall he/she test any substance which he/she has a reasonable suspicion, based on specific facts or circumstances, contains fentanyl.
  b. Depositing property, evidence, and money - Items shall be documented, packaged with an evidence label and stored in a designated evidence locker. Money shall be counted in the presence of a supervisor and the envelope initialed by the booking officer and the supervisor. A Watch Commander shall be contacted for cash in excess of $1000 for verification.
  c. Calling out detectives to process a crime scene - High profile cases, such as suspected homicide or officer-involved shootings, require the investigations division involvement.
  d. Depositing firearms, miscellaneous weapons, and explosives - All firearms shall be unloaded and rendered safe with zip tie or other similar item before being put in a gun box. The box will be left unsealed. Property tag with serial number shall be affixed to the gun box. He/she shall complete a CLETS entry form and turn it into Records for data entry as soon as possible. Magazines and ammunition are to be booked separately.
  e. Withdrawing and returning property - The Property and Evidence PST designated by the Police Records/Detention Supervisor, shall authorize the disposition or release of all evidence and property coming into the care and custody of the Department. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity. The release and return of all property shall be properly noted in the RMS property module.

4.6.05  **Storage of Evidence**

The trainee shall explain the provisions of the agency’s rules, policies, and procedures regarding the storage of evidence.

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**Incident #**

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### 14.6.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Property and Evidence

### 14.6.05 Part B - Agency Training Details

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD’s rules, policies, and procedures regarding storage of evidence.

### 14.6.06 Taking Evidence to Laboratories and Court

The trainee shall review and explain the agency’s policies and procedures regarding taking evidence to laboratory examination facilities and court.

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### 14.6.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Property and Evidence
14.6.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD’s policy and procedures regarding taking evidence to laboratory examination facilities and court.

14.6.07 Chain of Custody/Evidence

The trainee shall explain the meaning of “chain of custody” or “chain of evidence.”

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14.6.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Property and Evidence

14.6.07 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the meaning of "chain of custody", for example: The unbroken documented trail of accountability that ensures the security of physical evidence.
- Per GPD policy, any employee who first comes into possession of any property shall retain such property in his/her possession until it is properly tagged and placed in the designated property locker or storage room. Care shall be taken to maintain the chain of custody for all property.
### 14.6.08 Demonstrate Handling of Evidence

Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to document the chain of custody.

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**14.6.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Property and Evidence

**14.6.08 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall satisfactorily collect, process and book evidence, all while maintaining proper chain of command per GPD policy
### 14.7 LINEUPS

**14.7.01 Methods for Identifying Suspects**

The trainee shall explain technical methods for identifying suspects, including:

- **A. Field show-up**
- **B. Photo identification**
- **C. Identification kit**
- **D. Artist’s conception**

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**14.7.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

Santa Clara County Lineup Protocol

**14.7.01 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain technical methods for identifying suspects, including the two most commonly used GPD methods:
  - **a. Field show-up - Field identification:** A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as a suspect.
  - **b. Photo identification - Photographic lineup:** Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.
14.7.02 Agency Policy and Procedures
The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of line-ups:

A. In custody
B. In the field
C. Photographic

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14.7.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
Santa Clara County Lineup Protocol

14.7.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain procedures, including admonitions, for conducting the following types of line-ups:
  a. In custody - Once a suspect is in custody, all in-person line-ups shall be conducted with the assistance of the Santa Clara County DDA working the specific case and the GPD investigations division.
  b. In the field - Officers shall follow the Field Identification Considerations as listed in the County Protocol - Eyewitness Identification policy
  c. Photographic - Officers shall follow the Photographic Lineup and Live Lineup Considerations as listed in the County Protocol - Eyewitness Identification policy
- Trainee shall be familiar with, and demonstrate recital of, the Santa Clara County Photographic/In-Person Lineup Admonition as written on the Santa Clara County Photographic/In-Person Lineup Report
### 14.7.03 Photographic Identifications

The trainee shall explain and/or demonstrate the following procedures for a photographic identification:

A. Use of multiple photos
B. Witness instructions
C. Control of the situation
D. Similar appearances

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#### 14.7.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

Santa Clara County Lineup Protocol

#### 14.7.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate the following procedures for a photographic identification:
  a. Use of multiple photos - Six individual photographs shall be used to create a photo line-up
  b. Witness instructions - He/she shall read verbatim the Santa Clara County Photographic/In-Person Lineup Admonition directly from the Santa Clara County Photographic/In-Person Lineup Report form.
  c. Control of the situation - He/she shall give the clear instruction to the witness and ensure these instructions are followed
  d. Similar appearances - Individuals in the lineup should reasonable match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out.
### 14.8 SOURCES OF INFORMATION

#### 14.8.01 Networking with the Community

The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.

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#### Additional Information:

##### 14.8.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

##### 14.8.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss the importance of developing sources of information through networking with persons in the community to minimally include:
  a. Creating a desire within the community to assist law enforcement
  b. Developing resources to contact when investigating crimes
  c. Create opportunity to educate the community members
### 14.8.02 Informants

The trainee shall describe techniques for identifying and developing “informants,” including:

A. The hazards of divulging too much information to informants

B. The danger of breaking confidentialities

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**Additional Information:**

14.8.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

GPD Policy - Informants

14.8.02 **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall describe techniques for identifying and developing "informants", to minimally include the above list
### 14.8.03 Public and Private Records
The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.

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**How Demonstrated?**
- Field Perform
- Role Play
- Written Test
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**When completed, print full name**

**How Remediated?**
- Field Perform
- Role Play
- Written Test
- Verbal Test

**Comments** *(field will expand automatically)*

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### Additional Information:

#### 14.8.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Investigation and Prosecution

#### 14.8.03 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the types of public and private records that may be of assistance when collecting investigative information, to minimally include:
  - Computers and digital evidence
  - Social media and internet sources
  - Cellular communications
14.9 SUBPOENAS

14.9.01 Definition, Authority, and Immunities
The trainee shall define the term “subpoena” and describe the authority and immunities associated with the subpoena, including:

A. Who may exercise the power of a subpoena
B. Who may serve a subpoena
C. How a subpoena is served
D. Who is subject to the power of a subpoena
E. What immunities from arrest are granted to a person traveling in answer to a subpoena
F. How a subpoena is enforced

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Additional Information:

14.9.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Subpoenas and Court Appearances

14.9.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall define the term "subpoena", minimally defining it as a written legal order directing a person to appear in court to give testimony, show specified records, etc.
- Trainee shall describe the authority and immunities associated with the subpoena, including the above list
### 14.9.02 Agency Practices
The trainee shall review and explain the agency’s practices and policies concerning the subpoena process.

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### Additional Information:

14.9.02 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

GPD Policy - Subpoenas and Court Appearances

14.9.02 **Part B - Agency Training Details** *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD’s practices and policy concerning the subpoena process.
14.10 COURTROOM TESTIMONY AND DEMEANOR

14.10.01 Professional Demeanor and Appearance

The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.

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Additional Information:

14.10.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Subpoenas and Court Appearances

GPD Policy - Uniform Regulations

14.10.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies.
- Trainee shall explain the value of impressive and professional courtroom demeanor and appearance. Trainee shall explain GPD policy as it relates to courtroom demeanor and appearance, to include:

  When appearing in court, members shall:
  a. Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.
  b. Dress in the department uniform or business attire.
  c. Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.
### 14.10.02 Pre-Trial Conference
The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:

A. Refreshing the officer’s memory  
B. Coordination of efforts

#### Additional Information:

**14.10.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Subpoenas and Court Appearances

**14.10.02 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy  
- Trainee shall explain the value of meeting with the prosecuting attorney prior to trial. This shall minimally include:
  a. Refreshing the officer's memory - In addition to reviewing his/her case report before the trial date, he/she should allow enough time before the actual trial to meet with the prosecuting attorney. This will allow him/her to better refresh his/her memory to details of the case.  
  b. Coordination of efforts - Meeting with the prosecuting attorney before trial allows both parties to coordinate a plan of approach for the trial and prepare him/her for any planned questioning the attorney has prepared for him/her.
14.10.03 Principles of Effective Testimony

The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:

A. Honesty
B. Clarity
C. Brevity
D. Objectivity
E. Poise

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FTO: Field Perform  Role Play  Written Test  Verbal Test

Trainee: Field Perform  Role Play  Written Test  Verbal Test

Additional Information:

14.10.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Subpoenas and Court Appearances

Comments (field will expand automatically)

Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Subpoenas and Court Appearances
14.10.03 Part B - Agency Training Details

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain principles of effective testimony, to minimally include:
  a. Honesty - Effective and ethical law enforcement depends on honest testimony. His/her right to testify requires complete honesty.
  b. Clarity - Presenting quality testimony requires him/her to present a clear representation of observations, actions and other description of evidence.
  c. Brevity - Testimony can become ineffective if it is drawn out or contains impertinent information. It is important to keep testimony brief and concise.
  d. Objectivity - Quality testimony contains factual information. He/she should remain objective and not include opinions unless asked or as a court documented expert in the given issue
  e. Poise - He/she should maintain professional composure. A case is not won with emotion, it is won with well prepared testimony and professionalism

14.10.04 Dealing with Attorney Personalities

The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are:

A. Irate
B. Offensive
C. Threatening
D. Argumentative
E. Overly friendly

Reference(s):

Case # (If applicable)  Incident #

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5.14 Investigations/Evidence

Additional Information:

14.10.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  □ N/A

14.10.04 Part B - Agency Training Details (field will expand automatically)
- Trainee shall understand they will be challenged by defense attorneys. Not all questioning will be favorable for the officer nor will the demeanor of the defense attorney always be pleasant.
- Trainee shall understand that courtroom examination is not personal and aggressive attitude or questioning should not be taken as such, and should not affect his/her response(s)/professionalism.
- Trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with attorneys that are behaving in an unprofessional manner such as the above list.

14.10.05 Courtroom Security Policies and Procedures
The trainee shall become familiar with local courtroom security policies and procedures such as:
A. Prisoner Escort  C. Screening of Courtroom Audience
B. Prisoner Restraint  D. Disturbance Procedures

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**Additional Information:**

14.10.05  **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

N/A

14.10.05  **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate ability to practice sound courtroom security. He/she shall monitor how the court escorts/restrains prisoners, screen the audience within a courtroom when entering (just as you would on the street), and be familiar with disturbance procedures (what is his/her role).

14.10.06  **Perjury and Falsifying Police Reports**

The trainee shall recognize that perjury and the falsification of police reports are crimes, and may result in the following consequences:

A. Criminal and civil action against the officer  
B. Irreparable damage to the officer’s credibility (Brady List)  
C. Irreparable damage to the prosecution of a case  
D. May result in civil actions against the agency

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Additional Information:

14.10.06  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Brady Material Disclosure

14.10.06  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall recognize the ramifications of perjury or falsification of police reports. Trainee shall recognize these actions are crimes and can result in serious consequences including:
  a. Criminal and civil action against him/her - He/she can be sued civilly and can be charged with Ca Penal Code 118 (Perjury) and or 118.1 (False police report)
  b. Irreparable damage to the officer's credibility (Brady List) - Any officer who has had issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct can be placed on the "Brady List" which can affect his/her ability to testify in court. If an officer cannot testify in court they are unable to perform their full duties.
  c. Irreparable damage to the prosecution of a case - Any dishonestly within testimony or report documentation will destroy the prosecution of a case.
  d. May result in civil actions against the agency - He/she shall remember they are always representing the Gilroy Police Department and his/her unlawful actions can bring civil action against the GPD and the City of Gilroy. It is always better to risk losing a criminal case with honest testimony than to falsify any information in an attempt to win the case.
### 14.10.07 Courtroom Testimony Preparation and Demonstration

The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

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**Reference(s):**

**Case # (If applicable)**

**Incident #**

**FTO:**

**Trainee:**

**Comments (field will expand automatically)**

### Additional Information:

**14.10.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Subpoenas and Courtroom Appearances

**14.10.07 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to prepare for courtroom testimony according to GPD procedure/policy. Trainee shall obtain copies of reports, request evidence (if needed), make proper communication with the district attorney’s office and satisfactorily refresh his/her memory to the case. He/she shall maintain professional demeanor within the courthouse and courtroom and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

See next page for Attestation

### Part 5 – Section 14: Investigation/Evidence

**ATTESTATION FOR SECTION 14**

5.14 Investigations/Evidence
TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: ___________________________  Print Full Name: ___________________________

Trainee: ___________________________  Print Full Name: ___________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.
2. **Front cover** *(optional):* To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.
3. **For each section (1–18):**
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
     - **Part B:** Enter your agency’s training details.
4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist** *(POST Form 2-230)*
      - NOTE: Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**
5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   - Commission on POST
   - 860 Stillwater Road, Suite 100
   - West Sacramento, CA 95605
   - Attn: Basic Training Bureau (BTB)
6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
## Tactical Communication/Conflict Resolution

### 15.1 – 15.4 Competency Requirements

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**List of Subtopics**
- Attestation
- Instructions to Administrators
- Instructions to FTOs

**Note to Administrators**
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:
1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

15.1 TACTICAL COMMUNICATION
15.1.01 Verbal and Nonverbal Cues
15.1.02 Benefits of Tactical Communication
15.1.03 Demonstration of Tactical Communication
15.1.04 Deflection Techniques
15.1.05 Five-Step Process for Generating Voluntary Compliance

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15.2.01 Basic Responsibilities at the Scene of a Dispute
15.2.02 Social Service Organizations
15.2.03 Inherent Dangers to Officers
15.2.04 Separating Parties in a Dispute
15.2.05 Private Person Arrest Procedures
15.2.06 Use of Different Techniques
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15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes
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15.3.04 Policing Problems During Labor-Management Disputes
15.3.05 Small Claims Court
15.3.06 Handling a Civil Dispute

15.4 REPOSSESSIONS
15.4.01 Rules and Agency Policy Regarding Repossessions
### TACTICAL COMMUNICATION/CONFLICT RESOLUTION

#### 15.1 TACTICAL COMMUNICATION

**15.1.01 Verbal and Nonverbal Cues**

The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and nonverbal cues).

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### Additional Information:

**15.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

N/A
15.1.01 Part B - Agency Training Details (*field will expand automatically*)
- Trainee shall discuss how tactical communication involves both professional demeanor and words.
- Trainee shall understand that uncooperative subjects or stressful situations do not always warrant an escalated physical/verbal response. In many cases, the situation can be resolved with calm authority. Maintaining a professional and controlled approach will not only allow him/her to make sound decisions, but it will gain respect from the public.
- Officer safety is always priority but officer safety does not translate to an over officious approach. Using tactical communication can de-escalate situations and potentially prevent the need for use of force or physical engagement.

15.1.02 Benefits of Tactical Communication
The trainee shall identify and explain the benefits of tactical communication, including:
A. Enhanced safety (reduced likelihood of physical confrontation and injury)
B. Enhanced professionalism (decreased citizen complaints, personal and professional stress, and civil liability)

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15.1.02 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

N/A
15.1.02  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall discuss how tactical communication can enhance safety through de-escalation and verbally gained compliance, and enhance professionalism which will result in a decrease of citizen complaints, personal and professional stress, and civil liability.

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15.1.03  Demonstration of Tactical Communication

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

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15.1.03  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

15.1.03  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate ability to de-escalate a situation using tactical communication and not resorting to physical violence.
- Trainee shall maintain a calm and professional demeanor and not allow his/her emotions or personal feelings to affect his/her actions.
### 15.1.04 Deflection Techniques

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

A. “I appreciate that, but I need to see your driver’s license, vehicle registration, and proof of insurance.”

B. “I understand that, but I need you to move your vehicle.”

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#### 15.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

#### 15.1.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate ability to deflect verbal abuse while remaining calm, professional and on task.
- Trainee shall demonstrate techniques such as those listed above. Always using professional language and not allowing verbal abuse to govern a negative response.
15.1.05 Five-Step Process for Generating Voluntary Compliance

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

A. **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply

B. **Set Context** (Reasonable Appeal) – The “why” questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation.

C. **Present Options** (Personal Appeal) – Explain possible options

D. **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance. For example, “Is there anything I can say to gain your cooperation at this time?”

E. **Act** (Take appropriate action)

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15.1.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)* [N/A]
15.1.05 Part B - Agency Training Details (field will expand automatically)

- Trainee shall handle an incident involving an uncooperative subject(s) and generate voluntary compliance using the five-step process. The five-step process includes:
  a. Ask the subject and give them an opportunity to voluntarily comply
  b. Set the context and tell the subject why you are asking for compliance
  c. Present the subject with possible options
  d. Confirm the subject’s stance and provide one last opportunity for voluntary compliance
  e. Take appropriate action in the absence of voluntary compliance (physical detention, psychiatric hold, arrest)

15.2 HANDLING DISPUTES (GENERAL)

15.2.01 Basic Responsibilities at the Scene of a Dispute

The trainee shall explain an officer’s basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:

A. Remaining impartial
B. Preserving the peace
C. Determining whether or not a crime has been committed
D. Conducting an investigation if a crime has been committed.
E. Providing safety to individuals and property
F. Suggesting solutions to the problem
G. Offering appropriate referrals
H. Considering arrest as a reasonable alternative if a crime has been committed

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**15.2.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

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**15.2.01 Part B - Agency Training Details** *(field will expand automatically)*
- Trainee shall explain his/her basic responsibilities at the scene of a dispute.
- Trainee shall explain his/her understanding of the above listed responsibilities at the scene of a dispute.

**15.2.02 Social Service Organizations**

The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:

- **A. Public health**
- **B. Alcohol problems**
- **C. Family counseling and child guidance**
- **D. Drug problems**
- **E. Humane Society/Society for the Prevention of Cruelty to Animals (SPCA)**
- **F. Any additional city/county agencies or organizations**

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15.2.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall identify the various social service organizations available within the City of Gilroy and the County of Santa Clara. This shall include the mobile crisis response team.
- Trainee shall minimally identify the above list of organizations.

15.2.03 Inherent Dangers to Officers
The trainee shall explain the inherent dangers to officers who enter the home of a family (or other occupants) involved in a dispute.

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15.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
15.2.03  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain their understanding of the dangers that come with entering the home of subjects involved in a dispute.
- Trainee shall minimally understand that the environment is already escalated upon arrival. The subjects are generally not receptive to law enforcement being in their home during a dispute making voluntary compliance more difficult. The subjects have access to unknown weapons and items that could be used as weapons. Sounds officer safety tactics, tactical communication and calm control of the situation is essential.

15.2.04  Separating Parties in a Dispute

The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.

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15.2.04  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A
### 15.2.04 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain the advantages and disadvantages of separating parties in a dispute to minimally include:
  a. Separating involved parties allows for gathering independent, uninfluenced statements
  b. Separating involved parties eliminates the continuation of the dispute and prevents physical confrontation between parties
  c. Separating involved parties adds the need for additional officers to monitor each subject involved

### 15.2.05 Private Person Arrest Procedures

The trainee shall explain private person arrest procedures at disputes.

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### 15.2.05 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Private Person's Arrest

N/A
15.2.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain private person arrest procedures at disputes, to minimally include:  
  Arrests by Private Persons - Penal Code 837 provides that a private person may arrest another:
  a. For a public offense committed or attempted in his or her presence
  b. When the person arrested has committed a felony, although not in his or her presence
  c. When a felony has been in fact committed, and he or she has reasonable cause for believing the person arrested has committed it

**Officer Responsibilities** - Any officer presented with a private person wishing to make an arrest must determine whether or not there is reasonable cause to believe that such an arrest would be lawful (Penal Code 847)

a. Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonable appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.

b. Whenever an officer determines that there is reasonable cause to believe that a private person’s arrest is lawful, the officer may exercise any of the following options:
   1. Take the individual into physical custody for booking
   2. Release the individual pursuant to a Notice to Appear
   3. Release the individual pursuant to Penal Code 849

15.2.06 Use of Different Techniques

The trainee shall assess and explain different techniques to use in given dispute situations. These situations shall minimally include:

A. Family disputes
B. Neighbor disputes
C. Juvenile dispute
D. Loud parties/loud noise

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| 15.2.06 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | ✗ N/A |

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<td>- Trainee shall assess and explain different techniques to use in the above listed situations. Separating the involved parties should generally occur in all disputes. He/she shall use tactical communication to attempt to gain voluntary compliance and a peaceful resolution.</td>
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### Handling a Dispute Situation

Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.

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| 15.2.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum) | ✗ N/A |
15.2.07 Part B - Agency Training Details (field will expand automatically)
- Trainee shall handle a dispute situation in a safe, efficient, reasonable and discretionary manner within GPD policies and procedures

15.3 CIVIL DISPUTES

15.3.01 Agency Policy on Landlord-Tenant Disputes
The trainee shall review and explain the agency’s policy on handling landlord-tenant disputes.

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15.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
- GPD Policy - Trespass Enforcement and Absentee Landlords

15.3.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy on handling landlord-tenant disputes to minimally include: Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.
15.3.02 California Law and Agency Procedures Regarding Landlord-Tenant Disputes

The trainee shall identify and explain California law (civil and criminal) and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:

A. Evictions  
B. Lockouts  
C. Trespasses  
D. Confiscation of property

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**Additional Information:**

15.3.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Trespass Enforcement and Absentee Landlords

15.3.02 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate comprehension of California law (civil and criminal) and GPD procedures applicable to landlord-tenant disputes by explaining how they apply to the above list. Trainee shall understand the limitations he/she has in these situations and refer the subjects to handle them by seeking a court order. His/her primary focus is keeping the peace unless an enforceable crime has been committed.
### 15.3.03  Agency Policy on Labor-Management Disputes

The trainee shall review and explain the agency’s policy on labor-management disputes.

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**Comments:**

**Additional Information:**

#### 15.3.03  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

N/A

GPD Policy - Trespass Enforcement and Absentee Landlords

#### 15.3.03  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain GPD policy as it relates to civil disputes and first amendment assemblies.
15.3.04 Policing Problems During Labor-Management Disputes

The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:

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

Reference(s):
Case # (If applicable)

Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Trespass Enforcement and Absentee Landlords

Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain GPD policy and procedures for handling typical policing problems which come from labor-management disputes, to minimally include the above list.
- Trainee shall explain how a labor-management dispute assembly could affect the main traffic areas within the City of Gilroy
### 15.3.05 Small Claims Court

The trainee shall explain the role of the small claims court relative to civil disputes.

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- Date: 

**Trainee:**

- Signature: 
- Date: 

**Reference(s):**

- Case #: (If applicable)
- Incident #: (If applicable)

**Comments:**

**Additional Information:**

**15.3.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- N/A

**15.3.05 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall explain the role of small claims court in civil disputes.
- Trainee shall remember to advise subjects involved in civil disputes to seek a court order.
## 15.3.06 Handling a Civil Dispute

Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.

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<th>Reference(s):</th>
<th>Case # (if applicable)</th>
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### Additional Information:

15.3.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- N/A

15.3.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall satisfactorily handle a civil dispute in a safe and effective manner within GPD policy and procedures and California law
15.4 REPOSSESSIONS

15.4.01 Rules and Agency Policy Regarding Repossessions

The trainee shall explain and discuss the general rules and agency policies regarding property repossessions. These shall minimally include:

A. What property is subject to repossession
B. Who may make a repossession
C. To what lengths a reposessor may go
D. When a repossession is complete

Reference(s):

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<th>Received Instruction</th>
<th>Competency Demonstrated</th>
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Comments:

Additional Information:

15.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

15.4.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall explain GPD’s involvement in property repossession situations. Generally, GPD will not become involved in property repossession situations unless they evolve into a dispute. GPD will maintain the peace and remain impartial.
- Trainee shall explain his/her understanding of the above listed issues.

See next page for Attestation
ATTESTATION FOR SECTION 15

TO ENTER YOUR ELECTRONIC SIGNATURE:

• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      − **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      − **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist (POST Form 2-230)**
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
16.1 – 16.5  COMPETENCY REQUIREMENTS

Contents

16.1 Vehicle Codes
16.2 Impounding/Storing Vehicles
16.3 Vehicle Collisions
16.4 Traffic Control/Direction
16.5 Driving Under the Influence (DUI)

List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators
In order for POST to review and approve your agency's Field Training Guide, you MUST submit the following electronic files:
1) The POST FTP Approval Checklist (Form 2-230)
2) Your department's Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
6.1 VEHICLE CODES
- 6.1.01 Vehicle Code Laws
- 6.1.02 Vehicle Code Terminology
- 6.1.03 Vehicle Code Authority to Arrest
- 6.1.04 Common Vehicle Code Violations
- 6.1.05 Enforcement Options
- 6.1.06 Completing a Citation
- 6.1.07 Promise to Appear

16.1.01 Vehicle Code Laws
16.1.02 Vehicle Code Terminology
16.1.03 Vehicle Code Authority to Arrest
16.1.04 Common Vehicle Code Violations
16.1.05 Enforcement Options
16.1.06 Completing a Citation
16.1.07 Promise to Appear

16.2 IMPOUNDING/STORING VEHICLES
- 16.2.01 Agency Policy Regarding Tows
- 16.2.02 Towing Authorities
- 16.2.03 Impounds from Public or Private Property
- 16.2.04 Handling a Vehicle Impound/Storage

16.2.01 Agency Policy Regarding Tows
16.2.02 Towing Authorities
16.2.03 Impounds from Public or Private Property
16.2.04 Handling a Vehicle Impound/Storage

16.3 VEHICLE COLLISIONS
- 16.3.01 Preventing Accidents
- 16.3.02 Primary Duties at Traffic Accident Scene
- 16.3.03 Agency Policy Regarding Collision Investigations
- 16.3.04 Removing Vehicles from the Highway
- 16.3.05 Mandatory Investigations
- 16.3.06 Collision Investigation Terminology
- 16.3.07 Factual Diagram
- 16.3.08 Types of Physical Evidence
- 16.3.09 Collision Investigation Information
- 16.3.10 Handling a Traffic Collision

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16.3.03 Agency Policy Regarding Collision Investigations
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16.3.06 Collision Investigation Terminology
16.3.07 Factual Diagram
16.3.08 Types of Physical Evidence
16.3.09 Collision Investigation Information
16.3.10 Handling a Traffic Collision

16.4 TRAFFIC CONTROL/DIRECTION
- 16.4.01 Traffic Hand Signals
- 16.4.02 Directing Traffic Using a Flashlight
- 16.4.03 Use of Flares
- 16.4.04 Demonstrating Appropriate Traffic Control

16.4.01 Traffic Hand Signals
16.4.02 Directing Traffic Using a Flashlight
16.4.03 Use of Flares
16.4.04 Demonstrating Appropriate Traffic Control

16.5 DRIVING UNDER THE INFLUENCE (DUI)
- 16.5.01 Recognizing Suspected DUI Drivers
- 16.5.02 Sobriety Tests
- 16.5.03 Chemical Tests
- 16.5.04 Chemical Test Refusals
- 16.5.05 DUI Report Forms
- 16.5.06 Handling a Driving Under the Influence Case

16.5.01 Recognizing Suspected DUI Drivers
16.5.02 Sobriety Tests
16.5.03 Chemical Tests
16.5.04 Chemical Test Refusals
16.5.05 DUI Report Forms
16.5.06 Handling a Driving Under the Influence Case
## SECTION 16  TRAFFIC

### CHECK ONE ONLY:
- [ ] PHASE 1
- [ ] PHASE 2
- [ ] PHASE 3
- [ ] PHASE 4
- [ ] PHASE 5

### 16.1 VEHICLE CODES

#### 16.1.01 Vehicle Code Laws

The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.

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- [ ] Role Play
- [ ] Written Test
- [ ] Verbal Test

**Remedial Training**
- [ ] Field Perform
- [ ] Role Play
- [ ] Written Test
- [ ] Verbal Test

**Comments:**

**Additional Information:**

#### 16.1.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Traffic Function and Responsibility

#### 16.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate knowledge of the California Vehicle Code laws and be able to recognize applicable violations committed by motorists
16.1.02 Vehicle Code Terminology

The trainee shall define the following terms as used in the California Vehicle Code:

A. Crosswalk
B. Darkness
C. Driver
D. Highway
E. Intersection
F. Limit line
G. Motor vehicle
H. Roadway
I. School bus
J. Sidewalk
K. Vehicle
L. Pedestrian

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Additional Information:

16.1.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

N/A

16.1.02 Part B - Agency Training Details (field will expand automatically)

Trainee shall define the above listed terms as used in the California Vehicle Code.
16.1.03 Vehicle Code Authority to Arrest

The trainee shall review and explain the elements of vehicle code sections giving authority to arrest.

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16.1.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

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GPD Policy - Impaired Driving
GPD Policy - Traffic Function and Responsibility (Suspended or Revoked Drivers Licenses)

16.1.03 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain the elements of the vehicle code sections giving authority to arrest.
16.1.04 **Common Vehicle Code Violations**  
The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:

A. Vehicle registration and insurance requirements
B. Theft of and tampering with vehicles
C. Driver’s license and identification cards including suspensions
D. Hit and run
E. Traffic control signals
F. Other traffic control devices
G. Driving, overtaking, and passing
H. Right of way
I. Pedestrians
J. U-turns
K. Stopping, standing, and parking
L. Driving under the influence
M. Equipment violations
N. Fleeing/evading an officer
O. Reckless driving
P. Seatbelt violations
Q. Other public offenses

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**Additional Information:**

16.1.04 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Traffic Function and Responsibility
16.1.04 Part B - Agency Training Details (*field will expand automatically*)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify commonly used California Vehicle Code violations by code number and classification, to minimally include those sections listed above.

16.1.05 Enforcement Options
The trainee shall discuss enforcement options after observing a traffic violation, including:
A. Verbal warning
B. Issuing a citation
C. Physical Arrest

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Additional Information:

16.1.05 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)
GPD Policy - Traffic Function and Responsibility
16.1.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss enforcement options after observing a traffic violation to include verbal warnings, issuing a citation or physical arrest.
- Trainee shall explain the extent of his/her discretion when it comes to traffic enforcement

16.1.06 Completing a Citation

The trainee shall properly and legibly complete a citation for an observed traffic offense within a reasonable amount of time.

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Additional Information:

16.1.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Traffic Function and Responsibility
16.1.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to recognize a traffic offense, initiate a proper traffic enforcement stop and legibly complete a citation within a reasonable amount of time.
- Trainee shall demonstrate attention to detail ensuring all necessary fields are completed accurately with proper California Vehicle Code sections

16.1.07 Promise to Appear

The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt, but a promise to appear.

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Additional Information:

16.1.07 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Traffic Function and Responsibility
16.1.07 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall give methods to convince a violator to sign a citation when they are refusing
- Trainee shall maintain professional composure, contact a supervisor and use tactical communication.
- Trainee shall explain his/her understanding of their authority to arrest the violator if he/she (or supervisor) is unable to convince them to sign the citation.

16.2 IMPOUNDING/STORING VEHICLES

16.2.01 Agency Policy Regarding Tows

The trainee shall review and explain the agency’s policy regarding towing procedures.

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16.2.01 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Vehicle Towing and Release
16.2.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain GPD policy regarding towing procedures, to minimally include:
  a. When he/she is authorized to tow a vehicle.
  b. When he/she is required to tow a vehicle.
  c. When a supervisor should be consulted regarding the towing of a vehicle.
  d. The proper completion of a CHP-180 form
  e. Process for requesting a tow company

16.2.02 Towing Authorities

The trainee shall identify and explain situations where he or she may have the authority to remove, store, and/or impound vehicles, including:

A. Abandoned vehicles – VEH 22669(a)
B. Traffic hazards – VEH 22651(b)
C. Incident to an arrest – VEH 22651(h)
D. Stored for safekeeping – VEH 22651(g)
E. Stolen, recovered, and not released in the field – VEH 22651(c) and VEH 22653(a)
F. Held for investigation – VEH 22655.5
G. Involved in hit and run – VEH 22655 or VEH 22653(b)
H. VIN removed – VEH 10751
I. Held for operation by unlicensed driver – VEH 22651(p)

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16.2.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Vehicle Towing and Release

16.2.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall identify and explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including the above list. In addition to the above list, he/she should be familiar with his/her authority to tow a vehicle when he/she determines that a person was driving a vehicle while their driving privilege was suspended or revoked under Ca Vehicle Code 14602.6(a)(1).

16.2.03 Impounds from Public or Private Property

The trainee shall discuss the legal authorities and instances, which permit an officer to remove, impound, and/or store a vehicle from public and/or private property.

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16.2.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Vehicle Towing and Release

16.2.03 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss the legal authorities and instances, which permit him/her to remove, impound, and/or store a vehicle from public and/or private property.

16.2.04 Handling a Vehicle Impound/Storage
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
C. Completion of all required reports in a satisfactory manner

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#### 16.2.04 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Vehicle Towing and Release

#### 16.2.04 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall demonstrate ability to impound or store a vehicle in an authorized manner. He/she shall minimally follow state law, GPD policy, and satisfactorily complete all required forms and reports.
- Trainee shall recognize the great responsibility that comes with the removal of one's vehicle. He/she shall treat it with respect and take every precaution to safeguard the vehicle regardless of the reason for its removal.

### VEHICLE COLLISIONS

#### 16.3 Preventing Accidents

The trainee shall discuss an officer’s responsibilities in preventing accidents in the community, including:

A. Education  
B. Enforcement  
C. Proactive engineering recommendations  
D. Patrol awareness (including assisting stranded motorists)  
E. Environmental factors that detract from traffic safety  
F. Development of positive inter-agency relationships with road/street department, public works, planning, and traffic safety commission.

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16.3.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Traffic Function and Responsibility

16.3.01 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall use non-assigned time to be proactive in preventing collisions. This can be accomplished through active traffic enforcement (resulting in either citation issuance or verbal warning education), proactive observation of roadway issues/signage issues/environmental factors that detract from traffic safety and developing positive inter-agency relationships with city departments such as streets/public works/planning and the traffic safety commission.

16.3.02 Primary Duties at Traffic Accident Scene
The trainee shall explain the primary duties of an officer at any traffic accident scene, including:
A. Determining injuries and need for emergency first aid treatment
B. Protecting the scene, including persons and property involved
C. Appropriate use of flares (away from flammable materials, spilled fuel, etc.)
D. Ascertaining the need for medics/ambulance service
E. Considering the need for tow services
F. Determining the need for further assistance

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16.3.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Traffic Collision Reporting

16.3.02 Part B - Agency Training Details (field will expand automatically)
- Trainee shall demonstrate comprehension of the above listed policy and explain his/her primary duties at any traffic accident scene.

16.3.03 Agency Policy Regarding Collision Investigations
The trainee shall review and explain the agency’s policy regarding traffic collision investigation and reporting.

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16.3.03 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
GPD Policy - Traffic Collision Reporting
16.3.03  Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policy and explain his/her obligations in responding to, investigating, and reporting collisions.

16.3.04  Removing Vehicles from the Highway
The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) from the highway all vehicles involved in a traffic accident.

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16.3.04  Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy - Traffic Collision Reporting
- GPD Policy - Vehicle Towing and Release

16.3.04  Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall discuss the advantages and disadvantages of removing all vehicles involved in a traffic accident from the highway, to minimally include:
  a. Removing vehicles quickly enables the roadways to be reopened, allowing normal flow of traffic
  b. Removing vehicles quickly prevents further risk of damage to the vehicles and subjects involved
  c. Removing vehicles too quickly can destroy evidence and hinder an investigation
**16.3.05  Mandatory Investigations**
The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:

A. Injury accidents  
B. Hit and run accidents  
C. Accidents involving suspected drunk drivers  
D. Accident involving city, county, or state property

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**16.3.05  Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

GPD Policy - Traffic Collision Reporting

**16.3.05  Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall discuss when he/she must investigate a traffic accident by law and GPD policy, to minimally include the above list as well as involved party requests.
16.3.06  Collision Investigation Terminology

The trainee shall review and discuss the terms relevant to traffic collision investigations, to include:

A. **Accident or Collision** – An unintentional event that causes damage, injury, or death

B. **Area of Impact** – The geographical location at which the involved parties came into contact, as a result of the vehicle collision, with one another, another object, or a surface

C. **Classification of Injuries** – Complaint of pain, fatal injury, severe injury, and other visible injuries

D. **Coefficient of Friction** – Measure of adhesion between two surfaces (e.g., a tire and the roadway); the lower the coefficient of friction, the more slippery the road surface

E. **Deliberate Intent** – An intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person

F. **In Transport** – The state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one to place to another

G. **Other Parties** – A person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure)

H. **Primary Collision Factor** – The one element or driving action, which in the officer’s opinion best describes the primary or main cause of the collision

I. **Witness** – A person other than an involved party or a passenger who can provide information relevant to the accident

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16.3.06  Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Traffic Collision Reporting
**16.3.06 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of common terms used in traffic collision investigations, to minimally include the above list.

**16.3.07 Factual Diagram**

The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:

- A. Indications of compass direction
- B. Measurement of the scene in proportion, but not necessarily to scale
- C. Use of appropriate illustrations
- D. Determining the area of impact and the point of rest

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**16.3.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

GPD Policy - Traffic Collision Reporting

**16.3.07 Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policy and CHP-55S sketch/factual diagram forms
- Trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision and demonstrate ability to complete the required sketch/diagram
16.3.08 Types of Physical Evidence

The trainee shall identify types of physical evidence used to determine the cause of a collision, including:

A. Locked wheel skid, critical speed scuff, impending skid, side skids, and acceleration scuff
B. Debris, glass, vehicle parts, fluids, and other related property damage
C. Photographs of the scene

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16.3.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Traffic Collision Reporting

16.3.08 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain his/her understanding of physical evidence located at the scene of a traffic collision
- Trainee shall identify which physical evidence could be used to determine the cause of a collision
16.3.09 Collision Investigation Information

The trainee shall identify information to be obtained during a collision investigation interview, including:

A. Identity of the involved parties and vehicle information
B. Time and location of collision events
C. Chronology of collision events
D. Elements unique to hit and run collisions, if applicable

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16.3.09 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Traffic Collision Reporting

16.3.09 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain why it is important to interview involved parties separately, to minimally include receiving uninfluenced statements and minimizing conflict between involved parties.
16.3.10 Handling a Traffic Collision

Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.

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16.3.10 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Traffic Collision Reporting

16.3.10 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall satisfactorily complete a collision investigation within GPD policy and procedures.
### 16.4 TRAFFIC CONTROL/DIRECTION

#### 16.4.01 Traffic Hand Signals

The trainee shall demonstrate recognized traffic hand signals used to direct a driver to include:

- A. Stop
- B. Start
- C. Keep moving
- D. Turn right
- E. Turn left
- F. Make a U-turn

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#### 16.4.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- N/A

#### 16.4.01 Part B - Agency Training Details (field will expand automatically)

- Trainee shall physically demonstrate recognized traffic hand signals used to direct a driver, to minimally include the above listed hand signals.
- Trainee shall discuss which types of traffic situations he/she would utilize such hand signals.
16.4.02 Directing Traffic Using a Flashlight

The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.

Reference(s):

Received Instruction | Competency Demonstrated | How Demonstrated? | Remedial Training | How Remediated?
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Signature | Date | Signature | Date | Field Perform | Signature | Date | Field Perform
Role Play | Written Test | Verbal Test

FTO:

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Comments:

Additional Information:

16.4.02 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)  

N/A

16.4.02 Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate how to utilize his/her flashlight to assist with directing traffic or while making hand signals in hours of darkness.
16.4.03 **Use of Flares**
The trainee shall explain flare patterns, and be able to safely light and extinguish a flare.

### Reference(s):

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<tr>
<th>Received Instruction</th>
<th>Competency Demonstrated</th>
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**Additional Information:**

16.4.03 **Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

- N/A

16.4.03 **Part B - Agency Training Details** *(field will expand automatically)*

- Trainee shall demonstrate ability to safely light and extinguish a flare and demonstrate common flare patters. He/she shall explain how flare patterns are used to alert drivers of hazards in the roadway. He/she shall explain how certain flare patterns can be used to redirect traffic, close off a scene from the flow of traffic or just alert drivers.
16.4.04 Demonstrating Appropriate Traffic Control
Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presences of flammable materials and traffic flow.

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Additional Information:

16.4.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*  

X N/A

16.4.04 Part B - Agency Training Details *(field will expand automatically)*

- During scenario-based training, he/she shall demonstrate understanding that flares should not be deployed near flammable materials. He/she shall always consider the safety of all involved parties when deploying traffic control devices.
### DRIVING UNDER THE INFLUENCE (DUI)

#### 16.5.01 Recognizing Suspected DUI Drivers

The trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence.

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**Comments:**

**Additional Information:**

16.5.01 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Impaired Driving
- GPD Policy - Traffic Function and Responsibility

16.5.01 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall recognize and explain the common behaviors and driving patterns of a person suspected of driving under the influence to minimally include:
  - Inability to maintain control of vehicle travel path
  - Inconsistent speeds
  - Delayed or over compensated responses
  - Failure to recognize and obey traffic signs/signals
### 16.5.02 Sobriety Tests

The trainee shall explain and demonstrate the sobriety tests used by the agency.

**Reference(s):**

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<th>Received Instruction</th>
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**Additional Information:**

16.5.02 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Impaired Driving
- GPD Policy - Traffic Function and Responsibility

16.5.02 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain and demonstrate the sobriety tests most commonly used by GPD.
### 16.5.03 Chemical Tests
The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests may be given, and the acceptable level of force which may be used to obtain samples.

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**FTO:**

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**Additional Information:**

#### 16.5.03 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Impaired Driving
16.5.03 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain law and GPD policy regarding chemical tests
- Trainee shall explain understanding of the following:
  a. How a chemical test may be administered:
     1. Chemical Breath - May be administered in the field or at the jail using an approved machine.
     2. Blood Test - May only be administered by a certified Phlebotomist. He/she must observe the Phlebotomist draw the blood from the suspect.
  b. When a chemical test may be administered and by whom:
     1. Chemical Breath - May be administered by the arresting officer (only if he/she is certified as an OPERATOR of the system being used in the field or at the GPD Jail after a suspect has been taken into custody for driving under the influence of alcohol, and only after reading the suspect the Chemical Test Admonition verbatim from the appropriate DMV form and gaining consent to do so.
     2. Blood Test - May be administered only by a certified Phlebotomist after a suspect has been taken into custody for driving under the influence of alcohol and only after reading the suspect the Chemical Test Admonition verbatim from the appropriate DMV form and gaining consent to do so.

16.5.04 Chemical Test Refusals
The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.

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16.5.04 Additional Information:

Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Impaired Driving (Refusals)

Part B - Agency Training Details (field will expand automatically)

- Trainee shall demonstrate comprehension of the above listed policy
- Trainee shall explain the law and GPD policy regarding processing persons who refuse chemical testing, to include obtaining a DUI Blood Draw Search Warrant.

16.5.05 DUI Report Forms

The trainee shall identify the report forms to be used for driving under the influence cases.

Reference(s):

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Additional Information:

16.5.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

GPD Policy - Impaired Driving
GPD Policy - Report Preparation
16.5.05 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall identify the report forms to be used for driving under the influence cases.

16.5.06 Handling a Driving Under the Influence Case

Given a situation where a vehicle operator may be driving under the influence, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.

### Reference(s):

- GPD Policy - Impaired Driving
- GPD Policy - Traffic Function and Responsibility
- GPD Policy - Report Preparation

### Additional Information:

16.5.06 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Impaired Driving
- GPD Policy - Traffic Function and Responsibility
- GPD Policy - Report Preparation

16.5.06 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall satisfactorily observe driving patterns consistent with driving under the influence, conduct a safe traffic enforcement stop (utilizing backup officers), thoroughly investigate and arrest the DUI suspect, and properly/accurately report the incident within the law and GPD policy.
See next page for Attestation
Part 5 – Section 16: Traffic

ATTESTATION FOR SECTION 16

TO ENTER YOUR ELECTRONIC SIGNATURE:

- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer:   Print Full Name: ______________________________________

Trainee:   Print Full Name: ______________________________________

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   - Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   - Below each table:
     - **Part A:** Enter applicable references from your agency's Policies & Procedure Manual.
     - **Part B:** Enter your agency's training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) Your completed FTP Guide
   2) FTP Approval Checklist *(POST Form 2-230)*
      - NOTE: Guides submitted without this form will NOT be reviewed.
   3) Your Department's Policy & Procedure Manual

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   - Commission on POST
   - 860 Stillwater Road, Suite 100
   - West Sacramento, CA 95605
   - Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

See next page for Instructions to Field Training Officers
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   - Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   - Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   - Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   - Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
17.1 COMPETENCY REQUIREMENTS

Contents

17.1 Types of Activities
List of Subtopics
Attestation
Instructions to Administrators
Instructions to FTOs

Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
17.1 TYPES OF ACTIVITIES

17.1.01 Vehicle Stops
17.1.02 Pedestrian Stops
17.1.03 Directed Patrol
17.1.04 Arrests
17.1.05 Other Activities
## SECTION 17  SELF-INITIATED ACTIVITY

### CHECK ONE ONLY:
- [ ] PHASE 1
- [ ] PHASE 2
- [ ] PHASE 3
- [ ] PHASE 4
- [ ] PHASE 5

#### 17.1 TYPES OF ACTIVITIES

##### 17.1.01 Vehicle Stops

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

- A. Investigative stops
- B. Traffic enforcement

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- [ ] Written Test
- [ ] Verbal Test

### Comments:

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- [ ] Role Play
- [ ] Written Test
- [ ] Verbal Test

### Additional Information:

#### 17.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Traffic Function and Responsibility
- GPD Policy - Traffic Citations

- [ ] N/A
17.1.01 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain why self-initiated vehicle stops an important part of policing and how they can prevent crime/collisions and assist in active investigations.
- Trainee shall demonstrate proficiency in the performance of self-initiated stops such as Investigative stops and traffic enforcement stops.

### 17.1.02 Pedestrian Stops

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

A. Suspicious persons
B. Consensual encounters
C. Enforcement of pedestrian related violations

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**FTO:**

**Trainee:**

**Comments:**

### Additional Information:

17.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

GPD Policy - Detentions and Photographing Detainees
GPD Policy - Racial or Bias-Based Policing
17.1.02 Part B - Agency Training Details (*field will expand automatically*)
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall explain why self-initiated pedestrian stops are an important part of policing, to minimally include:
  a. Suspicious persons - Maintaining vigilant observation of assigned areas will bring suspicious persons to his/her attention. Contacting suspicious persons (with articulable reasonable suspicion) can prevent and solve crimes as well as create opportunities to educate the public.
  b. Consensual encounters - Contacting persons (without element of detention) allows him/her to educate him/herself about the area's current events, educate the person and build relationships with the public, and initiate contacts which could develop into a detention as information is obtained from or about the person.
  c. Enforcement of pedestrian related violations - Maintaining vigilant observation of assigned areas will allow him/her to observe pedestrian violations such as alcohol related violations, traffic related violations, public disturbance violations, etc.
- Trainee shall demonstrate proficiency in the performance of self-initiated pedestrian stops as described above.

17.1.03 Directed Patrol
The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:

A. Gang area / Gang activities
B. DUI enforcement
C. Illegal vendors
D. Pattern crimes
E. COPS/POP projects, School programs

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<td>GPD Policy - Racial or Bias-Based Policing</td>
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<td>GPD Policy - Patrol Function</td>
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<td>- Trainee shall demonstrate comprehension of the above listed policies</td>
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<td>- Trainee shall explain the necessity of self-initiated directed patrol</td>
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<td>- Trainee shall demonstrate proficiency in the performance of self-initiated directed patrol to minimally include:</td>
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<td>a. Gang area/activities - He/she shall be cognizant of current gang related events and engage in self-initiated patrol (using sound officer safety tactics and utilizing backup officers) to prevent a continuation or recurrence of the gang activity. It is important to document all gang activity and forward to investigations/ACT</td>
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<td>b. DUI enforcement - He/she shall be cognizant of high traffic areas where DUI drivers are prevalent. He/she shall understand the impact DUI collisions have on the community and the difference proactive self-initiated DUI enforcement can make in reducing/preventing such collisions.</td>
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<td>c. Illegal vendors - He/she shall understand the difference between authorized and illegal vendors. This may require foot patrols in areas such as the outlets and downtown areas.</td>
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<td>d. Pattern crimes - He/she shall maintain current knowledge of crime patterns and current crime events. He/she shall take these into consideration during proactive self-initiated patrol.</td>
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<td>e. COPS/POP projects, school programs - He/she shall take every opportunity to engage the public within their assigned community policing area.</td>
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</table>
17.1.04 **Arrests**

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

- A. Misdemeanors
- B. Felonies
- C. Others (e.g. Municipal codes, local ordinances)

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**Comments:**

**Additional Information:**

17.1.04 **Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**

- GPD Policy - Detentions and Photographing Detainees
- GPD Policy - Bias-Based Policing
- GPD Policy - Patrol Function
- GPD Policy - Law Enforcement Authority

17.1.04 **Part B - Agency Training Details (field will expand automatically)**

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate ability to recognize and enforce observed crimes to include misdemeanors, felonies and other arrestable code violations
### 17.1.05 Other Activities

The trainee shall explain the need and demonstrate proficiency in additional self-initiated activities to minimally include:

- A. Field interview (FI) cards
- B. Bar checks
- C. Curfew violators
- D. Suspicious circumstances
- E. Additional agency-specific activities (listed below if applicable)

### Reference(s):

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### Additional Information:

#### 17.1.05 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

- GPD Policy - Patrol Function
- GPD Policy - Cite and Release Policy
- GPD Policy - Temporary Custody of Juveniles
17.1.05  Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate proficiency in additional self-initiated activities to minimally include:
  a. Field interview (FI) cards - He/she shall thoroughly and legibly complete an FI card during a call for service or self initiated contact.
  b. Bar checks - He/she shall routinely coordinate bar checks with beat partners to minimize alcohol induced disturbances. He/she shall monitor capacity issues, ensuring alcohol remains within the establishments and addressing intoxicated subjects. He/she shall coordinate patrol saturation of high traffic bars at closing to maintain flow of traffic, DUI enforcement and maintain the peace.
  c. Curfew violators - He/she shall understand curfew restrictions protect the safety of juveniles and prevent crime. He/she shall contact all suspected curfew violators and process accordingly. Absent additional arrestable crimes, juveniles contacted for curfew violations can either be released to parents/guardians in the field or from the Gilroy Police Department.
  d. Suspicious circumstances - He/she shall maintain vigilant observation of assigned areas in order to act on suspicious circumstances. Immediate action when suspicious circumstances occur can prevent crimes, solve crimes, and allow him/her to render aid to those in need.

See next page for Attestation
Part 5 – Section 17: Self-Initiated Activity

ATTESTATION FOR SECTION 17

TO ENTER YOUR ELECTRONIC SIGNATURE:

• Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
• Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
• Enter your full name next to your signature.

YOUR ELECTRONIC SIGNATURES VERIFY that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

IMPORTANT: After signing the Attestation, the file will be “locked” and CANNOT BE MODIFIED. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

To remove the electronic signature: Right click on the signature line > Select “Remove” from the menu.

See the following pages for Instructions to Administrators and FTOs
How to Complete Part 5 (Sections 1–18)

**INSTRUCTIONS TO ADMINISTRATORS**

**VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5.** Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      - **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      - **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):
   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist (POST Form 2-230)**
      NOTE: Guides submitted without this form will NOT be reviewed.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

*See next page for Instructions to Field Training Officers*
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section
18.1 COMPETENCY REQUIREMENTS

Note to Administrators
In order for POST to review and approve your agency’s Field Training Guide, you MUST submit the following electronic files:

1) The POST FTP Approval Checklist (Form 2-230)
2) Your department’s Policy & Procedure Manual
3) Your completed Guide (Volumes 1 & 2), including ALL competency requirements covered in Part 5, Sections 1–18.
LIST OF SUBTOPICS

18.1 TYPES OF ACTIVITIES
18.1.01 Activity: Homeless Resources
18.1.02 Activity: Mental Illness
18.1.03 Activity: GPD Policy Manual
18.1.04 Activity: BWC/MAV
INSTRUCTIONS FOR SECTION 18 ONLY
(See additional instructions for Administrators and FTOs at end of file)

PORTIONS OF THIS FILE ARE NOT PROTECTED.
USE CAUTION WHEN EDITING TO PREVENT ALTERING THE LAYOUT.

Section 18 contains four “blank” tables. Fill in the agency-specific activities and
descriptions for each subtopic entered. The space provided for descriptions will
expand automatically.

To add new table(s):

1. Create blank space for the new table after the last activity entered (press
   RETURN at least twice).
2. Select the entire add-on table, including the blank line below the
   “Additional Information” boxes and choose copy.
3. Go to the desired location and paste the table within the blank space
   created.

To remove table(s):

Select the entire table, including the blank line below the “Additional
Information” boxes, and press delete.

Useful links: The following links access California legislative codes and U.S.
18.1 TYPES OF ACTIVITIES

The trainee shall explain the necessity of, and demonstrate proficiency in, the performance of agency-specific activities to minimally include the following.

18.1.01 Activity: Homeless Resources

Trainee shall identify homeless resources available to the Gilroy community homeless.

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Comments:

Additional Information:

18.1.01 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)
18.1.01 Part B - Agency Training Details *(field will expand automatically)*

- Trainee shall explain the resources GPD has available for the Gilroy community homeless
- Trainee shall demonstrate ability to communicate with the homeless population and that he/she is knowledgeable of the resources available to them. He/she shall utilize the resources listed in the HOMELESS RESOURCES IN THE GILROY COMMUNITY blue card.

18.1.02 Activity: Mental Illness

Trainee shall recognize resources for persons with mental illness

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Comments:

Additional Information:

18.1.02 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

- GPD Policy - Mental Illness Commitments

N/A
### 18.1.02 Part B - Agency Training Details (*field will expand automatically*)

- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall maintain officer safety while focusing on the welfare of the person suffering from mental illness.
- Trainee shall understand the function of the Santa Clara County Mobile Crisis Response Team and demonstrate ability to utilize this resource.

### 18.1.03 Activity: GPD Policy Manual

Trainee shall read and understand all GPD policies.

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Comments:

**Additional Information:**

### 18.1.03 Part A - Reference Agency Policies/Procedures, if applicable (*600 characters maximum*)

GPD Policy - Policy Manual

### 18.1.03 Part B - Agency Training Details (*field will expand automatically*)

- Trainee shall acknowledge he/she has read ALL GPD policies

5. 18 Agency-Specific Activities
18.1.04 Activity: BWC/MAV

Trainee shall understand MPD Policy on Body Worn Cameras and Mobile Audio Video Recorders.

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Additional Information:

18.1.04 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*
- GPD Policy- Mobile Audio/Video
- GPD Policy- Mobile Date Computer Use
- GPD Policy Portable Audio/Video Recorders

18.1.04 Part B - Agency Training Details *(field will expand automatically)*
- Trainee shall demonstrate comprehension of the above listed policies
- Trainee shall demonstrate proficiency in retrieval and operation requirements of the BWC and MAV systems
## Add-on Table

### 18.1.05 Activity:

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**Additional Information:**

**18.1.05 Part A - Reference Agency Policies/Procedures, if applicable** *(600 characters maximum)*

N/A

**18.1.05 Part B - Agency Training Details** *(field will expand automatically)*
### Add-on Table

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N/A

**18.1.06 Part B - Agency Training Details (field will expand automatically)**
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- Role Play
- Written Test
- Verbal Test

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- Role Play
- Written Test
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### Additional Information:

#### 18.1.07 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)

#### 18.1.07 Part B - Agency Training Details (field will expand automatically)
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- **18.1.08 Part A - Reference Agency Policies/Procedures, if applicable (600 characters maximum)**
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- **18.1.08 Part B - Agency Training Details (field will expand automatically)**
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**18.1.09** Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

**18.1.09** Part B - Agency Training Details *(field will expand automatically)*
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**Comments:**

**Additional Information:**

#### 18.1.10 Part A - Reference Agency Policies/Procedures, if applicable

(600 characters maximum)

- N/A

#### 18.1.10 Part B - Agency Training Details

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Additional Information:

18.1.11 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

18.1.11 Part B - Agency Training Details *(field will expand automatically)*
## 18.1.12 Activity:

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<td></td>
<td></td>
<td></td>
<td>Signature Date</td>
<td>Signature Date</td>
</tr>
</tbody>
</table>

**FTO:**

**Trainee:**

**Comments:**

### Additional Information:

18.1.12 Part A - Reference Agency Policies/Procedures, if applicable *(600 characters maximum)*

[ ] N/A

18.1.12 Part B - Agency Training Details *(field will expand automatically)*

See next page for Attestation
**Part 5 – Section 18: Agency-Specific Activities**

**ATTESTATION FOR SECTION 18**

**TO ENTER YOUR ELECTRONIC SIGNATURE:**
- Click on the ‘X’ in the signature line to activate the signature field > Right click and select “Sign” from the menu.
- Click on “Select Image” > Locate your signature file > Click “Open” to place your signature (date appears automatically).
- Enter your full name next to your signature.

**YOUR ELECTRONIC SIGNATURES VERIFY** that the Field Training Officer (FTO) and Trainee attest to the following:

1. The FTO(s) provided all instruction, training, and related feedback/comments to the Trainee in accordance with the agency’s training requirements for this portion of the Field Training Program.
2. The Trainee demonstrated all competencies required for this portion of the Field Training Program.
3. If remedial training was performed, the results were reviewed by the appropriate FTO(s) and accepted by the Trainee.
4. The final evaluation of the Trainee’s performance for this portion of the Field Training Program were approved by the FTO(s) and accepted by the Trainee.

Primary Field Training Officer: X ____________________________
Print Full Name: ____________________________

Trainee: X ____________________________
Print Full Name: ____________________________

**IMPORTANT:** After signing the Attestation, the file will be “locked” and **CANNOT BE MODIFIED**. If you need to make changes, both signatures must be removed and re-entered after the final revisions have been made.

**To remove the electronic signature:** Right click on the signature line > Select “Remove” from the menu.

*See the following pages for Instructions to Administrators and FTOs*
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO ADMINISTRATORS

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section is provided as a separate file on the POST website (https://www.post.ca.gov/field-training--police-training.aspx). Prior to submitting your FTP Guide to POST for review, you must complete all 18 sections and include them as part of your Guide.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your agency-specific entries.

2. **Front cover (optional):** To keep a hard copy of Volume 2 for internal use, you can add your agency name and date to the front cover.

3. **For each section (1–18):**
   a. Open the applicable file and add your agency name and date to the header on page 1. (DO NOT change any other headers or footers or alter any other sections of the file.)
   b. Below each table:
      – **Part A:** Enter applicable references from your agency’s Policies & Procedure Manual.
      – **Part B:** Enter your agency’s training details.

4. **After completing ALL sections (1–18),** you MUST submit the following materials via flash drive, CD, or DVD to POST for review and approval (do not send printed copies):

   1) **Your completed FTP Guide**
   2) **FTP Approval Checklist (POST Form 2-230)**
      NOTE: Guides submitted without this form *will NOT be reviewed*.
   3) **Your Department’s Policy & Procedure Manual**

5. **MAIL YOUR ELECTRONIC MEDIA TO:**
   Commission on POST
   860 Stillwater Road, Suite 100
   West Sacramento, CA 95605
   Attn: Basic Training Bureau (BTB)

6. You will receive status notification within 90 days from the date received.

   **See next page for Instructions to Field Training Officers**
How to Complete Part 5 (Sections 1–18)

INSTRUCTIONS TO FIELD TRAINING OFFICERS (FTOs)

VOLUME 2 OF THE FIELD TRAINING GUIDE CONSISTS OF 18 SECTIONS WHICH MAKE UP PART 5. Each section has been customized by your agency administrator(s) to include references to policies and procedures and training details to meet your agency’s Field Training Program requirements. Each file is provided as a separate file. For each section (1–18), complete all tables for each topic.

1. **Set up:** Keep an unchanged copy of each section file as a master for reference. Make a copy of the file to use for your training sessions.

2. **Tracking your training sessions:**
   a. Upon completing each competency, enter the FTO and trainee names and dates, and how the competency was demonstrated, into the applicable tables.
   b. Enter any note-worthy comments related to the trainee’s performance.

3. **If trainee requires remedial training:**
   c. Enter the FTO and trainee names and dates, and how the competency was remediated, to show that each competency was completed.
   d. Enter any additional note-worthy comments related to the trainee’s performance.

4. **Attestation:** After all competencies have been performed, including any remedial training, the primary FTO and Trainee MUST enter their electronic signatures on the Attestation page (see instructions) to verify that the Trainee has completed this portion of the Field Training Program.

End Section