

ALAMEDA POLICE DEPARTMENT

Field Training Guide



Trainee Binder

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* Starred items require signatures, initials, and/or check-offs IN the FTO's binder!



FTO and Trainee Binder Setup

Each FTO's trainee binder, often referred to as the "Rookie Book," includes the below listed items which are part of the APD Field Training Program (FTP) Manual. The original or *signed*, working copies of the listed items are to remain in the FTO's trainee binder/"Rookie Book," and are NOT to be removed by the trainee. The complete contents list is set in the "FTP Manual TOC" (Table of Contents). The trainee's manual does NOT contain the Weekly Tests and Keys.

- A Binder with a cover sheet including the trainee's name
- General Considerations for Trainees
- Policy 205, **Rules and Regulations**
- Standard Evaluation Guidelines
- Trainee Forms and Equipment Checklist
- Trainee Offense Checklist
- Field Training Program Checklists (Weeks One Through Eighteen)
- Weekly Tests and Keys are only in the FTO's binder!
- FTP Completion Record Form

The below listed items are to be issued to the trainee before or during the FIRST DAY of the patrol portion of the FTO program:

- APD Field Training Program manual
- APD Officer Resource Manual
- Radio Codes handout
- Standard Abbreviations checklist access- see Report Writing Manual
- General Considerations for Officer Trainees handout

On the FIRST DAY of the patrol portion of the FTO program, personally review every item on the General Considerations for Trainees handout with your recruit.

Primary FTO signature / date _____

Trainee signature / date _____

City of Alameda



Interdepartmental Memorandum

Date: February 11, 2019

To: Officer Trainee

From: Paul J. Rolleri
Chief of Police

RE: **Welcome to Field Training Program**

Congratulations on your entry into the Field Training Program. For the next eighteen weeks your Field Training Officer (FTO) will help you develop the basic skills you have learned so far.

The purpose/goal of the FTO program is to prepare you to be a solo police officer for the City of Alameda. Your FTO takes great pride in what he or she provides for you. Reflect that pride by giving this program and every assignment you receive your fullest effort.

The information in this book is just a small part of what you must learn, but it is information that will help you while on the way to fulfilling the mission of the Alameda Police Department. That mission is to provide the highest quality of professional, proactive police services to this community.

Your development will not stop at the end of the FTO program. You have made a career choice by joining our organization. That career will be full of challenges and opportunities; opportunities to develop not just as a police officer, but also as a person. Be committed to your development. You will hit snags along the way; the FTO program is not easy. If you are persistent and dedicated you will succeed.

We believe you have the necessary qualities to become an Alameda Police Officer. Use the information in this book to its fullest. Good luck!



GENERAL CONSIDERATIONS FOR OFFICER TRAINEES

THE FTO PROGRAM

STANDARD EVALUATION GUIDELINES

Peruse them and know what is expected of an officer trainee.

EVALUATION PROCEDURE

Daily evaluation: FTO will critique major points at the end of the shift. The FTO will prepare a written evaluation called a Daily Observation Report (DOR) the next working day.

EVALUATION IMPORTANT POINTS

Trainee appearance, attitude, officer safety, self-initiated activity, common sense and good judgment.

FIELD TRAINING WEEKLY GOALS

The weekly goals will be given to the trainee at least by the first day of their workweek and are SELF STUDY.

FIELD TRAINING WEEKLY TEST

The test will be given to the trainee on the last workday of the week.

ONE-OFFICER CAR THEORY

The FTO car is always considered a one-officer unit.

FTO OFFICE

The FTO office is OFF LIMITS to trainees unless in the company of an FTO.

FTO BOOK

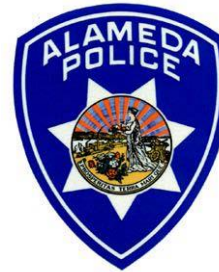
Do not remove or copy anything from the FTO book. Hand it only to an FTO / FTO Sgt / FTO Lt (or your Patrol Sgt who will write a weekly evaluation) and do not leave it lying around the PAB.

APD POLICIES, RULES AND REGULATIONS, TRAINING BULLETINS, ETC.

You have been given access to various APD policies, rules, regulations, training bulletins, etc. As you are given access and/or information, you are responsible for the proper application of that knowledge in your new career as a law enforcement officer.

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APD LEXIPOL POLICY #205, RULES AND REGULATIONS

Read and understand. Do not hesitate to ask questions if you need clarification on any policies, rules and/or regulations.

OFF-DUTY (POLICE) ACTIVITY AND “GETTING INVOLVED”

While in the FTO program, use your common sense and judgment to AVOID “getting involved” in an off-duty incident.

OFF-DUTY WEAPONS

Temper the carrying of a firearm with your common sense and judgment. Know the procedure for carrying off-duty weapons and the Departments caliber restrictions and qualification procedure.

TRUTHFULNESS

Maintain your reliability. An officer trainee is a reliable informant to any other police officer, so maintain reliability through truthfulness at all times.

WORKING UNIFORM

DO NOT drive home or do personal business in your uniform.

MISCELLANEOUS ITEMS

SECURITY OF APD POLICE ADMINISTRATION BUILDING (PAB)

Personally guided hallway tours of the PAB are okay. Any additional tours are to be on the approval of a supervisor.

SECURITY OF FORMS AND REPORTS

Destroy unneeded copies and release information only to approved parties.

SECURITY OF OTHER INFORMATION

Respect it both in the PAB and at all computers. Be cautious of talking about police business among the public.

FACILITIES

The gym, range and lounge are available for trainee use, but no outside guests or socializing are allowed in the PAB. Some of the facilities have restrictions – know them!

LINE-UPS

Do not be late for line-up. If you are, telephone Dispatch ASAP with an ETA.

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PROBATIONARY STATUS

This means that two years from the date of appointment as a police officer trainee, you can be discharged without a hearing.

PRIVATE VEHICLES

Obtain a parking permit and know where to park your personal vehicle.

GRATUITIES

Take none! (See Lexipol Policy #205.)

OVER-TIME

Know OT procedures: 15 min or more is OT, call back time is 4 hrs. minimum, court time on your day-off is 4 hrs. minimum, court time on your duty day is 2 hrs. minimum. Know the OT collection procedures and requirements for a meal allowance.

VACATION

Understand the process for signing up for vacation and the “second go around”.

RADIO CODES

Memorize them! If separated from your FTO, use your unit number and your badge number. Know the unit radio call signs as they apply to each watch and division.

ADDRESSING POLICE PERSONNEL

Understand the appropriate and formal way to address other police personnel using their rank and last name and when it may be appropriate to address them informally.

FELLOW EMPLOYEE RELATIONSHIPS

The trainee is to introduce themselves to other Department personnel.

“WHAT IF” TESTING

Expect this type of testing at any time from the FTO, FTO Sgt, FTO Lt or other supervisor.

QUESTIONS

Bring them up immediately.

CONFLICTS

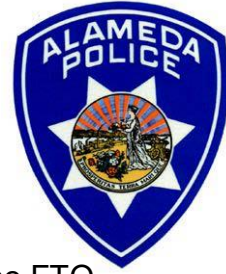
Resolve them ASAP.

COMPLAINTS

First stop is your current FTO, then your primary FTO, then the FTO Sgt, and then the FTO Lt.

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REPORTS

All reports are to include the badge number of both the trainee and the FTO.

INVESTIGATIONS OR TRAFFIC DIVISION NOTES, SUBPOENAS, SERVICE REQUESTS, ETC.

You are to advise your FTO about all report problems, notes, subpoenas, Service Requests, etc. Your FTO is to initial each item before resubmitting the corrected report.

UNIFORM & EQUIPMENT

All necessary forms and equipment are to be obtained by the third day of the first week. Complete uniform and "leather" items are to be obtained and worn by the first day of the first week.

EQUIPMENT MAINTENANCE

Keep both your own equipment and the Department's equipment in excellent working order.

REPRESENTATION TIME

Understand the current procedure.

SICK & INJURY LEAVE

Know how sick leave and accrual works. Know the proper documentation of on-the-job injuries.

PAY

Know and understand pay dates, check location, credit union membership, holiday pay, uniform allowance, equipment maintenance allowance, etc.

WORKING SHIFTS

Know and understand watch periods, platoon hours, emergency 12 hour schedule, holiday routines, etc.

POLICE ASSOCIATION MEMBERSHIP

Sign up with a member of the APOA Executive Board for membership, Legal Defense Fund, and insurance.

"I have received a copy of this four page General Considerations for Trainees"

Trainee's Signature _____ Date _____

Alameda Police Department
Policy Manual



CHIEF'S MESSAGE

To All Employees:

The Alameda Police Department Policy Manual is intended as a tool to assist members of the Department, individually and collectively, as we work together to promote public safety and enhance quality of life through our delivery of professional police services in our community. Adherence to Department Policy is mandatory, and compliance enables the men and women of the Alameda Police Department to better achieve goals and objectives, promotes accountability, and strengthens trust within our community.

The Policy Manual is based on current, relevant and applicable Federal Law, State Law, Legal Precedent and the best practices within the Law Enforcement Profession. The Policy Manual also incorporates policies, rules, and regulations, and will be reviewed and updated on a regular basis.

As outlined in Policy 106.1 of this manual, all employees are responsible for familiarity and compliance with the policies contained herein. The Policy Manual is available to all employees via the Local Area Network (LAN), which includes the vehicle based Mobile Data System (MDS).

The Alameda Police Department Policy Manual acts as a compass to guide the Department as we move forward in our journey of collaborative problem solving with other stakeholders in creating a better, safer Alameda. At the same time, the Policy Manual is founded in the Alameda Police Department's rich and long established history of providing the very best in traditional, professional police service.

While it is understood that no policy, rule, or regulation can completely govern every facet of our complex and unique profession, employees must never forget that in the eyes of the people we serve, the actions of each member of the Alameda Police Department reflect our character, professionalism, and integrity.

Paul J. Rolleri

Chief of Police

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men 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 violence and never accepting gratuities.

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

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ALAMEDA POLICE DEPARTMENT MISSION STATEMENT

The Alameda Police Department is a team of dedicated men and women committed to providing:

- Professional, proactive and personable police services;
- Collaborative problem-solving with other governmental and community organizations;
- An open relationship with citizens focused on improving their quality of life.

Alameda Police Department Leadership Pledge

As members of this Department, we are leaders in our organization and community. Through teamwork and innovation, we strive to provide mentorship, training, equipment and support; encourage collaborative problem solving and maintaining high morale. We are committed to the principles of leadership and will continue to strengthen relationships within our community by remaining true to our core values of integrity, professionalism and service.

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Chapter 1 - Law Enforcement Role and Authority

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Alameda Police Department to perform their functions based on established legal authority.

100.2 PEACE OFFICER POWERS

Sworn members of this [department/office] are authorized to exercise peace officer powers pursuant to applicable state law (Penal Code § 830.1 et seq.).

100.2.1 DELIVERY TO NEAREST MAGISTRATE

When an officer makes an arrest pursuant to a warrant with bail set, and the warrant was issued in a county other than where the person was arrested, the officer shall inform the person in writing of the right to be taken before a magistrate in the county where the arrest occurred (Penal Code § 821; Penal Code § 822).

100.2.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE ALAMEDA POLICE DEPARTMENT

The arrest authority outside the jurisdiction of the Alameda Police Department includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the officer has probable cause to believe the person committed a felony.
- (b) When the officer has probable cause to believe the person has committed a misdemeanor in the presence of the officer and the officer reasonably believes there is immediate danger to person or property or of escape.
- (c) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized even if not committed in the presence of the officer such as certain domestic violence offenses and there is immediate danger to person or property or of escape or the arrest is mandated by statute.
- (d) When authorized by a cross jurisdictional agreement with the jurisdiction in which the arrest is made.
- (e) In compliance with an arrest warrant.

On-duty arrests will not generally be made outside the jurisdiction of this [department/office] except in cases of hot or fresh pursuit, while following up on crimes committed with the City or while assisting another agency.

On-duty officers who discover criminal activity outside the jurisdiction of the City should when circumstances permit, consider contacting the agency having primary jurisdiction before attempting an arrest.

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100.2.3 ARREST AUTHORITY INSIDE THE JURISDICTION OF THE ALAMEDA POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Alameda Police Department includes (Penal Code § 830.1; Penal Code § 836):

- (a) When the officer has probable cause to believe the person has committed a felony, whether or not committed in the presence of the officer.
- (b) When the officer has probable cause to believe the person has committed a misdemeanor in this jurisdiction and in the presence of the officer.
- (c) When the officer has probable cause to believe the person has committed a public offense outside this jurisdiction, in the presence of the officer and the officer reasonably believes there is an immediate danger to person or property, or of escape.
- (d) When the officer has probable cause to believe the person has committed a misdemeanor for which an arrest is authorized or required by statute even though the offense has not been committed in the presence of the officer such as certain domestic violence offenses.
- (e) In compliance with an arrest warrant.

100.2.4 TIME OF MISDEMEANOR ARRESTS

Officers shall not arrest a person for a misdemeanor between the hours of 10:00 p.m. of any day and 6:00 a.m. of the next day unless (Penal Code § 840):

- (a) The arrest is made without a warrant pursuant to Penal Code § 836 which includes:
 - 1. A misdemeanor committed in the presence of the officer.
 - 2. Misdemeanor domestic violence offenses (See the Domestic Violence Policy).
- (b) The arrest is made in a public place.
- (c) The arrest is made with the person in custody pursuant to another lawful arrest.
- (d) The arrest is made pursuant to a warrant which, for good cause shown, directs that it may be served at any time of the day or night.

100.2.5 OREGON AUTHORITY

Sworn members of this [department/office] who enter the state of Oregon in order to provide or attempt to provide law enforcement assistance have Oregon peace officer authority within 50 miles from the California-Oregon border (ORS 133.405). Such authority shall only apply when officers are acting:

- (a) In response to a request for law enforcement assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer or member of the Oregon State Police.
- (b) In response to a reasonable belief that emergency law enforcement assistance is necessary to preserve life, and circumstances make it impractical for Oregon law enforcement officials to formally request assistance.
- (c) For the purpose of assisting Oregon law enforcement officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents

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or other similar public safety situations, regardless of whether an Oregon law enforcement official is present at the scene of the incident.

Alameda Police Department officers have no authority to enforce Oregon traffic or motor vehicle laws.

Whenever practicable, officers should seek permission from a [department/office] supervisor before entering Oregon to provide law enforcement services. As soon as practicable, officers exercising law enforcement authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

100.3 AUTHORITY OF ORGANIZATION

Authority of Organization - The Alameda Police Department is organized under authority of Article II, Section 2-3 of the City Charter and reads:

"The City Council shall establish by ordinance offices for the administration of Departments of the City and the incumbents thereof shall be appointed by and hold office at the pleasure of the City Manager. Once established those offices may be changed, deleted or new ones added by vote of a majority of the Council."

100.3.1 AUTHORITY OF SWORN PERSONNEL

Alameda Police Officers are sworn peace officers per Section 830.1 of the California Penal Code, which establishes "any police officer of a city" as a peace officer. The authority of any such peace officer extends to any place in the State of California:

- "As to any public offense committed or which there is probable cause to believe has been committed within the political subdivision which employs him/her; or
- Where he/she has the prior consent of the Chief of Police, or person authorized by him/her to give such consent, if the place is within a city or of the sheriff, or person authorized by him/her to give such consent, if the place is within a county; or
- As to any public offense committed or which there is probable cause to believe has been committed in his/her presence, and with respect to which there is immediate danger to person or property or of the escape of the perpetrator of such offense".
- All current written directives in conflict with these policies are hereby replaced. All written directives not in conflict with these policies shall have the same authority as these policies.
- Written directives shall not be issued, amended, or canceled without approval of the Chief of Police, or, in his/her absence, such person designated as Acting Chief of Police.

100.4 POLICY

It is the policy of the Alameda Police Department to limit its members to only exercise the authority granted to them by law.

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While this [department/office] recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This [department/office] does not tolerate the abuse of law enforcement authority.

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

- (a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
- (b) When an officer enters an adjoining state in close or fresh pursuit of a person believed to have committed a felony (ARS § 13-3833; NRS 171.158; ORS 133.430).

The person arrested out of state must be taken without unnecessary delay before a magistrate of the county in which the arrest was made (ARS § 13-3833; NRS 171.158; ORS 133.440).

100.6 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and California Constitutions.

Chief Executive Officer

102.1 PURPOSE AND SCOPE

The California Commission on Peace Officer Standards and Training (POST) has mandated that all sworn officers and dispatchers employed within the State of California shall receive certification by POST within prescribed time periods.

102.1.1 CHIEF EXECUTIVE OFFICER REQUIREMENTS

Any chief executive officer of this department appointed after January 1, 1999, shall, as a condition of continued employment, complete the course of training prescribed by POST and obtain the Basic Certificate by POST within two years of appointment (Penal Code § 832.4).

Oath of Office

104.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

104.2 OATH OF OFFICE

I, _____ do solemnly swear (or affirm) that I will support the Constitution of the United States, the Constitution of the State of California, and the laws and ordinances of the City of Alameda; and that I will faithfully discharge the duties of my position as _____ to the best of my ability.

The Oath of Office is administered by the Chief of Police.

104.3 POLICY

It is the policy of the Alameda Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

104.4 OATH OF OFFICE

All department members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their positions. All sworn members shall be required to affirm the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of a law enforcement officer (Cal. Const. Art. 20, § 3; Government Code § 3102). The oath shall be as follows:

“I, (employee name), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.”

104.5 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Government Code § 3105).

Alameda Police Department Statement of Values

105.1 STATEMENT OF VALUES

We, the members of the Alameda police department, have dedicated Ourselves to public service. By choosing a career in law enforcement, we recognize the community holds us to the highest Standards of conduct. We ensure the public trust through our conscious commitment to the following values.

- (a) **Integrity** - Integrity is the foundation of our profession.
 - 1. We are honest, open, and fair in our dealings with ALL people.
 - 2. We build community trust by accepting responsibility for our actions, learning from our mistakes and ensuring our behavior promotes credibility.
 - 3. We recognize and respect people as individuals, and value the diversity of our community.
 - 4. We hold ourselves to the highest standards of our profession.
 - 5. We recognize society has entrusted us with tremendous authority and expects that we have the courage to do what is right in matters of personal and professional integrity. We accept the responsibility to do what is right, even in the face of adversity.

- (b) **Community Service** - Our continuing commitment is to provide quality service to the community with respect, concern, caring, and equal treatment of all people.
 - 1. We strive to meet the challenge of protecting our community while safeguarding the rights of all individuals.
 - 2. We are responsive to the concerns of our community.
 - 3. We maintain a caring attitude and empathize with those we serve.
 - 4. We welcome and seek an active partnership with the community in carrying out our responsibilities.
 - 5. We recognize that to be an effective law enforcement agency we must have the support, confidence, and trust of our community.

- (c) **Employee Recognition** - We value our fellow employees, recognizing that the human resource is our greatest asset.
 - 1. We encourage open communication and the sharing of ideas through teamwork.
 - 2. We acknowledge everyone's hard work and praise those who excel at their jobs.
 - 3. We strive to treat everyone with the same respect, dignity, courtesy and consistency that we expect from others.

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Alameda Police Department Statement of Values

- (d) **Professionalism** - We are committed to maintaining an environment that promotes and encourages a tradition of professionalism.
1. We value a solid work ethic.
 2. We demand accountability through critical analysis and the application of consistent standards.
 3. We promote continued professional development through quality recruitment, education and training.
 4. We recognize the changing needs of our community and will demonstrate the flexibility necessary to meet them.
 5. We take great pride in our services and accomplishments.
 6. We value leadership at all levels of the organization.

Policy Manual

106.1 PURPOSE AND SCOPE

The manual of the Alameda Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

106.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

106.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Alameda Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The Alameda Police Department reserves the right to revise any policy content, in whole or in part.

106.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

106.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

CCR - California Code of Regulations (Example: 15 CCR 1151).

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CHP- The California Highway Patrol.

CFR - Code of Federal Regulations.

City - The City of Alameda.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Department/APD - The Alameda Police Department.

DMV - The Department of Motor Vehicles.

Employee - Any person employed by the Department.

Juvenile- Any person under the age of 18 years.

Manual - The Alameda Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Alameda Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Non-sworn employees
- Volunteers.

Officer - Those employees, regardless of rank, who are sworn peace officers of the Alameda Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

POST - The California Commission on Peace Officer Standards and Training.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

USC - United States Code.

106.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

106.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

106.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Bureau Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Bureau Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

Field Training Officer Program

436.1 PURPOSE AND SCOPE

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

It is the policy of this [department/office] to assign all new police officers to a structured Field Training Officer Program that is designed to prepare the new officer to perform in a patrol assignment, and possessing all skills needed to operate in a safe, productive, and professional manner.

436.1.1 PROGRAM OVERVIEW

Normally, the first and tenth weeks of the program shall focus on the refinement of basic skills as learned in the basic academy as they pertain to performing the police mission in the City of Alameda. By the end of the training program - usually to be eighteen (18) weeks in duration - the successful trainee must demonstrate to his/her training officer(s) and his/her supervisor(s), that he/she has the ability to adequately perform all duties required of an Alameda Police Officer. The duration of the program may be adjusted for a lateral recruit who is eligible for the accelerated FTO program.

436.1.2 PROGRAM CONTENT AND FORMAT

This program shall be modeled pursuant to the FTO program compiled by Glenn F. Kaminsky and Dr. Michael D. Roberts, and taught in POST approved FTO seminars. Basically, the program shall consist of two (2) weeks of In-House training and a sixteen (16) week Field Training Program.

(I). IN-HOUSE TRAINING - The purpose of this portion of the Field Training Officer Program is to enable the newly hired officers to receive training, as described below, to sufficiently achieve an effective and meaningful transition from the basic police officer academy or their previous employer (in case of the newly hired lateral entry officers) to the field training portion of the program. This program may be two (2) working weeks or less in duration, during the first and tenth weeks of the program and shall consist the following (at a minimum):

- (a) Introduction to the FTO Program, its objectives and procedures.
- (b) Introduction to Police Department's organization, functions, work schedules, chain of command, overall duties and obligations, and city geography.
- (c) Introduction to the philosophy of Community Policing relative to the Alameda Police Department.
- (d) Range policies and procedures including practical firearms/weapons training.

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- (e) Practical training in defensive tactics, arrest and control techniques, and impact weapons.
- (f) Practical training in vehicle operations traffic stops, and high risk vehicle stops.
- (g) Practical training in search and seizure law, search techniques, including searches of persons, buildings and vehicles, including the use of K-9's.
- (h) Introduction to how domestic violence pertains to law enforcement and our responsibilities.
- (i) Introduction to different City Departments including City Hall, the Courts, the District Attorney's office, and the Fire Department.
- (j) Practical training in different computer systems patrol officers use during the course of their shift.
- (k) Practical training with the Identification/Property Bureau Section, the collection, packaging and documentation of evidence items.
- (l) Practical training in the area of traffic accident and driving under the influence investigations.
- (m) Practical training on how to identify persons under the influence of a controlled substance.
- (n) Practical training with tactical communications and conflict resolution.
- (o) Scenario training providing practical training on application of Department General Orders, and criminal and case law.

The FTO Sergeant shall insure that the most qualified instructors within the Department provide the above training and that the newly hired officer (s) receives all necessary forms and handouts required for the subsequent field training.

(II). FTO CYCLE

- (a) This portion of the program shall be divided into four (4) 4-week phases except for those in the accelerated FTO program. Phase I shall be conducted by the primary Field Training Officer who shall, in conjunction with the FTO Sergeant and Lieutenant, determine whether or not the newly hired officer has corrected any discrepancies or weaknesses which affect the performance of the police patrol function.
- (b) Subsequent Phases II and III shall be conducted by secondary FTO's who work on platoons differing from the platoon on which the primary FTO works. Whenever possible, the secondary FTO's shall be working on different shifts. Exceptions may be made for those in the accelerated FTO program.

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- (c) The last 4-week phase shall be conducted by the primary FTO who shall evaluate the trainee with respect to overall improvement and readiness with respect to performing all aspects of the patrol officer function. During this phase the trainee shall operate in a quasi-solo capacity. He/she shall operate the police vehicle, personally prepare all reports and conduct all investigations, and carry on all police related duties. The FTO will be in the car only as an observer-evaluator, unless the need for immediate intervention arises. During the last two weeks of this phase, the FTO will not be in uniform but shall wear neat casual clothing.
- (d) Upon completion of the final phase of the program, the primary FTO shall prepare a comprehensive rating of the trainee which shall be presented at the final FTO meeting for the purpose of evaluating the trainee's level of success in completing the program.
- (e) During this 16-week program, there should be at least four (4) general FTO meetings conducted at or close to the end of every four week phase, unless the trainee is in the accelerated FTO program. The purpose of these meetings is to discuss and evaluate the performance, progress and weaknesses of the trainee as well as other topics related to the program. In the event of trainee deficiencies which indicated the possibility of failing the training program, there shall be a special FTO meeting to develop a comprehensive remedial plan to insure that every possible means of assisting the trainee has been utilized.
- (f) The FTO Program is the essential means by which goals and objectives are achieved, specifically, the production of a police officer capable of performing all patrol officer functions in a safe, skillful, efficient and professional manner. As such, the FTO must possess the requisite experience and performance skills as well as training skills necessary to become a reliable evaluator of the trainee and an effective instructor. The FTO must serve as a role model for the trainee with respect to all job related characteristics and functions. The FTO's professional and personal conduct should be exemplary and reflect the highest possible level of dedication to duty, idealism and job related knowledge and skills, keeping in mind that the effectiveness, image and future of the Department is substantially impacted by the quality of its personnel.
- (g) The FTO has two primary roles; that of a police officer assuming full sector responsibility, and that of a trainee/evaluator of newly hired officers. His/her sector responsibilities are clearly defined in other Departmental publications. His/her role as a trainee/evaluator consists of providing on-going instruction and ratings.

436.1.3 PROGRAM RESPONSIBILITY

The responsibility for the FTO program is as follows:

- (a) FTO Lieutenant - shall oversee the entire program to insure that it is being conducted in accordance with Departmental and program needs and objectives. The FTO Lieutenant shall have been previously awarded, or eligible for the award of a POST Supervisory Certificate, and shall successfully complete a POST-certified Field

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Training Supervisor/Administrator/Coordinator (SAC) Course prior to, or within 12 months of the initial promotion, appointment, or transfer to such a position.

- (b) FTO Sergeant - shall insure that all patrol sergeants and training officers coordinate their efforts and perform all required functions relating to the training and evaluations of newly hired officers. The FTO Sergeant shall have been previously awarded or eligible for the award of a POST Supervisory/Administrator/Coordinator (SAC) Course prior to, or within 12 months of the initial promotion, appointment, or transfer to such a position.
- (c) Personnel and Training Sergeant - shall be responsible for scheduling appropriate training schools for those officers selected to be field training officers. The FTO sergeant shall be responsible for the proper scheduling of the in-house academy portion of the program.
- (d) Field Training Officer - shall conduct the actual training and evaluation process.

436.2 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.

436.2.1 SELECTION PROCESS

Members who wish to become FTO's must have the following minimum qualifications:

- (a) At least one year of experience in the Department with at least one year in Patrol, and possession of a POST Basic Certificate (not Specialized).
- (b) Exceeds performance appraisal standards in the rank of Police Officer.
- (c) Above average skills in conducting investigations and report writing.
- (d) Ability to manage a wide variety of interpersonal relations, including potentially violent situations.
- (e) Teaching and evaluation skills.
- (f) Demonstrated ability as a positive role model.

A four-step process of application, selection, approval, and certification must be completed in order for a candidate to become an FTO. Interested, qualified officers shall apply by memorandum. The memorandum shall address the items listed above and include any additional qualifications the officer feels are pertinent. The memorandum shall be forwarded through the officer's Watch Commander to the FTO Lieutenant.

(I). SELECTION

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- (a) Selection will be made by a panel consisting of the FTO Lieutenant, FTO Sergeant, and one certified FTO.
- (b) The panel will interview each candidate and may consider any information which pertains to an applicant's qualifications including, but not limited to, productivity, attendance record, report review record, and supervisor's evaluations.

(II). APPROVAL

- (a) The Chief of Police shall have final approval over the selection of FTO candidates.
- (b) The selection panel shall forward a list of candidates which are endorsed by a majority of the panel to the Chief of Police.
- (c) The selection panel shall forward a list of candidates which are not endorsed by the panel to the Chief of Police with a statement as to the reasons for each rejection.

(III). CERTIFICATION

- (a) Candidates who are approved by the Chief of Police shall attend a POST approved FTO course prior to certification and utilization as an FTO. FTO's shall complete 24-hours of POST approved update training every three years following completion of the Field Training Officer Course.
- (b) The Personnel and Training Sergeant shall advise the FTO Sergeant whenever a candidate successfully completes an approved FTO course.
- (c) The Personnel and Training Sergeant will be responsible to see that the candidate's FTO course certificate and FTO certification (approved by the Chief of Police) are placed in his personnel file.
- (d) Each active Field Training Officer shall be evaluated by the trainee (at the end of their training program) and the FTO Supervisor/Administrator/Coordinator, regarding their performance as a Field Training Officer (annually). Any FTO or FTO Sergeant who fails to receive an "Exceeds Standards" rating on their "Overall Evaluation" category, identified as number 21 on the Department's Performance Appraisal, APD 103, shall be put on a six-month probation period. If the FTO or FTO Sergeant fails to achieve the "Exceeds Standards" rating the following evaluation period, that individual may be decertified by the Chief of Police upon the written recommendation of the FTO Lieutenant. Decertification letters approved by the Chief of Police shall be forwarded to the Personnel and Training Section for inclusion in the officer's personnel file.

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(IV). DURATION OF ASSIGNMENT

- (a) Selection to the position of Field Training Officer will generally be for a period of three years, consistent with the recertification requirement.
- (b) At the conclusion of the three year assignment, the Field Training Officer may elect to either opt out of the program or continue with the concurrence of the program Supervisor/Administrator/Coordinator.
- (c) The Field Training Program Lieutenant will make a recommendation to the Captain of the Bureau of Operations on the continuance or discontinuance of a Field Training Officer in the program.
- (d) Should both parties elect continuance of a Field Training Officer in the program; he/she will be sent to the required recertification course for another three year period.
- (e) An officer will cease serving as a Field Training Officer upon permanent promotion to the rank of Sergeant.

436.2.2 TRAINING

An officer selected as a Field Training Officer shall successfully complete a POST certified (40-hour) Field Training Officer's 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 of FTO (11 CCR 1004).

All FTOs must meet any training mandate regarding crisis intervention behavioral health training pursuant to Penal Code § 13515.28.

436.3 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The FTO Program supervisor should be selected from the rank of sergeant or above by the Operations Bureau Commander or a designee and should possess, or be eligible to receive, a POST Supervisory Certificate.

The responsibilities of the FTO Program supervisor include the following:

- (a) Assignment of trainees to FTOs
- (b) Conduct FTO meetings
- (c) Maintain and ensure FTO/trainee performance evaluations are completed
- (d) Maintain, update, and issue the Field Training Manual to each trainee
- (e) Monitor individual FTO performance
- (f) Monitor overall FTO Program
- (g) Maintain liaison with FTO coordinators of other agencies

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- (h) Maintain liaison with academy staff on recruit performance during the academy
- (i) Develop ongoing training for FTOs

The FTO Program supervisor will be required to successfully complete a POST-approved Field Training Administrator's Course within one year of appointment to this position (11 CCR 1004(c)).

436.4 TRAINEE DEFINED

Any entry level or lateral police officer newly appointed to the Alameda Police Department who has successfully completed a POST approved Basic Academy.

436.5 REQUIRED TRAINING

Entry level officers shall be required to successfully complete the Field Training Program, consisting of a minimum of 18 weeks.

The training period for a lateral officer may be accelerated, depending on the trainee's demonstrated performance and level of experience, if the following are true: a) The officer has previously completed a POST-approved Field Training Program, or b) The officer has at least one year of previous experience performing general law enforcement duties, and c) The officer is recommended for acceleration by the Field Training Program Supervisor, and d) The Field Training Program Lieutenant and Bureau of Operations Captain concur with the Supervisor's recommendation, and e) All material in the Field Training Manual has been covered prior to advancement between phases and completion of the program Under no circumstances will the length of Field Training for any officer be less than ten weeks. To the extent practicable, entry level and lateral officers should be assigned to a variety of Field Training Officers, shifts and geographical areas during their Field Training Program.

436.5.1 FIELD TRAINING MANUAL

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and/or skills necessary to properly function as an officer with the Alameda Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules, and regulations adopted by the Alameda Police Department.

436.6 EVALUATIONS

Evaluations are an important component of the training process and shall be completed as outlined below.

436.6.1 FIELD TRAINING OFFICER

The FTO will be responsible for the following:

- (a) Complete and submit a written evaluation on the performance of his/her assigned trainee to the FTO Coordinator on a daily basis.

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- (b) Review the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Complete a detailed end-of-phase performance evaluation on his/her assigned trainee at the end of each phase of training.
- (d) Sign off all completed topics contained in the Field Training Manual, noting the method(s) of learning and evaluating the performance of his/her assigned trainee.

436.6.2 IMMEDIATE SUPERVISOR

The Field Training Sergeant shall review and approve the Daily Trainee Performance Evaluations. The Field Training Sergeant will also review and approve the Weekly Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor and /or Field Training Sergeant.

436.6.3 FIELD TRAINING ADMINISTRATOR

The Field Training Lieutenant will periodically review the Weekly Trainee Performance Evaluations submitted by the FTO through his/her immediate supervisor and/or the Field Training Sergeant.

436.6.4 TRAINEE

At the completion of the Field Training Program, the trainee shall submit a confidential performance evaluation on each of their FTOs and on the Field Training Program.

436.7 DOCUMENTATION

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations
- (b) End of phase evaluations
- (c) End of training meeting between FTO Lieutenant, FTO Sergeant, Primary Field Training Officer, and the recruit's new Watch Commander and sergeant
- (d) A Certificate of Completion certifying that the trainee has successfully completed the required number of hours of field training
- (e) Field Training Program critique

436.7.1 DAILY/WEEKLY EVALUATIONS

- (a) The daily evaluation process shall commence with the first week of training and continue thereafter for a period of 16 weeks. Evaluations shall be completed after each day of training using the Daily Observation Report (DOR). The Department has adopted the "Design PD" FTO software that allows automation of the DOR's completed by the FTO's. Once a week, the patrol division supervisor shall prepare a weekly evaluation using the same daily evaluation form used by the FTO.
- (b) Daily evaluations shall be conducted and completed by the FTO at the end of their working day and, whenever possible, the FTO and trainee shall be allowed to respond

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to the Department approximately one hour prior to the end of their shift for purposes of conducting and documenting the evaluations.

- (c) All daily evaluations, along with any other pertinent information shall be maintained within the "Design PD" FTO software, accessible to FTO's via a protected password, with overall responsibility for maintenance by the FTO Lieutenant or his/her designee. Duplicate books can be printed at the discretion of the FTO Sergeant/Lieutenant and shall be kept within a 3-ring binder, referred to as the evaluation binder or "rookie book." Such books shall be kept within the locked FTO file cabinet, unless they are being used. Access to the file cabinet and binders is limited to program representatives and command officers.
- (d) The Field Training Officer's attestation of each trainee's competence and successful completion of the Field Training Program and a statement that releases the trainee from the program, along with the signed concurrence of the department head, or his/her designate, shall be retained in department records based on current policy.



FIELD TRAINING PROGRAM

INTRODUCTION

The Alameda Police Department recognized a need for a structured program to facilitate a police officer's transition from the academic setting to the performance of general law enforcement patrol duties of the Police Department. In 1978, the Department developed a Field Training Program for new officers in order to assist them in learning the role and responsibilities of a solo patrol officer.

The Department initially appointed four senior officers as Field Training Officers. New recruits would ride with an FTO for a period of two weeks and then be appointed to the patrol division as a solo patrol officer. There was no orientation, standardized training plans or evaluation procedures. The criterion for passing or failing an officer in the training program was purely subjective on the part of the FTO.

In 1979, the Department recognizing the need for a standardized FTO program, started sending senior officers to a P.O.S.T. certified, 40-hour training seminar. These officers initiated the Department's training program modeled pursuant to the FTO program compiled by Glenn F. Kaminsky and Dr. Michael D. Roberts. The Department's current training program consists of two one-week orientation periods (in-house academy), and fourteen weeks of training and evaluation period, and a two-week observation, test and evaluation period. The final two weeks of the training program are conducted by the trainee's primary FTO. This FTO will observe the actions of the trainee as a ride-along. Evaluations of the trainee's performance are completed on a daily basis by the FTO, on a weekly basis by the FTO Sergeant or Patrol Sergeant and the End of Phase Reports completed by the FTO at the end of each four-week training period.

The Department has adopted a Mentoring Program, which extends beyond the Field Training Program until the new employee satisfactorily completes their probationary period. This program is designed to provide the probationary employee with fundamentally sound and ethical counseling that will enhance the employee's ability to achieve success in their professional law enforcement career. It also allows the Department and employee the opportunity to address deficient areas in the employee's work performance through supplemental training.

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GOALS OF THE FIELD TRAINING PROGRAM

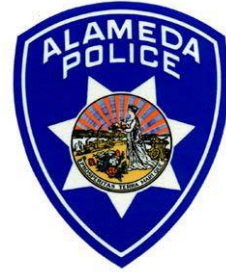
It is the responsibility of the FTO to thoroughly review the field training guide materials with the trainees and to demonstrate proper patrol procedures. The Field Training Program is designed to have a significant impact on a trainee in terms of imprinting positive attitudes, style, values and ethics, not only while in the training program, but throughout their career as an Alameda Police Officer.

The Field Training Program has been developed to provide a positive environment in which learning is maximized so the trainees will be able to perform to the best of their ability. The FTO's approach to teaching the trainee will be fair, firm, friendly, and professional. Evaluations of the trainee will be sincere and given in a straightforward manner, emphasizing the positive, as well as the negative aspects of performance.

The FTO will guide the trainee through the program to ensure all materials, procedures and tactics are understood, and that the trainee will be able to complete their duties and responsibilities as a competent, proactive, solo patrol officer. The Field Training Program is designed to provide clear standards for rating and evaluations, which give all trainees every reasonable opportunity to succeed. The Field Training Program will enhance the professionalism, job skills, and ethical standards of all Alameda Police Officers. Anything less would be an injustice to the Department, the community it serves, and to the trainee.

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Field Training Program Responsibility And Chain of Command

The Alameda Police Department's Field Training Program is administered and supervised by the Patrol Division. This includes the selection, training, and daily supervision of the FTOs, as well as the daily operation of the program. The responsibility for the Field Training Program is as follows:

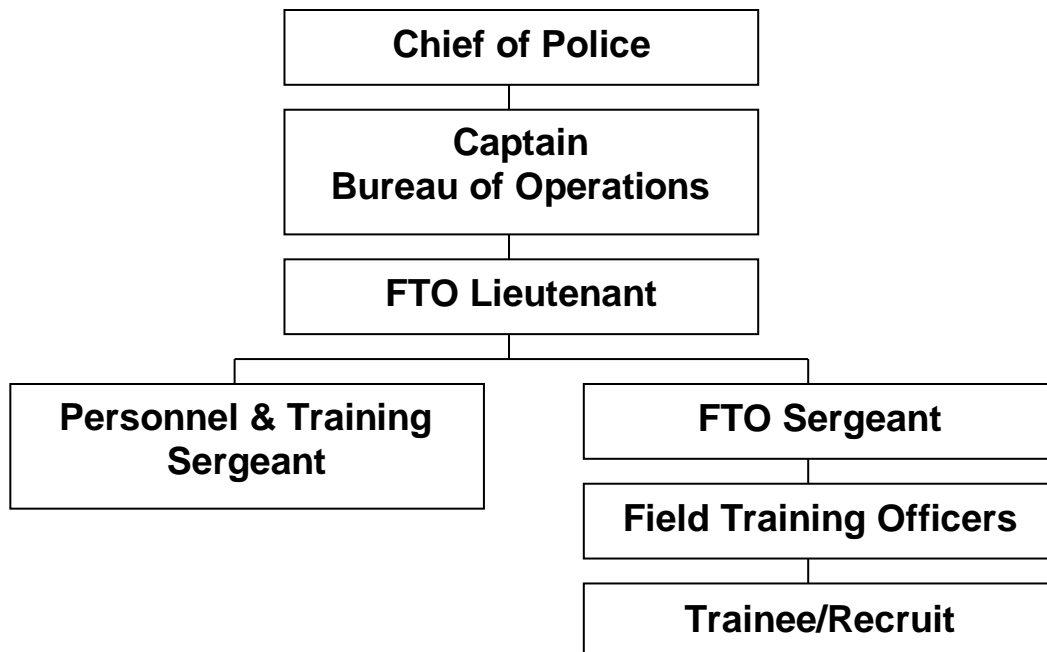
FTO Lieutenant: Shall oversee the entire program to insure that it is being conducted in accordance with State mandates, and Departmental and Program needs and objectives.

FTO Sergeant: Shall ensure that all Patrol Sergeants and Field Training Officers coordinate their efforts and perform all required functions relating to the training and evaluations of newly hired officers. The FTO Sergeant shall be responsible for the proper scheduling of the In-House Academy portions of the program.

Personnel and Training Sergeant: Shall be responsible for scheduling appropriate training schools for those officers selected to be FTOs.

Field Training Officers: Shall conduct the actual training and evaluation process.

The Chain of Command for the Program is as follows:



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TEACHING

An important role of the FTO is to guide a trainee through a comprehensive curriculum that requires the blending of knowledge, skills, and the good judgment of when, where, and how to apply them. FTOs shall be role models to follow and give encouragement and direction to the trainee to apply what has been taught. Once instruction has been given, the FTO should provide feedback for positive reinforcement on the trainee's performance.

A Field Training Officer must commit to the philosophy of teaching. FTOs must accept the responsibilities for the success of the trainee, or lack of it, until they can identify any other uncontrollable factors that are the cause of the trainee's performance. They must teach and reinforce the policies and procedures of the Department and set examples by virtue of their knowledge, experience and appearance. FTOs should attempt to set the highest standards in all areas of their performance, whether they are training a new officer or working in their assignment as an Alameda Police Officer.

Nothing has a greater impact on the newly hired police officer than the content and conduct of recruit training. It is critical that a recruit be positively oriented toward the Department and toward police work generally, particularly its service aspect as officers engage in extensive contact with all sorts of people.

ROLE MODEL

FTOs must be positive role models. This is accomplished by maintaining a professional demeanor and appearance, adhering to the rules and regulations, and having a positive attitude toward the Department, the training program, the job and the trainee. The FTO is a representative of the Department and the police profession. The FTO's behavior must reflect those qualities intrinsic in the Peace Officer Code of Ethics. The FTO must accept and fulfill the responsibilities to teach, inspire and encourage trainees to perform to the best of their abilities. The FTO must also be able to deselect poor candidates.

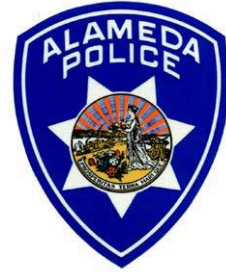
FTOs will be firm but fair and will not allow prejudices to cloud judgment. Their attitude will be based on patience, dignity and compassion for the trainee. FTOs shall avoid sexism, racism and religious intolerance. The credibility of the FTO is assumed by the trainee and retained by the FTO's conduct. The FTO must use sound judgment based on common sense, the law and the policies and procedures of the Department.

EVALUATING

FTOs are expected to be evaluators and the principle element of effective evaluation is objectivity. The principle goal of evaluation is documentation. Documentation is

ALAMEDA POLICE DEPARTMENT

Field Training Guide



accomplished by the use of Daily Observation Reports, Supervisor's Weekly Reports and End of Phase reports. Other methods of evaluation are through the use of worksheets, remedial training, evaluation sessions and verbal feedback. Field training staff meetings are held at the end of each phase to ensure standardization of the evaluations in the training program.

FTOs should not discuss their trainee's progress with other personnel, except for those who have a need and a right to know. Supervisors involved in the evaluations should ensure positive and negative aspects of the trainee's performance are discussed and documented.

COUNSELING

Police officers in general are problem solvers and an FTO is a problem solving resource for the trainee. This may include the trainee's personal problems as well. FTOs must develop the skill to help trainees solve their own problems and the best way to accomplish this is through proper counseling. Discussing issues with the trainee and guiding them through these issues may allow the trainee to solve their own problems.

ROLE PLAYING

FTOs are expected to instruct, demonstrate or discuss each of the goals and performance objectives within the field training program curriculum. However, not all of these objectives will be met by daily field operations or through a written or verbal test. The program may include scenarios or role-plays to demonstrate and evaluate the performance of the trainee.

In general, role players will be other FTOs from the Department and the scenarios will be constructed in the most practical sense to help the trainee become familiar in responding to and resolving a particular problem. The FTO Sergeant and/or the patrol supervisor will always approve the role-playing. There will be no surprises. The trainee will always be told when a training exercise is a mock situation. It will be the FTO's responsibility to ensure the scenarios are performed in the safest manner and that loaded firearms will NEVER be used in training scenarios. The training will be documented in the FTO's Daily Observation Report as well as the FTO Sergeant's Weekly Report.

RECOMMENDATION

FTOs are responsible for the initial recommendation of extension, termination or successful completion of the training program. All final decisions will be made through the proper levels of supervision, following the Department's chain of command, but it is up to the FTO to make the initial recommendation. All recommendations will be based upon proper documentation of the trainee's performance in the training program.



EXPECTATIONS OF THE TRAINEE

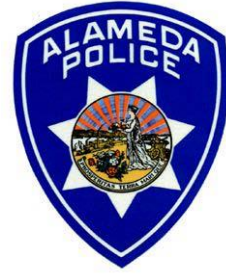
The responsibility of the trainee is to demonstrate their ability to perform as a solo patrol officer by the end of the training program. This is the standard by which the trainee will be measured throughout the training program. Their primary responsibility is to devote their full attention and efforts toward successfully completing the program. The FTOs will make every effort to provide the tools necessary for the trainee to succeed. Trainees must give their best effort each and every moment they are assigned to the program.

Trainees will complete all assignments in a prompt, timely manner. They will follow all policy and procedures as instructed and as outlined in all Department manuals. Should a trainee be given a specific order or task and they feel that it is improper, or if they feel that an evaluation is unfair, they shall discuss it with their respective FTO. If the concern or problem cannot be resolved, the trainee should discuss the situation with the FTO Sergeant or their immediate supervisor. If the situation is still not resolved the trainee will have the right to ask the FTO Sergeant to set up a meeting with the FTO Lieutenant. The FTO Sergeant shall notify the FTO Lieutenant and a meeting shall be scheduled.

Trainees are expected to make mistakes. They should ask questions when they arise and not wait for the FTO to cover an area of concern they might have. They should not be overly concerned with errors but should channel their efforts into recognizing and correcting them.

While off-duty, trainees should not respond to police calls or put themselves in an on-duty status unless the situation is life threatening. Trainees should discuss these types of situations with their FTO and follow Department **Policy 386, Off-Duty Law Enforcement Actions**, regarding off-duty situations.

Trainees will receive Daily Observation Reports, Supervisor Weekly Reports and the End of Phase Reports. The trainee should use these evaluations to help identify any areas requiring additional effort on their part. Trainees shall be receptive to constructive criticism given by FTOs. They may offer explanations for their actions; however, repeated rationalizations, excessive verbal contradictions, and hostility are not acceptable and are counter-productive to the training program.



SCALE VALUE APPLICATION

Perhaps the most difficult task facing the rater is the application of the numerical rating that represents the behavior being evaluated. The rater's dilemma usually involves their rating philosophy versus another's and the question of who is right. The following explanations should clarify the issue and ease the concern of the rater and the trainee.

The first principle of value application that must be accepted by all is that each of us has different perceptions on nearly everything in the life experience. While a standardization of rating is an acute necessity, an attempt to standardize perceptions is doomed to failure at the start. For example, FTO "A", based on a prior negative experience of his own, sees a trainee's exposure of his weapon to a suspect as worth a "1" rating (Officer Safety-Suspects/Suspicious Persons/Prisoners) while FTO "B" may see the same behavior as worth a "3". Should we (or the trainee) really be concerned? Our answer is "No!", as long as both officers see the performance as "Unacceptable" under the guideline quoted. A lack of standardization ensues when one FTO sees the performance as Unacceptable (Scale values 1, 2, or 3) and the other sees the same behavior as "Acceptable", scale values 4, 5, 6, or 7. In summary then, we have no difficulty accepting differences in officers' perceptions unless these perceptual differences vary between Unacceptable and Acceptable ratings for the same behavior.

The second principle that is important to grasp is the value assigned to performance wherein remedial efforts have been undertaken and the trainee is not responding to training. A trainee who performs at a less than acceptable level might be assigned 1, 2, or 3 for that task. The FTO is under an obligation to remediate the mistake and assess the trainee's performance when next they have the opportunity to do so. If the FTO has retrained and the trainee continues to fail, a reduction in the scale value might seem contradictory if the trainee does no worse than before. The NRT (Not Responding to Training) section of the report form allows the FTO to report continued failure and the failure on the part of the trainee to improve, all the while maintaining the integrity of the rating first given.

An NRT is an indication, then, of a problem that has occurred in the past; that has been the object of appropriate remedial effort; and the remedial effort has not produced the desired result. A rating of NRT might be likened to the waving of "a red flag" in that the trainee is in danger of failing the Field Training and Evaluation Program unless their performance improves in that particular area.



Standard Evaluation Guidelines

The following “1 – 4 – 7” scale value definitions are to be used when rating a trainee's behavior in each of the performance categories. It is through the use of these guidelines that program standardization, continuity, and rating consistency is achieved.

1. 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 - 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 - 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 - Superior – Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Responds well relative to the degree of stress present.

2. . GEOGRAPHICAL ORIENTATION: STRESS CONDITIONS – Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

#1 - Unacceptable – Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

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

Trainee's initials _____

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

3. FIELD PERFORMANCE: STRESS CONDITIONS – Evaluates the trainee's ability to perform in moderate to high stress conditions.

#1 - Unacceptable – Becomes emotional, panic stricken, unable to function. Holds back, loses temper, or displays cowardice. Over/under reacts.

#4 - Acceptable – Maintains calm and self-control in most situations. Determines proper course of action and takes it. Does not allow a situation to further deteriorate.

#7 - Superior – Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Determines best course of action and takes it.

4. 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 - Unacceptable – Fails to follow acceptable safety procedures. Fails to exercise officer safety including but not limited to:

- A. Exposes weapons to suspect (handgun, baton, mace, 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 on car 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. Fails to cover other officers or maintain awareness of their activities.
- Q. Stands between police and violator's vehicle on a car stop.
- R. Fails to search police vehicle prior to duty and after transporting other than police personnel.

Trainee's initials _____

#4 - Acceptable – Follows acceptable safety procedures. Understands and applies them.

#7 - Superior – Always 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.

5. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, 5150's, AND PRISONERS – Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects, and prisoners.

#1 - Unacceptable – Violates officer safety practices as outlined in SEG 21 (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 - Acceptable – Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.

#7 - Superior – Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger to develop. Serves as a model for safety.

6. CONTROL OF CONFLICT: VOICE COMMAND – Evaluates the trainee's ability to gain and maintain control of situations through verbal command and instruction.

#1 - 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 - 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 - 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.

7. CONTROL OF CONFLICT: PHYSICAL SKILL – Evaluates the trainee's ability to use the proper level of force for the given situation.

Trainee's initials _____

#1 - Unacceptable – Cowardly, physically weak, or uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.

#4 - Acceptable – Obtains and maintains control through use of the proper amount of force. Uses restraints effectively.

#7 - Superior – Excellent knowledge and skill level in use of restraints (physical/mechanical). Extremely adept in the proper use of force for the given situation.

8. PROBLEM-SOLVING/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 - Unacceptable – Acts without thought or good reason. Is indecisive, naive. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in similar situations.

#4 - Acceptable – Able to reason through a problem and come to an acceptable conclusion in routine situations. Makes reasonable decisions based on information available. Perceives situations as they really are. Makes decisions without assistance.

#7 - Superior – Able to reason through even the most complex situations and reach appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

9. RADIO: LISTENS AND COMPREHENDS - Evaluates the trainee's ability to pay attention to radio traffic and to understand the information transmitted.

#1 - 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 - Acceptable – Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

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

10. DRIVING SKILL: NORMAL CONDITIONS – Evaluates the trainee's skill in the operation of department vehicles under normal and routine driving conditions.

Trainee's initials _____

#1 - 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 - Acceptable – Obeys traffic laws when appropriate. Maintains control of the vehicle while being alert to activity outside of the vehicle. Drives defensively.

#7 - Superior – Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc.

11. GEOGRAPHICAL ORIENTATION: NON-STRESS CONDITIONS –

Evaluates the trainee's awareness of surroundings, ability to find locations, and ability to arrive at destination within an acceptable amount of time.

#1 - Unacceptable – Unaware of location on patrol. Does not properly use map book. Unable to relate location to destination. Gets lost. Spends too much time getting to destination.

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

#7 - Superior – Remembers locations from previous visits and seldom needs map book. 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 - 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 - Acceptable – Knows of the commonly used forms, consistently makes accurate form selection, and understands their use. Completes them with accuracy and thoroughness.

#7 - Superior – Rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

13. REPORT WRITING: ORGANIZATION/DETAILS - Evaluates the trainee's ability to organize reports, supply the necessary details for a good report and obtain all necessary information from reporting person and/or witnesses.

Trainee's initials _____

#1 - 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.

#4 - Acceptable – Elicits most information and records same. Completes reports, organizing information in a logical manner. Reports contain the required information and details.

#7 - Superior – Reports are a complete and detailed account of events, written and organized so that any reader understands what occurred.

14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS – Evaluates the trainee's ability to use proper grammar, to spell correctly, and to prepare reports that are neat and legible.

#1 - Unacceptable – Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete. Excessive erasures or use of correction fluid.

#4 - 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 - Superior – Reports are very neat and legible. Contain no spelling or grammatical errors.

15. REPORT WRITING: APPROPRIATE TIME USED – Evaluates the trainee's ability to complete a report in an appropriate amount of time.

#1 - Unacceptable – Requires an excessive amount of time to complete a report. Takes three or more times the amount of time an experienced officer would take to complete the report.

#4 - Acceptable – Completes reports within a reasonable amount of time.

#7 - Superior – Completes complex reports very quickly and efficiently without assistance from FTO.

16. FIELD PERFORMANCE: NON-STRESS CONDITIONS – Evaluates the trainee's ability to perform routine, non-stress police activities.

#1 - 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 or avoids taking action.

Trainee's initials _____

#4 - Acceptable – Properly assesses aspects of routine situations, determines appropriate action, and takes same.

#7 - Superior – Properly assesses aspects of routine situations, including the more unusual and/or complex ones. Quickly determines appropriate course of action and takes same.

17. SELF-INITIATED FIELD ACTIVITY – Evaluates the trainee's desire and ability to observe and initiate police-related activity.

#1 - Unacceptable – Fails to observe or avoids suspicious activity. Does not investigate those situations. Rationalizes suspicious circumstances.

#4 - Acceptable – Recognizes and identifies police-related activities. Develops cases from observed activity. Displays inquisitiveness.

#7 - Superior – Seldom misses observable police-related activity. Catalogs, maintains and uses information from briefings or bulletins as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

18. RADIO: APPROPRIATE USE OF '9'-CODE - Evaluates the trainee's ability to pay attention to radio traffic and use the appropriate '9'-Code.

#1- Unacceptable – Misinterprets '9'-code definitions or fails to use it in accordance with set policy; fails or refuses to improve.

#4 - Acceptable – Has good working knowledge of majority of '9'-code definitions.

#7 - Superior – Uses '9'-code with ease in all radio traffic.

19. RADIO: ARTICULATION OF TRANSMISSIONS -- Evaluates the trainee's ability to communicate with others via the telecommunications network.

#1 - Unacceptable – Does not pre-plan transmissions. Over/under modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

#4 - Acceptable – Uses proper procedure with clear, concise, and complete transmissions. Few complaints from communication center re: articulation skill.

Trainee's initials _____

#7 - Superior – Transmits clearly, calmly, concisely, and completely in even the most stressful situations. Transmissions are well thought out and do not have to be repeated.

20. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES --

Evaluates the trainee's knowledge of department policies/procedures

#1 - Unacceptable - Has no knowledge of department policies and procedures, and does not make an attempt to learn.

#4 - Acceptable - Familiar with most commonly applied departmental policies and procedures.

#7 - Superior - Exceptional working knowledge of departmental policies and procedures.

21. KNOWLEDGE OF CODES (P.C., V.C., A.M.C., ETC.)

#1 - Unacceptable - Does not know elements of basic sections; unable to learn or refuses to improve.

#4 - Acceptable - Working knowledge of commonly used sections; relates elements to observed criminal activity.

#7 - Superior - Outstanding knowledge of codes and ability to apply to both normal and unusual criminal activity.

22. KNOWLEDGE REFLECTED IN VERBAL OR WRITTEN TESTS

#1 - Unacceptable - Consistently scores below average (70%) on written test. Consistently unable to answer FTO's questions.

#4 - Acceptable - Scores 70-90% on tests. Answers most of FTO's questions.

#7 - Superior - Scores above 90% on tests, answers all FTO's questions.

Trainee's initials _____

23. KNOWLEDGE REFLECTED IN FIELD-PERFORMANCE TESTS

#1 - Unacceptable - After receiving training, unable to apply training to practical situations.

#4 - Acceptable - After the FTO instructs in proper procedure, recruit is able to apply instruction usually.

#7 - Superior - After training, recruit makes no mistakes.

24. ATTITUDE: ACCEPTANCE OF FEEDBACK – Evaluates the way the trainee accepts criticism and how that feedback is used to further learning and improve performance.

#1 - Unacceptable – Rationalizes mistakes. Denies that errors were made. Is argumentative. Refuses to, or does not attempt to, make corrections. Considers criticism as negative or a personal attack.

#4 - Acceptable – Accepts criticism in a positive manner and applies it to improve performance and further learning.

#7 - Superior – Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame other persons/things for errors.

25. ATTITUDE TOWARD POLICE WORK – Evaluates the trainee in terms of personal motivation, goals and his/her acceptance of the job's responsibilities.

#1 - Unacceptable – Sees position as a job vs. a career. Uses job to boost ego. Abuses authority. Demonstrates little dedication to the principles of the profession. Is disinterested. Lacks motivation and does not attempt to improve performance.

#4 - Acceptable – Demonstrates an active interest in new career and in their responsibilities

#7 - Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

Trainee's initials _____

26. RELATIONSHIP WITH CITIZENS: GENERAL - Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate and efficient manner.

#1 - Unacceptable – Abrupt, belligerent, 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.

#4 - 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.

#7 - 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.

27. RELATIONSHIPS: WITH OTHER ETHNIC GROUPS - Evaluates the trainee's ability to interact with diverse members of the community (including suspects) in an appropriate and efficient manner.

#1 - Unacceptable - Evident hostility or sympathy toward minorities because of prejudice, bias or pity.

#4 - Acceptable - Appears to be at ease and does not feel threatened by presence of minorities.

#7 - Superior - Seems to understand cultural differences and effects on relations and reacts properly.

28. RELATIONSHIPS: WITH FTOs/ SERGEANTS/LIEUTENANTS – Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

#1 - Unacceptable - Patronizes FTO/superiors/peers or is antagonistic toward them. Constant rationalization of mistakes to FTO. 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.

Trainee's initials _____

#4 - Acceptable – Asks pertinent questions and is objective in the desire to learn. Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, superior, and peer relationships. Accepted as a member of the group.

#7 - Superior – Understands and maintains excellent student-teacher relationship. Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities and respects their position. Peer group leader. Actively assists others.

29. APPEARANCE: GENERAL - Evaluates physical appearance, dress, demeanor, and equipment.

#1 - Unacceptable – Fails to present a professional image. Over-weight. Uniform fits poorly or is improperly worn or wrinkled. Hair not groomed and/or in violation of Department policy. Dirty shoes, weapon, and/or equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.

#4 - Acceptable – Uniform neat, clean. Uniform fits and is properly worn. Weapon, gear, equipment are clean and operative. Hair within policy. Shoes are shined.

#7 - Superior – Uniform is neat, clean, and tailored. Gear is clean/shined. Shoes are polished. Displays command bearing.

“I have initialed each page and received a copy of this 11 page Standard Evaluation Guidelines document”

Trainee signature: _____ Date _____

Trainee's initials _____



Trainee Officer Forms and Equipment Checklist

All recruits should obtain the following forms and equipment during the first two weeks of the FTO Program:

Required Forms:

- ⊗ Supplemental Firearm Form (APD 73F)
- ⊗ Written Statement Form (APD 73S)
- ⊗ Citizen Receipt Notice (APD 73E2)
- ⊗ Consolidated Arrest Report (CAR)
- ⊗ Admonishment Forms(Miranda/Photo)
- ⊗ Collision Report (CHP 555/ 555 pg 3&4/ 556/ 555-03 PDO)
- ⊗ Incident Cards
- ⊗ Field Interrogation Cards (F.I. Cards)
- ⊗ 7-Step DAR Pocket Card
- ⊗ APD Telephone / Case Number Cards (APD-234)
- ⊗ Request for Identification Work
- ⊗ Traffic Citation Book
- ⊗ Parking Citation Book
- ⊗ Admin Per Se (DS 367)
- ⊗ DUI Report Form
- ☐ 11550 Form (APD-2)
- ⊗ Tow Sheet (CHP 180)
- ⊗ Psychiatric Detention Form (5150)
- ⊗ Abandoned Vehicle Report
- ⊗ AV (orange) Sticker
- ⊗ Resource Pamphlet for Victims of Domestic Violence and Violent Crimes
- ⊗ Consent to Search Form
- ⊗ Driver Reexamination
- ⊗ DMV Verbal Notice (DL 310)
- ⊗ Declaration in Support of Arrest
- ⊗ Victim Confidentiality Form
- ⊗ APD Crime Scene Log (APD-59)
- ⊗ 20002(a) Advisement Form

Checklists / References:

- ⊗ Rape Checklist
- ⊗ Alameda Maps
- ⊗ APD Officer Resource Manual
- ⊗ Description Index
- ⊗ Electronic ARS Report Writing Manual
- ⊗ Use of Force Checklist
- ⊗ Redi-Ref of CVC and PC codes
- ⊗ Death checklist
- ⊗ Radio Code Sheet
- ⊗ Standard Abbreviations
- ⊗ Electronic (Lexipol) Policy Manual

Equipment:

- ⊗ Briefcase or Patrol bag
- ⊗ Plastic accident template
- ⊗ Keys (cuff, APD door, '100')
- ⊗ Flashlight
- ⊗ Sharps container
- ⊗ Personal protective equipment (gloves, CPR mask, etc.)
- ⊗ Yellow lumber crayon
- ⊗ Police ID
- ⊗ Whistle
- ⊗ Envelopes (for evidence collection)
- ⊗ CDL
- ⊗ Notebook, pens, and pencils
- ⊗ Correction fluid or correction tape



Trainee Officer Forms and Equipment Checklist, Continued

Optional Items:

- ⊗ Street Locator
- ⊗ Knife
- ⊗ "Bungie" cord
- ⊗ Extra handcuffs
- ⊗ List of often used AMC and CVC sections
- ⊗ Sunglasses
- ⊗ Business cards
- ⊗ Steel tape measure or Rol-a-tape
- ⊗ 8 1/2" x 11" lined paper (or notebook)

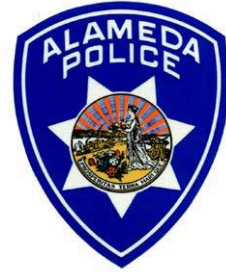
Locker Setup:

- ⊗ Toiletries (i.e., toothpaste, soap, etc.)
- ⊗ Civilian clothes and shoes
- ⊗ Combination lock (for locker door)
- ⊗ Off-duty weapon and holster
- ⊗ Extra underwear and socks
- ⊗ Towel

Uniform Items:

- ⊗ Vest
- ⊗ Long sleeve shirts with patches
- ⊗ Short sleeve shirts with patches
- ⊗ Uniform trousers
- ⊗ White and Black crew neck T-shirts
- ⊗ Black socks
- ⊗ Regulation black boots / shoes
- ⊗ Reflective traffic vest
- ⊗ Utility uniform with APD baseball cap
- ⊗ Rain gear
- ⊗ Complete duty belt
- ⊗ Class 'A' jacket, hat, tie, and tie tack
- ⊗ "Tuffy" jacket with patches
- ⊗ Name tag
- ⊗ Riot Bag with gas mask and helmet

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Trainee Offense/Forms/Tasks Checklist

Trainee: _____ Primary FTO: _____

Types of Reports					
166.4 PC					
187 PC (DOA, Suicide)					
211 PC - Armed					
211 PC - Strong-arm					
242 PC					
245(a)(1) & (2) PC					
261 PC / 288 PC / 314					
273.5 PC/ 243(E)(1) PC					
451 PC					
484 PC					
484 PC (shoplift)					
459 PC - commercial					
459 PC - residential					
459 PC - vehicle					
487 PC					
530.5 PC / 532 PC					
594 PC					
10851 CVC					
14601(a) CVC					
20001(a) CVC					
20002(a) CVC					
Adult Arrest/Detention:					
On-view					
Probable Cause					
Cite & Release					
DUI					
5150 W&I					
647(f) PC					
Juvenile					
Juvenile Hall					
Notice To Appear					
Counsel and Release					
601 W&I					
Malabar House					
300 W&I					
272 & 273 PC					

ALAMEDA POLICE DEPARTMENT

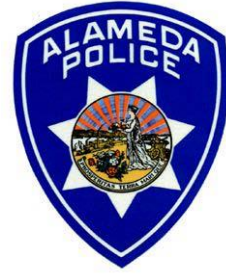
Field Training Guide



Traffic Related					
901(Summary/Cause)					
901A (Investigation)					
901 (Fatal)					
901 CPD					
CDL Suspension					
Narcotics Violation					
Bomb Threats					
OC Reports					
Statements					
FI					
IC					
Supplemental Reports					
Report Dictated by FTO					
Other crime/ IC Reports:					
Service Reports:					
AV report					
Department Memo					
Towed Vehicle					
Request for Service					
Vehicle damage card					
Request for ID work					
OT - worked					
Tow/Vehicle Release					

ALAMEDA POLICE DEPARTMENT

Field Training Guide



Miscellaneous Reports					
Proactivity / Citations					
Traffic Stops					
Parking Problems					
Bike Stops					
Consensual Stops					
Weekly Test Scores					

ALAMEDA POLICE DEPARTMENT

Field Training Guide



Field Training Guide Weeks One and Two

WEEKS ONE and TWO GOALS

The trainee will attend the 1st In-House Academy during Weeks 1 and 2. The trainee will complete the following goals and training during this first two weeks of Field Training.

1. INTRODUCTION TO ETHICS and THE FTO PROGRAM -- The trainee will be introduced to the Field Training Program and its components, including the evaluation process and the expectations of the trainee. The introduction will also minimally include: Ethics, Cultural Diversity, Hate Crimes, and Racial- or Biased-Based Profiling.
2. AGENCY ORIENTATION – The trainee will understand and discuss his/her duties and obligations and demonstrate a working knowledge of the Alameda Police Department's organization, functions, work schedule, chain of command, and rules and regulations, as well as a working knowledge of the geography of Alameda.
3. COMMUNITY POLICING –The trainee will understand the philosophy of Community Policing and receive an orientation on its implementation relative to the Alameda Police Department.
4. USE OF FORCE, TASER and FIREARMS TRAINING – The trainee will demonstrate a clear understanding of the legal and ethical issues relating to the Use of Force. The trainee will receive practical firearms/weapons and Taser training, and successfully pass qualification.
5. DEFENSIVE TACTICS – The trainee will receive practical training in defensive tactics, arrest and control techniques, impact weapons, riot and crowd control, civil disturbances, and successfully pass qualification.
6. VEHICLE OPERATIONS – The trainee will receive practical training in patrol vehicle operations, traffic stops and High Risk Vehicle Stops.
7. SEARCH AND SEIZURE – The trainee will demonstrate a clear understanding of Search and Seizure laws and receive practical training in searches of persons, buildings, and vehicles; including the use of K9.
8. DOMESTIC VIOLENCE – The trainee will understand and discuss Domestic Violence as it relates to law enforcement.

References:

Policy 300, <i>Use of Force</i>	Policy 386, <i>Off-Duty Law Enforcement Actions</i>
Policy 306, <i>Handcuffing and Restraints</i>	Policy 389, <i>Conducted Energy Device</i>
Policy 308, <i>Control Devices and Techniques</i>	Policy 402, <i>Racial-or Biased-Based Profiling</i>
Policy 314, <i>Vehicle Pursuits</i>	Policy 408, <i>Critical Incident Response Team</i>
Policy 322, <i>Search and Seizure</i>	Policy 421, <i>Civil Disturbances</i>
Policy 320, <i>Domestic Violence</i>	Policy 436, <i>Field Training Officer Program</i>
Policy 328, <i>Discriminatory Harassment</i>	Policy 496, <i>Body Armor</i>
Policy 338, <i>Hate Crimes</i>	Policy 704, <i>Vehicle Maintenance</i>
Policy 340, <i>Conduct</i>	Policy 706, <i>Vehicle Use</i>

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

First Goal

INTRODUCTION TO ETHICS AND THE FTO PROGRAM

The trainee will become familiar with the Field Training Program and its components, including the evaluation process and the expectations of the trainee.

1. The trainee will understand the length of the program and the number of Training officers assigned. The trainee will understand the Chain of Command structure of the Alameda Police Department and the relationship to the Field Training Program.
2. The trainee will understand the expectations of the Field Training Program and their role in meeting them.
3. The trainee will discuss and understand Ethics in Law Enforcement, to include:
 - The trainee will identify law enforcement ethical standards (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.
 - The trainee will demonstrate the ability to accept responsibility for his/her actions.
 - The trainee will illustrate, through explanation or example, the following aspects of ethical conduct:
 - An officer will 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.
 - Officers will conduct themselves in a manner that will foster cooperation among members of the Department, showing respect, courtesy, and professionalism in their dealings with one another.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

First Goal, Cont'd

- Officers will not use language or engage in acts that demean, harass, or intimidate another.
- Officers will conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.
- Officers will treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.
- While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers will adhere to the department's use-of-force policy and will observe the civil rights and protect the well-being of those in their charge.
- The trainee will 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.
- The trainee will identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.
- The trainee will identify and discuss problems associated with some common ethical decisions, including: Non-enforcement of specific laws by personal choice, Acceptance of gratuities, Misuse of sick time, etc.
- The trainee will review and explain the Department policies associated with conduct both on and off duty, including **Policy 340, Conduct**, and **Policy 386, Off-Duty Law Enforcement Actions**.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

First Goal, Cont'd

- The trainee will explain common limitations of their discretionary authority, to include:
 - Law
 - Departmental policy and procedure
 - Departmental goals and objectives
 - Community expectations
 - Officer safety
 - The trainee will identify potential consequences of inappropriate discretionary decision making, including:
 - Death or injury
 - Additional crime
 - Civil and vicarious liability
 - Discipline
 - Embarrassment to department
 - Relationship with the community
 - Given various scenarios, simulated incidents, or calls for service, the trainee will identify which of the following are acceptable decisions:
 - Arrest
 - Cite and Release
 - Referral
 - Verbal warning
 - No action
4. The trainee will discuss and understand their Leadership role in the community, to include:
- The trainee will identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.
 - The trainee will assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

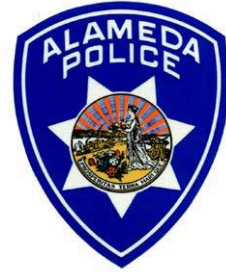
First Goal, Cont'd

- The trainee will illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:
 - Integrity
 - Credibility
 - Trust
 - Discretion
 - Duty
 - Loyalty
 - Honesty
5. The trainee will discuss and understand **Cultural Diversity, Race Relations, Hate Crimes, Racial- or Biased-Based Profiling** and **Sexual Harassment**, and their relative responsibilities to the community. The trainee will understand and discuss the relationship between these important topics and explain ways in which officers can increase the trust of the community we serve, minimally to include:
- Understanding how the culture of the community can have an effect on the community's relationship with our department
 - Identifying cultural motivations and biases that may affect professional ethics and the law.
 - Recognizing indicators of hate-related crimes, such as: anti-religious symbols/slurs, racial/sexual/ethnic slurs, racist symbols, hate group symbols and anti-gay/lesbian slurs
 - Explaining legislative mandates, such as PC 422.6, and Department policies and procedures related to the enforcement of hate crimes, including **Policy 338, Hate Crimes**.
 - Identifying and discussing possible consequences of hate crimes, including:
 - Psychological effect on victim
 - Denial of basic constitutional rights
 - Divisiveness in the community
 - Potential escalation of violence

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

First Goal, Cont'd

- Being able to recognize and effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.
- Discussing and understanding **Policy 402, *Racial- or Biased-Based Profiling.***
- Discussing PC 13519.4, which states, “a law enforcement officer shall not engage in racial profiling,” and understand that it applies to all protected classes, including gender and religion.
- Recognizing and explaining why effective police work profiles a person’s behavior and not their race.
- Explaining the 4th and 14th amendments to the US Constitution and how they define law enforcement activities that pertain to racial profiling.
- Demonstrating the ability to perform effective police work focusing on behavior rather than race.
- Completing the Public Sector Training video, “Harassment Prevention for Employees”

FTO	Trainee	Date	Review

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- Weeks One and Two

Second Goal

AGENCY ORIENTATION

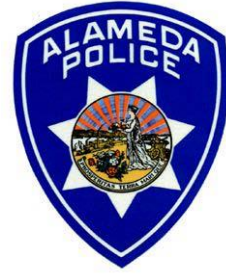
The trainee will understand and discuss his/her duties and obligations and demonstrate a working knowledge of the Alameda Police Department's organization, functions, work schedule, chain of command, and rules and regulations, as well as a working knowledge of the geography of Alameda.

1. The trainee will receive an orientation to the Alameda Police Administration Building (PAB), Patrol functions, forms and documents, the geography of the City of Alameda and its form of government, and the City website.
2. The trainee will complete miscellaneous employee requirements as needed, such as their Personnel & Training and Human Resources appointments.
3. The trainee will receive an orientation to the various units and sections throughout the Department, including:
 - Investigations
 - Violent Crimes
 - Property Crimes
 - Juvenile (SRO's)
 - Special Investigations Unit
 - Traffic
 - Records
 - Property and Evidence
 - Identification
 - Computer systems and passwords
 - Crime Analysis

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

Second Goal

Agency Orientation Cont.

4. The trainee will identify inappropriate use(s) of law enforcement information systems according to APD policy and law.
5. The trainee will receive and/or be given electronic access to various Department manuals, documents, and publications, along with an orientation to the same, such as:
 - Report Writing Manual
 - Alameda Police Department Policy Manual – (Lexipol access)
 - CHP Collision Investigation Manual
6. The trainee will visit and receive an orientation to the local court system and District Attorney’s office.
7. The trainee will receive an orientation and understand the purpose and uses of the Critical Incident Response Team per **Policy 408, *Critical Incident Response Team***.

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ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

Third Goal

COMMUNITY POLICING

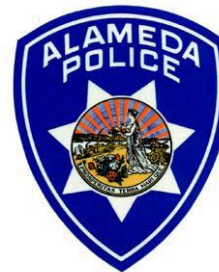
The trainee will understand the philosophy of Community Policing and receive an orientation on its implementation relative to the Alameda Police Department.

1. The trainee will understand the theory of Community Policing and its application to patrol work.
2. The trainee will understand what a POP project is and the process involved in completing one.
3. The trainee will have a complete understanding of Park Walk and Talk (PWT) and its application in patrol work.
4. The trainee will have a clear understanding of the COPPS Unit and its role in the department.
5. The trainee will understand and discuss the role of Crime Prevention in law enforcement.
6. The trainee will have a clear understanding of their role in Community Relations as they perform their duties in the community.
7. The trainee will discuss how the history of the community can have an effect on the community's relationship with our Department.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

Fourth Goal

USE OF FORCE / FIREARMS / TASER TRAINING

The trainee will demonstrate a clear understanding of the legal and ethical issues relating to the Use of Force, and receive practical firearms/weapons training, and successfully pass qualification.

1. The trainee will review, discuss, and have a clear understanding of the Use of Force per **Policy 300, Use of Force**. The discussion will include the legal and ethical considerations pertaining to the use of force, including “reasonable force.”
2. The trainee will discuss and explain Department policy, legal ramifications, and civil liabilities attached to both the officer and our agency through the use of physical force or deadly force.
3. The trainee will identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.
4. The trainee will explain what is meant by “force options” and provide examples of each that would fall within legal and moral limits, to minimally include:
 - Non-verbal/ police presence
 - Verbal (Tactical communication)
 - Physical (Weaponless)
 - Less lethal weapons, including:
 - Chemical agents- The trainee will explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

Fifth Goal

DEFENSIVE TACTICS

The trainee will receive practical training in defensive tactics, arrest and control techniques, impact weapons and successfully pass qualification.

1. The trainee will review and understand **Policy 300, Use of Force, Policy 306, Handcuffing and Restraints, Policy 308, Control Devices and Techniques** and **Policy 421, Civil Disturbances**.
2. The trainee will explain the importance of physical, mental and emotional conditioning in officer survival, including:
 - Concept of tactical retreat
 - Pre-planning (mental scenarios)
 - Reduction of unnecessary risks (stress management, “keeping your cool”)
 - Mental conditioning
 - Will to live
 - Continue to fight, regardless of odds
 - Mental alertness
 - Self-confidence
 - Physical conditioning
 - Agency policy on physical fitness and officer standards
 - Role of good health and nutrition
 - Weapon retention
3. The trainee will receive practical training in Arrest Procedures, including handcuffing and control techniques.
4. The trainee will receive practical training in the use of the mid-range wood baton, and the Department approved, collapsible, metal baton.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

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- Weeks One and Two

Fifth Goal

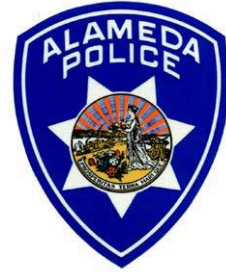
Defensive Tactics, Cont.

5. The trainee will receive practical training in riot/crowd control and the use of riot gear, and will explain the basic principles of crowd and riot control tactics.
6. The trainee will receive practical training in the use and deployment of the WRAP.
7. The trainee will understand the organizational resources available to assist in counseling due to traumatic incidents, to include:
 - Confidential counseling,
 - Critical incident stress debriefing,
 - APD Chaplain
 - Peer Support program
8. The trainee will possess the knowledge and skills needed to administer necessary first aid during emergency situations.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Weeks One and Two

Sixth Goal

VEHICLE OPERATIONS

The trainee will receive practical training in patrol vehicle operations, traffic stops and High Risk Vehicle Stops to minimally include:

1. The trainee will receive Patrol Vehicle orientation and have a clear understanding of **Policy 704 & 706, Police Vehicles.**
2. The trainee will have a clear understanding of **Policy 314, Vehicle Pursuits.**
3. The trainee will receive patrol vehicle operations training and display complete control of their police vehicle and its operation at all times.
4. The trainee will receive practical training in vehicle traffic stops and will have a clear understanding of the process.
5. The trainee will view the training video ***Is Today Your Day?***
6. The trainee will review the High Risk Vehicle Stop training video and receive practical training in High Risk Vehicle Stops including the following related topics:
 - Seriousness of the crime
 - Location where the stop will be made
 - Tactics to be used after making the stop
 - Number of suspects involved
 - Placement of second, third and subsequent units at the stop itself.
 - Placement of additional units away from the stop.
 - Use of Public Address system
 - Use of additional resources

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

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- Weeks One and Two

Seventh Goal

SEARCH AND SEIZURE

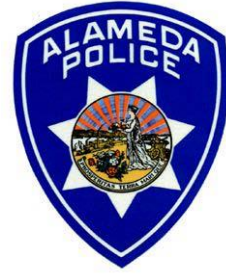
The trainee will discuss and demonstrate a clear understanding of Search and Seizure laws, **Policy 322, Search and Seizure**, and receive practical training in searches of persons, buildings and vehicles including the use of K9. The discussion will minimally include:

1. The trainee will understand and discuss Search and Seizure laws.
2. The trainee will review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:
 - Preventing a suspect from swallowing evidence
 - Inducing a suspect to vomit
 - Extracting blood evidence from a suspect
 - Extracting fingerprint evidence from a suspect
3. The trainee will receive practical training in searches of persons, vehicles, and buildings.
4. The trainee will understand and explain what items may or may not be seized during the practical training on searches of people, vehicles, and buildings.
5. The trainee will receive training in the use of K9's during searches and other applications.
6. The trainee will understand and explain the laws and procedures involved in seizing firearms and dangerous weapons during Domestic Violence and Mental Illness Commitments, minimally to include explaining PC 18250 and W&I 8100.

FTO	Trainee	Date	Review

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Field Training Guide



- Weeks One and Two

Eighth Goal

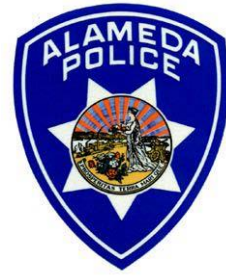
DOMESTIC VIOLENCE

The trainee will understand and discuss domestic violence as it relates to law enforcement.

1. The trainee will review and have a clear understanding of policy and procedures relating to 273.5 PC.
2. The trainee will review and have a clear understanding of policy and procedures relating to 243 (e) (1) PC.
3. The trainee will review and have a clear understanding of **Policy 320, Domestic Violence.**

FTO	Trainee	Date	Review

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Field Training Guide



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Field Training Guide



Field Training Guide Week Three

WEEK THREE GOALS

The trainee will ride as a passenger during Week Two. The trainee will complete the following goals during the second week of Field Training:

1. Complete the following with primary FTO:
 - Review topics covered in the In-House Academy
 - Obtain and review General Considerations for Recruits handout
 - Obtain and review Radio Code handout
 - Obtain a vehicle key tag
 - Confirm passwords for the various computer systems such as: the MDT, CORPUS/CLETS, Lexipol, CRIMS/ARIES, CalPhoto, ARS/RMS, Novell, and GroupWise
 - Obtain a voice-mail extension and set-up procedures
2. Be familiar with the police vehicle, its equipment and inspection.
3. Be familiar with and understand radio procedures, phonetics and codes.
4. Be familiar with the sectors, beats and geography of the City of Alameda.
5. Understand and discuss laws of arrest.
6. Understand and discuss the laws and procedures relating to obtaining search or arrest warrants.

References:

Policy 205, *Rules and Regulations*
Policy 386, *Off-Duty Law Enforcement Actions*
Policy 432, *Patrol Rifle*
Policy 704, *Vehicle Maintenance*

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Week Three

First Goal

The trainee will complete the following with Primary FTO:

1. Review topics covered in the In-House Academy.
2. Obtain and review **General Considerations for Recruits** handout.
3. Review **Policy 386, *Off-Duty Law Enforcement Actions.***
4. Obtain and review **Radio Code** handout.
5. Obtain a vehicle key tag.
6. Confirm passwords for the various computer systems such as: the MDT, CORPUS/CLETS, Lexipol, CRIMS/ARIES, CalPhoto, ARS/RMS, Novell, and GroupWise.
7. Establish a voice-mail extension, set-up and utilize phone system.

FTO	Trainee	Date	Review

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Week Three

Second Goal

The trainee will be familiar with the police vehicle, its equipment and inspection.

1. The trainee will know the proper procedure for adequately checking his/her patrol vehicle prior to going in-service:
2. The trainee will be able to point out the location, identify and test the use of the following items.

Weapon Release	First Aid Equipment
Overhead Lighting	Siren and horns
Radio	Alley Lights
PA	Take Down Lights
3. The trainee shall understand **Policy 704, Vehicle Maintenance**, which identifies proper maintenance for police vehicles. This shall include the procedure for documenting a damaged or mechanically deficient vehicle and completing the appropriate forms.
4. The trainee will understand “red lining” a vehicle and the options and ramifications of the same.
5. The trainee will know the location of the Corporation Yard and procedures for obtaining service to vehicles.
6. The trainee will know the location of patrol vehicle equipment and the necessary equipment needed for each patrol unit.
7. The trainee with understand **Policy 432, Patrol Rifle**, and inspect AR-15 (electro-lock, ammo, safety).

FTO	Trainee	Date	Review

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Week Three

Third Goal

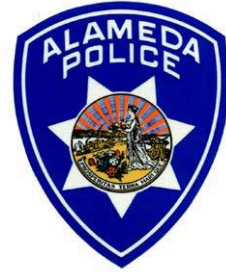
The trainee will be familiar with and understand radio procedures, phonetics and codes.

1. The trainee shall memorize and write the phonetic alphabet.
2. The trainee shall memorize and write the 9-code, including commonly used Penal Code section numbers and codes for dispatching emergency vehicles.
3. The trainee shall memorize and write Codes 1 through Code 11 and know the procedure for Code 33, Code 34 and Code 100.
4. The trainee shall know and understand common abbreviations used on the radio such as ETA, GOA, UTL, etc.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Week Three

Fourth Goal

The trainee will be familiar with the sectors, beats and geography of the City of Alameda.

1. The trainee will demonstrate how to read a city map.
2. The trainee will demonstrate knowledge of the sector boundaries within the city, including the block numbering system.
3. The trainee will understand the concept of sector responsibility and integrity.
4. The trainee will demonstrate knowledge of the bridges and tunnels within the city.

FTO	Trainee	Date	Review

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- Week Three

Fifth Goal

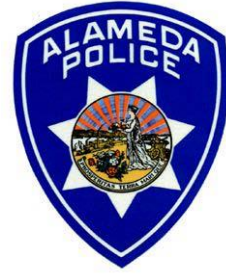
The trainee will have a clear understanding of Laws of Arrest including the elements involved in:

1. **836 PC** - When a Peace Officer may arrest,
2. **837 PC** - When a private citizen may arrest,
3. **142 PC** - Duty of Peace Officer to take custody of person under citizen's arrest,
4. Mandatory bookings under the Vehicle Code:
40302 VC - Mandatory Arrests,
5. Optional bookings under the Vehicle Code:
40303 VC - Optional Arrests,
6. **849(b)(1) & 849(b)(2)PC** - Release of prisoner in custody,
7. **26 PC** – Persons legally incapable of committing a crime,
8. Differences between adults and juveniles.

FTO	Trainee	Date	Review

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Field Training Guide



- Week Three

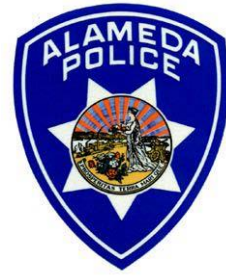
Sixth Goal

The trainee will understand and discuss the laws and procedures relating to obtaining search or arrest warrants, including:

1. Probable cause necessity,
2. Allowable exclusions (including hot pursuit and emergency situations),
3. The process for obtaining warrants,
4. Hours of service for felony arrest warrants,
5. Hours of service for misdemeanor arrest warrants,
6. Hours of service for search warrants,
7. Knock and notice for search warrants and exceptions.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT
Field Training Guide



ALAMEDA POLICE DEPARTMENT

Field Training Guide



Field Training Guide
Week Four

WEEK FOUR GOALS

The officer will complete the following goals during the third week of Field Training:

1. Begin driving a patrol vehicle and understand its safe operation.
2. Understand the various concepts involved in effective patrol procedures.
3. Recognize and identify common violations of the California Penal Code.
4. Understand developing reasonable suspicion/probable cause.
5. Understand the importance of proper officer safety tactics and arrest procedures.
6. Understand the importance of proper officer safety tactics relating to cover officer responsibilities.
7. Understand the dangers of traffic stops and the fundamentals for conducting safe traffic stops.
8. Know the purpose of information on a police report, the different types of report forms and the routing of a completed report.
9. Be familiar with key locations of facilities used by the police department.

References:

Policy 314, *Vehicle Pursuit*
Policy 316, *Officer Response to Calls*
Policy 458, *Foot Pursuit Policy*
Policy 810, *Release of Records and Information*
Policy 902, *Custody Searches*
Policy 1022, *Seat Belts*
California Penal Code
Peace Officers' Legal Sourcebook

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Week Four

First Goal

The trainee will begin driving a patrol vehicle and understand its safe operation.

1. The trainee will understand response codes and emergency vehicle operation.
2. The trainee will have a clear understanding of the Emergency Vehicle Operations as identified by Vehicle Code Sections 21055VC, 21056VC, 21057VC, and **Policy 316, *Officer Response to Calls***.
3. The trainee will identify other agencies that might operate emergency vehicles in Alameda, such as:
 - Other law enforcement agencies,
 - Fire department vehicles,
 - Ambulances.
4. The trainee will understand the criteria to consider in deciding whether to initiate or abandon a vehicle pursuit and the application of **Policy 314, *Vehicle Pursuits***.
5. The trainee will identify factors used to reduce the likelihood of an accident when involved in high risk driving, such as:
 - Slowing down at intersections,
 - Careful observation at cross streets,
 - Caution following and passing motorists,
 - Alertness.

FTO	Trainee	Date	Review

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Week Four

First Goal. Cont.

6. The trainee will understand and demonstrate the application of **“Situation-Appropriate, Focused, and Educated (SAFE) driving”** during routine and emergency situations.

- **“Situation-Appropriate”** refers to the need for law enforcement officers to modify their driving for the varied circumstances encountered in a patrol-driving environment (e.g., routine patrol vs. code three driving, school zone vs. rural highway driving, transitioning from surface streets/highways into residential neighborhood streets, driving in inclement weather and/or at night vs. ideal dry/clear weather and/or daylight conditions). The trainee will understand that the “appropriateness” of his or her driving style for the conditions present is also dictated by APD policy. FTOs, supervisors, managers, and department heads will reinforce what driving attitudes are “appropriate” for specific situations.
- **“Focused”** addresses the many concerns related to roadway position/conditions, distraction, fatigue, multi-tasking, equipment, and driver capabilities.
- **“Educated”** refers to training (academy, FTO, in-service/ongoing) and policy, and the need for the trainee to continually apply knowledge gleaned in these areas to his or her daily driving habits.

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First Goal. Cont.

7. 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:

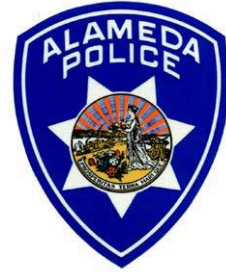
- Use of Emergency Vehicle Operations Courses in ongoing and in-service training,
- Speeds officers are expected to encounter in routine and emergency driving,
- Night driving,
- Use of interference vehicle(s) to simulate actual roadway conditions.

8. The trainee will be made aware of the fact that routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles. In the years 2003 to 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe vehicle operation. The trainee will be made aware of these facts and will relate to the FTO the importance of SAFE driving. The trainee will continually demonstrate SAFE driving practices in routine and emergency vehicle operations throughout the FTO program in preparation for continued SAFE driving practices throughout his or her law enforcement career.

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- Week Four

First Goal. Cont.

9. The trainee will review agency policy regarding the use of seatbelts per **Policy 1022, *Seat Belts***, while on patrol. The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash.
10. 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. 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, 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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- Week Four

Fourth Goal

The trainee will understand and discuss developing “reasonable suspicion” and “probable cause” to stop, detain, arrest, investigate and/or search including:

1. Knowing the following elements of “reasonable suspicion”:
 - Specific and articulable facts,
 - Crime related activity that has occurred, is occurring, or is about to occur,
 - Involvement by the person to be detained in a crime-related activity.

2. Knowing “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 will identify and explain the following elements of “probable cause” as those required to make a valid arrest:
 - Whether “probable cause” exists to make an arrest depends upon the reasonable conclusions that can be drawn from the facts known to the arresting officer at the time of the arrest,
 - The officer’s training and experience are relevant to a determination of probable cause,
 - “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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- Week Four

Fourth Goal. Cont.

- 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,
 - 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.
 - See California Penal Code and Peace Officers' Legal Sourcebook for situations where officers are allowed by statute to make warrantless arrests for certain enumerated misdemeanors, even though the misdemeanors were not committed in the officer's presence.
 - See California Penal Code and Peace Officers' Legal Sourcebook for statutes on accepting a private person's arrest.
3. Knowing how violations of laws, such as VC, AMC and PC can assist in developing reasonable suspicion and probable cause.
 4. Knowing what effect Parole and Probation can have, including search clauses.

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- Week Four

Fourth Goal, Cont.

5. Understanding the following terms relative to searches:
 - Consent,
 - Scope of searches,
 - Contemporaneous,
 - Probable cause,
 - Instrumentalities of a crime,
 - Contraband,
 - Knock and notice,
 - Container search doctrine.

6. Explaining the circumstances under which the following types of legally authorized searches may be made, including:
 - Pat searches for weapons,
 - Consent searches,
 - Probable cause searches,
 - A search warrant,
 - Plain sight,
 - Incident to arrest,
 - Exigent circumstance,
 - Probation/parole searches.

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- Week Four

Sixth Goal

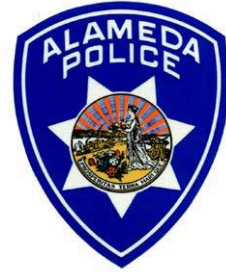
The trainee will explain and demonstrate proper Contact and Cover / Primary and Backup officer tactics and responsibilities. Minimally, the discussion will include the following considerations:

1. The trainee will explain and demonstrate Contact/Primary officer tactics and responsibilities to include:
 - Primary responsibility dealing with situation, suspects, victims, witnesses, and RPs,
 - Pat downs and custody searches,
 - Records incident and issues citations,
 - Recovers evidence and contraband,
 - Radio procedures,
 - Alertness – Watch the area and hands!
2. The trainee will explain and demonstrate proper Cover/Backup officer tactics and responsibilities to include:
 - Approach,
 - Positions with vehicle(s) and person(s),
 - What to watch for,
 - Communications with Primary officer,
 - Radio procedures,
 - Alertness – Watch the area and hands!
3. The trainee will describe the role of the cover officer during routine pedestrian stops. Minimally, the description will include:
 - Initial approach,
 - Where to take position,
 - What to watch for – hands!
4. The trainee will discuss the value of the triangular approach and position.

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- Week Four

Sixth Goal. Cont.

5. The officer will discuss the role of the cover officer during and after a vehicle pursuit, felony car stop, or foot pursuits. Minimally, this discussion will include:

- Radio responsibilities,
- Firearms and weapons,
- Positions to assume,
- An explanation of the risks involved in “splitting up,”
- Officer-to officer communication.

6. The trainee will safely and effectively demonstrate the responsibilities of **both** the contact and cover officer positions during:

- Calls for service,
- “In-progress” calls,
- Pedestrian stops,
- Traffic stops,
- Vehicle pursuit, felony stop, and/or foot pursuit.

7. The trainee will understand the risks and criteria to consider when deciding whether to initiate or abandon a foot pursuit and the application of **Policy 458, *Foot Pursuit Policy***.

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- Week Four

Seventh Goal

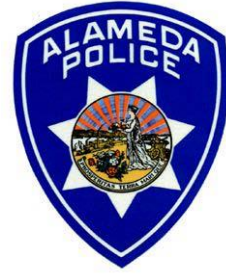
The trainee will understand the dangers of traffic stops and the fundamentals for conducting safe traffic stops.

1. The trainee will identify the inherent hazards involved when conducting a traffic stop such as:
 - The area in which a stop is made,
 - The stop itself,
 - The officer's approach,
 - The position the officer takes,
 - The actual contact with the violator.
2. The trainee will identify the areas which afford the most protection from passing traffic.
3. When dealing with traffic violators, the trainee will recognize the importance of positive police-citizen contact.
4. The trainee will be able to clearly explain the advantages of the following procedures:
 - Obtaining the violator's drivers license and vehicle registration as soon as possible,
 - Not accepting a violator's wallet in response to a request for a drivers license,
 - Checking the validity and authenticity of the license and registration,
 - Checking the violator's signature.
5. Given a blank traffic citation, the trainee will properly and legibly complete the citation.

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- Week Four

Eighth Goal

The trainee will know the purpose of all information on a police report, the different types of report forms, including a field notebook, and the routing of a completed report.

1. The trainee will identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:
 - Date, day, time, vehicle number,
 - Sector assignments,
 - Type of incident,
 - Pertinent information, such as names of suspects, victims, witnesses, and reporting persons.
2. Given an incident, the trainee will properly use field notes or a note book to record pertinent information.
3. The trainee will understand that the contents of field notes and notebooks are discoverable in a court proceeding.
4. Given any situation in which a police report is required, the trainee will identify the appropriate report forms to use.
5. The trainee will understand the routing procedures of a completed report and the procedures of an individual requesting a copy of a report, **Policy 810, Release of Records and Information.**

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- Week Four

Eighth Goal, Cont.

6. The trainee will list important qualities of a good police report. The trainee should list the following qualities:

Accuracy	Briefness
Completeness	Clarity
Legibility	Objectivity

7. The trainee will demonstrate good report writing skills by discussing necessary report writing standards. The trainee should list the following qualities:

Rules of Capitalization	Punctuation
Active vs. Passive Voice	Spelling
Use of First Person	Grammar

8. The trainee will know the importance of proofreading prior to submitting reports for approval.

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Ninth Goal

The trainee will be familiar with key locations in the City and facilities used by the police department.

1. The trainee will be familiar with the locations of nearby hospitals.
2. The trainee will know the locations of each fire station within each designated sector.
3. The trainee will know the locations of Malabar Crisis Receiving, Juvenile Hall, John George Mental Health Facility, Santa Rita Jail and North County Jail.
4. The trainee will be familiar with the locations of all the schools within Alameda and understand the importance of knowing the location of a school's main office.
5. The trainee will be familiar with the locations of religious centers and government facilities.

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Field Training Guide
Week Five

WEEK FIVE GOALS

The officer will complete the following goals during the fourth week of Field Training:

1. Pass the Alameda Sector and Geography test.
2. The trainee will assume general communications responsibility and demonstrate the ability to use the radio and mobile data terminal in routine situations.
3. Understand and demonstrate the ability to complete a police report that contains factual information and the elements of the crime.
4. Recognize and identify common violations of the California Vehicle Code.
5. Understand the procedures and show competence in traffic collision investigations.
6. Understand and show competence in traffic control and flare patterns.
7. Demonstrate competence in traffic stops and issuing citations, including familiarization with stops involving bicycles and motorized scooters.
8. The trainee will show competence in procedures for parking citations and posting abandoned vehicles.

References:

State Collision Investigation Manual - CHP
California Vehicle Code
Policy 344, *Report Preparation*
Policy 448, *Mobile Data System Use*
Policy 502, *Traffic Collision Reporting*
Policy 510, *Vehicle Towing and Release*
Policy 514, *Impaired Driving and Evidence Collection*
Policy 516, *Traffic Citations*
Policy 524, *Abandoned Vehicles*

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First Goal

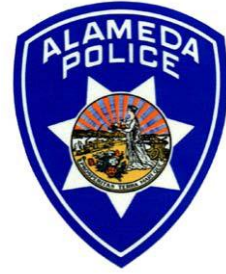
The trainee will take and pass the Alameda Sector and Geographic Orientation test.

1. Sector test (given verbally).
2. Geographic Orientation test.

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Second Goal

The trainee will read and understand **Policy 448, *Mobile Data System Use***. They will then assume general communications responsibility and demonstrate his/her ability to use the radio and mobile data system in routine situations.

1. The trainee will assume responsibility for the use of the car radio and MDS.
2. Given a situation in which there is one or more suspects, the trainee will discuss the proper use of the radio and the importance of including the following details:
 - Type of incident and number of suspects,
 - Complete known description of suspect(s) including sex, race, height, weight, hair color and style, eye color, clothing, and distinguishing marks,
 - Loss, if any, including approximate value (except for bank robberies where a value is not given over the radio),
 - Weapon(s) used,
 - Injuries, if any and whether or not medical is needed and where,
 - Location where injured party is going,
 - Vehicle(s) used, including make, model, color, and license plate,
 - Direction(s) of flight.

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- Week Five

Third Goal

The trainee will read, understand **Policy 344, Report Preparation**, and demonstrate the ability to complete a police report that contains factual information and the elements of the crime.

1. The writing must be reasonably fluid, well developed, and organized, showing a sufficient command of language to communicate information.
2. All essential information including who, what, when, where, why, how, how many and any facts needed to establish the elements of the crime must be included in the report.
3. The report must be free of errors that diminish its evidentiary value and usefulness. Such errors can be identified as errors in grammar, spelling, punctuation, and word choice.
4. The time required to complete the report must be reasonable and consistent with the expectations of the Field Training Program.
5. The trainee will understand and discuss the functions of the records division, investigative units and the District Attorney's Office in the reporting process.

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Fourth Goal

The trainee will demonstrate the ability to identify common California Vehicle Code violations and take proper enforcement action. The violations identified and explained will include the following:

1. *Vehicle Registration*: Sections 4000a, 4454a, 5200, 5204a, and 4463a VC
2. *Driver's License*: Sections 12500a, 12500b, 12951a, 12951b, and 14601 VC
3. *Vehicle Equipment*: Sections 24400, 24600, 24601, 24603a, 24603b, 25950, 26710, 27007 and 27150a VC
4. *Moving Vehicle*: Sections 21453a, 21457a, 21703, 21950a, 22102, 22350, 22450, 23140 VC
5. *Other Vehicle*: Sections 31, 23152, 23153, 20001, 20002, 40302, 40303, 23110, 23103, 23109, 23223, 23224 VC

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Fifth Goal

The trainee will understand the procedures and show competence in traffic collision investigations.

1. The trainee will review and summarize **Policy 502, *Traffic Collision Reporting***.
2. The trainee will identify and discuss the primary duties of an officer at a traffic accident scene including:
 - Arrive safely,
 - Observe the overall scene and begin the planning process,
 - Protect the scene by placement of police vehicle, use of flares, etc.,
 - Determine if there are injuries and the need for first aid,
 - Recognize additional hazards, such as fuel spills, hazardous cargo, liquid petroleum gas (LPG), vehicle fires, air bags, damaged power poles and downed lines, collision debris, tow truck cables, etc.,
 - Determine the need for towing and coordinate emergency services,
 - Establish a safe traffic pattern around the scene,
 - Establish crowd control,
 - Begin the investigative process,
 - Supervise clean-up operations.
3. The trainee will understand and discuss the procedures related to victim rescue and evacuation including:
 - Locate all involved parties and move to a safe location,

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Fifth Goal. Cont.

- If entrapped, determine extent and any potential hazard to victim, such as vehicle fire or electrical overhead wires and summon necessary resources. Provide moral support to the victim until rescue personnel arrive,
 - Understand treating a victim for shock,
 - In applicable situations, keep in mind principles of breaking and removing tempered glass from vehicles.
4. The trainee will understand and discuss the procedures related to identifying and interviewing involved parties and witnesses to include the following:
- Locate the drivers and other occupants of the vehicles,
 - Locate witnesses and verify their validity,
 - Obtain necessary and appropriate oral or written statements,
 - With injured parties treated at the hospital, interview the treating doctor for the subject's injuries.
5. The trainee will understand and discuss the gathering of physical evidence at a traffic collision scene, to include the following:
- Consider taking photos of scene and damage. In serious cases, have ID respond,
 - Gather any pertinent evidence. In serious cases have ID collect evidence,
 - Understand the function of MAIT. (note: MAIT will respond and coordinate the investigation in fatal or potentially fatal collisions.)

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- Week Five

Fifth Goal, Cont.

- Understand what is intended to be proven by the collection of evidence.
6. Understand and discuss the procedures related to investigating a hit and run, including:
- Understand the basic differences between a “hit and run” and other types of collisions including CPD,
 - Preserve the scene and any physical evidence,
 - Develop the ability to “read the scene” and understand the meaning of physical evidence (paint transfers, skid marks, fluid trails, etc.). Use this evidence to “fill in the blanks.”
 - In “just occurred” collisions, put out a description of suspect vehicle and driver and probable damage.
7. The trainee will understand and discuss the procedures related to fatal/major traffic investigations, including:
- Arrive safely, code 3 if appropriate,
 - Prepare yourself mentally in order to control your personal reaction,
 - Request a supervisor (if not already en-route) and freeze the scene,
 - Take necessary steps for MAIT response,
 - Develop a suspicious nature about traffic collisions, especially when a solo vehicle is involved. Consider the possibility of suicide, narcolepsy, heart attack, diabetic emergency, DUI, etc.

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Fifth Goal, Cont.

8. The trainee will review and understand **Policy 514, *Impaired Driving and Evidence Collection***, and discuss the procedures to consider when alcohol or drugs are involved, including:
 - Recognize the presence of alcohol or drugs in the system of a driver and establish a specific procedure to identify and test for it,
 - Understand the legal justification for taking a blood sample from a suspected DUI driver involved in an accident, even against their will or when unconscious,
 - Know the desired testing procedure for drugs,
 - Keep an open mind during the investigation about how much at fault a DUI driver may or may not be.

9. The trainee will understand and discuss the procedures used when a bicycle is involved, to include the following:
 - When the collision is in the street,
 - Injury involved – 901 or 901A
 - Property damage only – 901 Summary / Cause
 - No injury / no property damage – IC
 - When collision is on the sidewalk,
 - Any motor vehicle involved – 901 or 901A
 - Any Object – including pedestrian, other bikes - 901 or 901A
 - No injury or property damage – IC

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Week Five

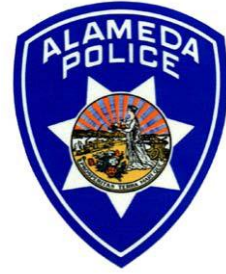
Fifth Goal. Cont.

- When collision is on private property,
 - Moving motor vehicle involved with:
 - Injury – 901 Summary / Cause
 - Property damage only – IC
 - Parked or no vehicle involved with:
 - Injury – Casualty report
 - No injury - IC
10. The trainee will understand and discuss the collision reporting requirements per APD policy and will:
- Identify what forms are used for various collision reports,
 - Accurately fill in the face page of a collision report,
 - Properly complete a report including identification of the primary collision factor, along with any associated collision factors,
 - State the necessary elements of a law violation with sufficient clarity to support prosecution,
 - Understand 21200 VC – Laws applicable to bikes,
 - Make it possible for the reader to reach the same conclusion as the investigator.

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- Week Five

Sixth Goal

The trainee will understand traffic control / direction and flare patterns.

1. The trainee will show competence in actual traffic direction, utilizing:
 - Officer safety – Highest Priority,
 - Be visible to all drivers. Use flashlight and/or whistle to gain attention,
 - Make hand gestures clear and direct so drivers understand,
 - If possible, make eye contact with drivers before directing,
 - Department issued traffic reflector vest.
2. The trainee will show competence in the placement of traffic control devices and flares, taking into consideration traffic flow, allowing access for emergency vehicles and overall safety for the scene.
3. The trainee will understand the procedures involved in closing the tubes and bridges and what CalTrans is able to do to assist.

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Seventh Goal. Cont.

11. The trainee will explain the circumstances of making a lawful pedestrian stop, including suspicious activity and a consensual encounter.
12. The trainee will understand and discuss the tactical variables to consider when encountering a person on foot, including:
 - Whether or not to stop the person,
 - When and where to make the stop,
 - Methods to use in stopping the person (approach on foot, not in your vehicle),
 - Including how probable cause can be developed, which could result in an arrest.

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- Week Five

Eighth Goal

The trainee will discuss and understand **Policy 510, Vehicle Towing Policy** and **Policy 524, Abandoned Vehicles**, and show competence in procedures for parking citations, posting abandoned vehicles, vehicle towing and releasing towed vehicles.

1. The trainee will discuss the importance of parking enforcement and be alert to violations.
2. The trainee will properly complete a Parking Citation and know where to place the citation at the end of the shift.
3. The trainee will properly complete a CHP Tow sheet and discuss various VC towing authority sections.
4. The trainee will properly complete a 3-Day Notice on a vehicle.
5. The trainee will show competence in the completion of an AV Form.
6. The trainee will properly mark the tires of an abandoned vehicle given a 3 Day Notice.
7. The trainee will understand the Tow/Vehicle Release procedures and the proper forms to complete during the release of a towed vehicle.

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Field Training Guide
Week Six

WEEK SIX GOALS

The officer will complete the following goals during the fifth week of Field Training:

1. Understand and discuss the various aspects of safe patrol tactics.
2. Understand the proper procedures for responding to alarm calls.
3. Understand and discuss procedures relating to explosions and bomb threat situations, hazardous materials, WMDs and terrorism.
4. Understand and discuss the procedures used when responding to disturbances and domestic disputes and correctly apply officer safety techniques.
5. The trainee will be familiar with and discuss Civil Disputes (Landlord / Tenant, Labor, and Repossessions).
6. The trainee will understand the procedures relating to Premise History computer entries.
7. The trainee will demonstrate the ability to properly conduct an interview/interrogation satisfactorily relate the information on a 73S (written statement).

References:

Policy 318, *Canine Program*
Policy 320, *Domestic Violence*
Policy 326, *Elder Abuse*
Policy 330, *Child Abuse*
Policy 412, *Hazardous Material Response*
Policy 416, *Response to Bomb Calls*
Policy 427, *Labor Disputes*

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- Week Six

First Goal

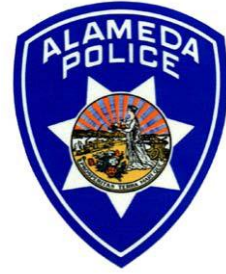
The trainee will understand and discuss the various aspects of safe patrol tactics, including:

1. Finding and arriving at calls – In-progress vs. cold. Remember precautions in driving when responding to an emergency assignment.
2. Approaching a scene on foot.
3. Identifying responsibilities while responding and arriving at “in-progress” type calls, including the following:
 - First officer on scene should determine if there is a crime,
 - Identity of victims,
 - Identity and descriptions of suspects, if known,
 - Identity of loss,
 - Direction of flight of suspects,
 - Weapons used, if any,
 - Suspect vehicle description and DOF,
 - Extent of injuries, if any,
 - Setting up responding units and establishing a perimeter,
 - In-field show-ups,
 - Evidence responsibilities,
 - Radio responsibilities,
 - Availability of existing patrol units,
 - Distance to the location and traffic conditions.
4. How to search a quadrant on foot or in an auto. Explain how an officer would search Alameda South Shore Center for a lost elderly person.
5. Maintaining a fixed, perimeter post on foot or in an auto.

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- Week Six

Second Goal

The trainee will understand the proper procedures for responding to alarm calls, including:

1. Understanding the differences between responding to a robbery alarm vs. burglary alarm.
2. Understanding the differences between a silent alarm vs. audible alarm.
3. Understanding the procedures involved in vehicle alarms along with options of cites or tows.
4. Understanding the inherent dangers involved when responding to alarms.
5. Identifying the principles of a safe approach and actions to take while responding to an alarm, including:
 - Parking away from the alarm,
 - Exiting vehicle in a quiet manner,
 - Keeping the volume low on radio,
 - Reporting any unusual circumstances,
 - Reporting suspicious vehicles parked in area,
 - Reporting possible entry and location,
 - Advise responding units of position to take.
6. Understanding APD False Alarm procedures and documentation.

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- Week Six

Third Goal

The trainee will understand procedures relating to explosions and bomb threat situations, hazardous materials, WMDs and terrorism, and fires.

1. The trainee will understand and discuss **Policy 416, *Response to Bomb Calls***.
2. The trainee will understand and discuss the following:
 - No radio transmissions within the target area - vehicle radio within 300' and portable radio within 50'. Consider limiting cell phone use,
 - Assist and advise on scene. Do not make decisions for the person in charge of the target area,
 - If a recommendation is demanded, suggest evacuation.
3. The trainee will understand and discuss possible procedures should an explosive device be found, including:
 - Notify a supervisor, who will request that ACSO Bomb Squad respond,
 - If a detonation occurs, no search for physical evidence will begin until at least 60 minutes after the explosion,
 - Secure the scene (i.e. crime scene tape).
4. The officer will understand and discuss procedures related to **Policy 412, *Hazardous Materials Response***.
5. The trainee will understand and discuss first responder responsibilities to WMDs, hazardous materials, suspicious packages, letters containing "white substance," terrorism, and fires.

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- Week Six

Fourth Goal

The trainee will understand **Policy 320, Domestic Violence**, and be able to recognize and respond to disputes and domestic disputes in a safe and efficient manner and correctly apply officer safety techniques.

1. The trainee will identify his/her basic responsibilities at the scene of a dispute. Minimally, the officer will identify the following responsibilities:
 - Preserving the peace,
 - Determining whether a crime has been committed,
 - If a crime has been committed, conducting an investigation and determine if an arrest should be made,
 - Providing safety to the individuals and protection of property,
 - Suggesting solutions to the problem,
 - Offering names of referral services.
2. The trainee will identify the dangers involved when entering the home of a family of a domestic dispute.
3. The trainee will understand the advantages of separating parties in a dispute and gathering information from them individually.
4. The trainee will understand procedures involved in handling and documenting Domestic Violence, including:
 - Understanding 273.5 and 243(e)(1) PC,
 - Understanding confidentiality per 293 PC,
 - Referral agencies, APD Domestic Violence brochure and Marsy's Card,
 - The safekeeping of firearms,
 - The verification and enforcement of court orders.

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- Week Six

Fourth Goal, Cont.

5. The trainee will review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders (EPO).
6. The trainee will explain citizen arrest procedures and reasons an arrest should be considered as an alternative in a dispute when a crime has been committed.
7. The trainee will explain the California requirements upon law enforcement officers relating to victims of violent crimes and/or their families.
8. The trainee will understand **Policy 326, Elder Abuse** and **Policy 330, Child Abuse**, and explain the proper handling of cases of elder/child abuse, neglect, and sexual or fiduciary exploitation.

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- Week Six

Fifth Goal

The trainee will be familiar with and discuss Landlord / Tenant and other Civil Disputes, including:

1. Understanding Civil vs Criminal.
2. Understanding Civil considerations, such as not taking sides, not becoming process servers or bill collectors.
3. Understanding the rights of parties involved.
4. The trainee will explain the general rules that pertain to the repossession of items to minimally include:
 - What property is subject to repossession,
 - Who may make a repossession,
 - To what lengths a repossession may go,
 - When a repossession is complete.
5. Referral and handling agencies, such as ACSO and AHA.
6. Understanding restraining orders, including who issues them, computer entries and hard copies on file at APD.
7. Being familiar with the Alameda County District Attorney's *Bad Check Restitution / Prosecution Program*.

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- Week Six

Sixth Goal

The officer will understand the procedures relating to Premise History computer entries, including:

1. Identifying the criteria that constitutes an individual, location or situation as a hazard or caution.
2. Properly completing a Hazard/Caution Premise History Form and understanding the process for data entry.

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- Week Six

Seventh Goal

The trainee will demonstrate the ability to properly conduct an interview and satisfactorily relate the information on a 73S.

1. The trainee will understand the Miranda Warning and situations when the Miranda Warning is necessary.
2. The trainee will know what is required for a thorough statement ensuring that the questions as to Who, What, Why, When, Where, and How are answered.
3. The trainee will understand the basic rules of interviewing. The discussion will include the following:
 - Ask direct and brief questions,
 - Control the interview,
 - Avoid leading questions,
 - Write statements verbatim,
 - Have the interviewed party sign the form,
 - Have the interviewed party initial errors made by the officer.
4. Given a situation where a statement should be taken, the trainee will properly conduct an interview and complete a 73S.

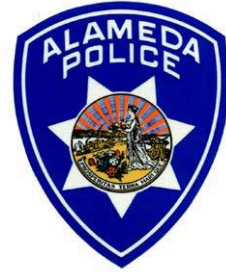
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Field Training Guide Week Seven

WEEK SEVEN GOALS

The trainee will complete the following goals during the sixth week of Field Training:

1. Understand the concept of the Walking Patrol and to become familiar with effective methods to perform this task.
2. Understand Departmental Policy and demonstrate knowledge in Cite and Release procedures for criminal offenses.
3. Understand how to properly investigate cases involving subjects driving under the influence of an alcoholic beverage and/or controlled substance.
4. Demonstrate the ability to identify, arrest and book prisoners for public intoxication.

References:

Policy 420, *Cite and Release Policy*
Policy 452, *Medical Marijuana*
Policy 514, *Impaired Driving and Evidence Collection*

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- Week Seven

First Goal

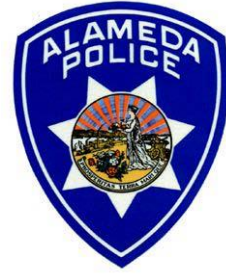
The trainee will understand the concept of the Walking Patrol and PWT.

1. The trainee will understand the importance of learning the geography of each sector including:
 - Webster St.,
 - Park St.,
 - Alameda South Shore Center,
 - Industrial areas.
2. The trainee will understand the importance of knowing where the following items are located in both residential and business districts:
 - Doors,
 - Windows,
 - Cash register locations,
 - Alleys,
 - Roof top access locations.
3. The trainee will understand the importance of conducting business checks.
 - Get to know the business owners and employees,
 - They are a great source of information,
 - Conduct checks at different times,
 - Become familiar with business hours and practices,
 - Be knowledgeable of A.B.C. violations.

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- Week Seven

First Goal, Cont.

4. The trainee will safely and effectively demonstrate how to walk in a business district at specific times of the day or night:
 - Daylight – stay visible, walk along outer edge of sidewalk,
 - Darkness – walk next to buildings using shadows and darkness to your advantage.
5. The trainee will become familiar with bicycle and pedestrian violations and enforce them while conducting walking patrols.
6. The trainee will demonstrate their alertness while conducting walking patrols, continually identifying suspicious persons and taking the appropriate actions (Arrest, Field Interview Card, etc.)

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- Week Seven

Second Goal

The trainee will have a clear understanding of Departmental Policy and demonstrate knowledge in Cite and Release procedures for criminal offenses, including optional bookings.

1. The trainee will read and understand **Policy 420, Cite & Release Policy**.
2. The trainee will review the elements involved in laws of arrest, including:
 - 836 PC
 - 837 PC
 - 142 PC
 - 40302 VC
 - 40303 VC
 - 849 (b) PC - understand its use and the need for supervisor approval.
3. The trainee will understand the use of the cite and release and when it applies in the field:
 - Misdemeanor offenses only,
 - Misdemeanor citizens arrests,
 - Must be 18 years or older.
4. The trainee will understand and discuss when a cite and release in the field is not appropriate and NOT ALLOWED if:
 - Physical force was used to effect arrest,
 - Offender is too intoxicated,
 - Offender is unconscious,
 - Likelihood offense will continue,
 - No satisfactory evidence of identification,
 - Prosecution would be jeopardized,
 - Evidence could be destroyed,
 - Offender is a flight risk,

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- Week Seven

Second Goal. Cont.:

- Offender demands to be taken before a magistrate,
 - Offender has an outstanding warrant.
5. The trainee will demonstrate their understanding of Cite/Release procedures by completing the following in relation to an investigation:
- Completing a citation with all appropriate information, including the report number and court date,
 - Complete an ARS report detailing the event,
 - Ensuring the court date and citation number are included in the report.
6. The trainee will read **Policy 452, *Medical Marijuana***, and understand the procedure for marijuana arrests, to include:
- Verify if the person possesses a Medical Marijuana Card or not. If not, the following applies,
 - If more than an ounce charge 11357(c)H&S,
 - If less than an ounce follow cite and release procedure with these additions:
 - - Obtain a separate report number from any other that may be involved, (does not apply to 23222(b)VC),
 - Complete a citation with appropriate 60 day court date,
 - Weigh and Nik test marijuana if possible and place marijuana into evidence.

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- Week Seven

Second Goal. Cont.:

IMPORTANT INFO TO REMEMBER REGARDING CITE AND RELEASE PROCEDURES:

- If the offense is a wobbler, consider charging as a felony
- If multiple offenders are arrested in the same investigation, issue separate citations to each offender and include all the information of all offenders in one report
- Ensure you give all offenders the same court date
- If one offender is booked into jail and another offender is issued a citation and released, ensure the court date for the released offender is the same date the booked offender will be appearing in court

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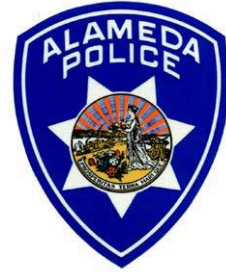
Third Goal. Cont.

10. The trainee will demonstrate the proper use of the PAS device.
11. The trainee will understand the principles of the Nystagmus Gaze and explain the meaning of Lack of Smooth Pursuit and Angle of Onset.
12. Given an actual or mock situation, the trainee will properly investigate a case involving driving under the influence.
13. The trainee will understand how to process a refusal.
14. The trainee will understand the chemical testing procedures, the two tests offered and the location each test is given.

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- Week Seven

Fourth Goal

The trainee will be able to identify and demonstrate the proper procedure for person(s) who are publicly intoxicated. The trainee will review and understand 647f P.C.

1. Trainees will understand that there are many considerations when dealing with an intoxicated person:
 - They are unstable and behaviors can change abruptly,
 - There is a potential for violence,
 - Intoxication can be a result of alcohol and/or illegal drugs,
 - You **must** always keep a position of advantage.

2. The trainee will be able to identify the following objective symptoms of a person under the influence of either alcohol and/or illegal drugs:
 - Have an odor of an alcoholic beverage about their person,
 - Bloodshot/watery eyes,
 - Unsteadiness on their feet (unsteady gait),
 - Unconscious,
 - Argumentative,
 - Passive.

3. The trainee will ensure the following factors exist prior to arresting a person for 647f P.C.:
 - The subject is in a public place,
 - The subject exhibits signs of intoxication,
 - The subject cannot care for his or her own safety or the safety of others.

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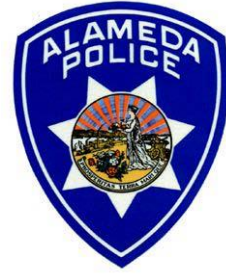
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Fourth Goal. Cont.

4. If the subject is either unconscious or injured, the subject must be transported to Alameda Emergency Care Center (E.C.C.) and receive a "Fit-For-Incarceration" examination by a physician.
5. If the subject arrested is a juvenile, they must receive a "Fit-For-Incarceration" before being released to either Juvenile Hall or their parents.
6. The trainee should be able to identify the fact that if a subject exhibits the signs of intoxication, does not smell of an alcoholic beverage and/or is unconscious with no odor of an alcoholic beverage, the subject could be exhibiting signs of being a diabetic.
7. An arrest for 647f P.C. is detained for a minimum of four hours or up to the amount of time necessary that the subject becomes sober and can care for their own safety.
8. Do not base a 647f P.C. arrest on attitude. They must fit the criteria.
9. Subjects can be booked at North County, Santa Rita Jail or Juvenile Hall.

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Week Eight

WEEK EIGHT GOALS

The trainee will complete the following goals during the seventh week of Field Training:

1. Understand and demonstrate the procedures for safely and effectively searching suspects and vehicles.
2. Understand and demonstrate the procedures to follow for safely and effectively handcuffing single or multiple suspects.
3. Understand and demonstrate the proper procedure for transporting all prisoners.
4. Understand and demonstrate the procedures for safely booking adult prisoners into jail.
5. Understand and demonstrate the proper procedure for booking juvenile prisoners at APD and Juvenile Hall.
6. Understand and demonstrate the ability to identify suspicious activity and suspicious persons.
7. Understand and demonstrate proficiency in self-initiated activity.

References:

Policy 306, *Handcuffing and Restraints*
Policy 324, *Custody of Juveniles*

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- Week Eight

First Goal

The trainee will understand the procedures for safely, effectively, and legally searching suspects and vehicles.

1. The trainee will review and demonstrate understanding of Search and Seizure laws.
2. The trainee will identify and explain circumstances under which a trainee may initiate a search of a person or a vehicle that includes:
 - Pat search for weapons,
 - Incident to arrest,
 - Consent searches,
 - Probable cause searches,
 - Warrant searches,
 - Plain sight,
 - Exigent Circumstances,
 - Probation/Parole.
3. The trainee will identify those items for which an officer may legally search, including:
 - Weapons,
 - Fruits of the crime,
 - Contraband,
 - Instruments of the crime.
4. The trainee will describe the types of searches of persons, including:
 - Visual/Cursory search,
 - Pat down search,
 - Search incident to arrest,
 - Standing, Kneeling, Prone search.

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First Goal, Cont.

- The trainee will identify the responsibilities of the cover officer during a search of persons, including:
 - Protecting the searching officer from outside interference,
 - Providing constant observation of the person(s) being searched.
- The trainee will identify those places on males and females where dangerous weapons or contraband may be concealed.
- The trainee will explain the principles of a safe and effective vehicle search, including:
 - A systematic method of search,
 - Proper removal and control of occupants.
- The trainee will safely and effectively serve as a cover officer while another officer conducts a search of single or multiple suspects.
- Given an actual or mock situation, the trainee will safely and effectively conduct a search of single or multiple suspects. The search will include the following:
 - Pat search,
 - Standing search,
 - Kneeling search,
 - Prone search.

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First Goal, Cont.

- The trainee will discuss the limits of searches when conducted with person(s), vehicles and buildings, including:
 - Protective sweeps,
 - Closed containers,
 - Inventory searches.
- Given an actual or mock situation, the trainee will safely and effectively conduct a search of a vehicle.
- The trainee will understand and discuss procedure and policy regarding circumstances when a strip search might be required.
- The trainee will review and discuss 4030 P.C.
- The trainee will complete the Strip Search form and understand that prior approval must be obtained from the on-duty supervisor as well as the Watch Commander.
- The trainee will understand that a Body Cavity Search cannot be conducted without a search warrant and can only be performed by a physician.

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Second Goal

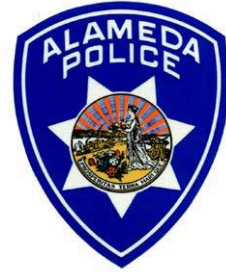
The trainee will understand the proper procedures to follow for safely and effectively handcuffing single or multiple suspects in accordance with **Policy 306, *Handcuffing and Restraints***.

1. The trainee will identify various handcuffing principles meeting temporary restraint requirements of a suspect. These include:
 - Constant control and observation of the suspect,
 - Proper application and constant control of the handcuffs and other approved restraint devices, as well as the removal of the same,
 - The trainee will identify the purposes for handcuffing. These purposes will minimally include the temporary restraint of a suspect to prevent:
 - Attack,
 - Escape,
 - The destruction or concealment of evidence or contraband.
2. The trainee will safely and effectively control and handcuff single or multiple suspects and remove the handcuffs.
3. Prior to placing and immediately after removing a suspect from the police vehicle, the trainee will understand the necessity of checking the vehicle for signs of weapons, paraphernalia, etc.

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Second Goal. Cont.

4. The trainee will understand Department policy regarding handcuffing and transportation of prisoners, including:
- Proper positioning of officers and prisoners within the vehicle,
 - Use of the WRAP and seatbelts,
 - Transportation of sick or injured,
 - Transportation of female prisoners,
 - Transportation of juveniles, both 602 W&I offenders and 601 W&I offenders,
 - Transportation by AFD when necessary.

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Third Goal

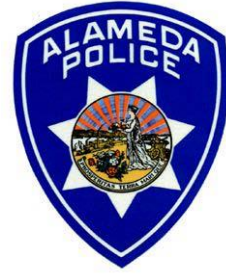
The trainee will understand and demonstrate the proper procedure for transporting all prisoners.

1. The trainee will understand the different types of prisoner transportation:
 - Arrestee transportation,
 - Court transportation,
 - Medical transportation by ambulance,
 - Outside agency warrant extradition.
2. The trainee will read and understand **Policy 306, Handcuffing and Restraints**, and discuss the following points:
 - Minors arrested pursuant to 300 W&I and 601 W&I,
 - Persons with physical handicaps not permitting handcuffs,
 - Persons with serious injuries,
 - Supervisor authorization,
 - Pregnant females.
3. The trainee will understand the procedure for transporting a prisoner in the WRAP.
4. A cover officer will follow the transporting vehicle and assist if needed.
5. Procedures for transporting male and female prisoners are the same with the exception that if a male officer is transporting a female prisoner, the officer must announce that he is en route with a female, the location/destination, starting mileage and then the ending location and mileage.

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- Week Eight

Fourth Goal

The trainee will understand and demonstrate the procedure for safely booking adult prisoners into jail, to include:

1. If a prisoner requires medical attention prior to booking into any jail, obtain hospital clearance with a "Fit-For-Incarceration."
2. The trainee will complete a thorough search of the prisoner prior to entering any booking area.
3. The trainee will ensure that the C.A.R. is completed before entering the booking area.
4. Upon entering the booking area, the trainee will complete a thorough search of the prisoner while they are still handcuffed.
5. After the handcuffs are removed from the prisoner, it is the trainee's responsibility to remain vigilant of the prisoner's actions and movements to ensure all personnel's safety until the prisoner is placed into a jail cell.
6. The trainee will review and explain the legal responsibilities for protecting prisoners, including:
 - Providing shelter, food and medical care,
 - Prisoners' rights to phone calls,
 - Identifying the provisions of 147 PC and 149 PC, relating to the proper treatment of prisoners,
 - Issuing property receipts.

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Fourth Goal. Cont.

7. The trainee will recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:
 - Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis,
 - Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature,
 - Requires that the safety and civil rights of people with disabilities be protected during transport and while detained,
 - Requires officers to make accommodations for persons with disabilities, except where safety is compromised.
8. If the prisoner requires transportation to either the North County Jail or Santa Rita Jail, two officers will complete the assignment – exceptions w/ Supervisor approval.

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- Week Eight

Fifth Goal

The trainee will read and understand **Policy 324, Custody of Juveniles**, and demonstrate the proper procedure for booking juvenile prisoners at the Alameda Police Department and Juvenile Hall.

1. The trainee will complete a thorough search of the prisoner prior to entering the police administration building (P.A.B.) and the juvenile booking area.
2. The trainee will ensure that the C.A.R. is completed before entering the booking area.
3. Upon entering the booking area, the trainee will complete a thorough search of the prisoner while they are still handcuffed.
4. After the handcuffs are removed from the prisoner, it is the trainee's responsibility to remain vigilant of the prisoner's actions and movements to ensure all personnel's safety during the booking process.
5. The trainee will remain with the prisoner until the prisoner is either released to a parent or transported to Juvenile Hall.
6. The officer transporting the juvenile to Juvenile Hall will take two copies of the report (per arrestee), a blue Juvenile Hall in-take form and a D.O.J. reporting form.
7. The juvenile will remain handcuffed until you have arrived at Juvenile Hall and the in-take personnel direct you to remove them.

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Fifth Goal, Cont.

8. If a prisoner requires medical attention prior to booking into any jail, obtain hospital clearance with a "Fit-For-Incarceration".
9. Ensure the Juvenile Detention Log is complete.
9. Placing a juvenile in an A.P.D. Jail cell is rarely done. If you find it necessary to do this, you must first have a supervisor's approval and the juvenile must be watched up until they are removed from the cell. **NEVER LEAVE A JUVENILE ARRESTEE ALONE.**

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- Week Eight

Sixth Goal

The trainee will understand and demonstrate the ability to identify suspicious activity and suspicious persons that may include:

1. The subjects clothing being inappropriate for the time of day or season.
2. Does their behavior appear different than others in the same environment?
3. Does the time of day justify the subject being in the area?
4. Go with your hunches, follow through and investigate.
5. The trainee will remember to have reasonable suspicion or probable cause when affecting a detention.
6. The trainee will demonstrate the proper way to conduct a suspicious person's detention versus a consensual walking stop.

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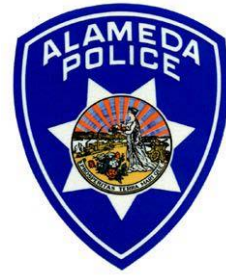
Seventh Goal

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

- Vehicle Stops
 - Investigative
 - Traffic enforcement
- Pedestrian Stops
 - Suspicious persons
 - Consensual encounters
 - Traffic enforcement
- Directed Patrol
 - High crime areas/activities
 - Daily bulletin "Extra Beat Attention" request
 - DUI enforcement
 - Pattern crimes
 - POP Projects
 - Housing Authority
- Arrests
 - Misdemeanor and felony
 - Alameda Municipal codes
- Other activities:
 - Field Interview (FI) cards
 - Bar Checks
 - Neighborhood Park Checks
 - Suspicious circumstances
 - Business Checks
 - School Checks
 - Park, Walk, and Talk (PWT)
 - Beat hygiene

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Field Training Guide Week Nine

WEEK NINE GOALS

The trainee will complete the following goals during the eighth week of Field Training:

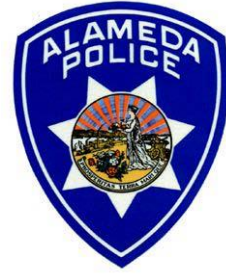
1. Understand and discuss Departmental policy and procedures relating to 601 W&I and Incurrigibles.
2. Understand and discuss Departmental policy and procedures relating to 601 W&I and runaways.
3. Understand and discuss Departmental policy and procedures relating to 602 W&I.
4. Understand and discuss Departmental policy and procedures relating to 300 W&I.
5. Understand and discuss the procedures for processing a 5150 W&I juvenile.
6. Understand and discuss the meaning of JUVIS and JFN's.

References:

Policy 332, *Missing Persons*
Policy 330, *Child Abuse*
California Welfare and Institutions Code

ALAMEDA POLICE DEPARTMENT

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- Week Nine

First Goal

The trainee will understand and discuss Departmental policy and procedures relating to 601 W&I and Incurrigibles.

1. The trainee will read and understand **Policy 332, *Missing Persons***.
2. The trainee will understand that 601 W&I is a “status offense” as opposed to 602 W&I which is a “criminal offense” discussed later.
3. Report classifications that fall under 601 W&I are Incurrigible or Runaway reports.
4. The trainee will understand and ensure the following criteria and procedures are met when dealing with incurrigible kids:
 - Definition – A juvenile is incurrigible when they are difficult or impossible to control or manage.
 - Investigative Steps:
 - Be creative and help the parent/legal guardian with ways and ideas to encourage the juvenile to be more civil,
 - Talk with the juvenile and find out why it is that they are being incurrigible,
 - Find alternative and temporary housing for juvenile (i.e. Other parent, grandparent, family members),
 - As a last resort, offer to remove the juvenile from the residence and transport them to Malabar House,
 - If the juvenile remains in the house or alternative housing is arranged with family members, complete an Incident Card or other appropriate report,

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- Week Nine

First Goal, Cont.

- If the juvenile is transported to Malabar House, complete a 601 W&I, “Incorrigible” report documenting the incorrigibility.
- To qualify for Malabar House, the juvenile must:
 - Be at least eight years old,
 - Not be on Juvenile Probation,
 - If they have been drinking alcohol or smoking marijuana, they must receive a “Fit-For-Incarceration,”
 - Not have any major medical conditions which require nursing supervision,
 - Not have a case pending in Juvenile Court with an actual court date set.
- 5. The FTO will take the trainee to Malabar House and explain the following:
 - Malabar House is a non-secure facility,
 - If a juvenile runs away from Malabar House, the agency which placed them there is responsible for completing a runaway report and completing the investigation,
 - The juvenile only stays at the Malabar house up to 48 hrs. before being transported to Alameda Family Services by a privately owned transportation company,
 - Booking is **not** required, but **preferred**,
 - Ensure juvenile has no outstanding warrants,
 - Admonish the juvenile of their rights. (No written statement is necessary),
 - Complete a 601 W&I report,
 - Complete the juvenile detention log,
 - Call Malabar House and advise you are en route,
 - Take one complete copy of the report to Malabar House for the staff.

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- Week Nine

Second Goal

The trainee will understand and ensure the following criteria and procedures are met when dealing with runaway kids:

1. The trainee, without delay, will take any report of a missing or runaway juvenile. There are no jurisdictional boundaries for these types of reports.

2. The trainee will understand and discuss the following when conducting investigations of this nature:
 - The State of California is the victim,
 - Ask investigative questions to possibly determine the juvenile's location,
 - Collect a current photograph of the juvenile,
 - Complete a DBRF,
 - Post a copy of the DBRF and photograph in the briefing room bulletin board,
 - Complete a APBnet flyer if necessary,
 - Complete the report without delay and have the juvenile's information entered into the Missing Unidentified Persons System (MUPS),
 - Set a follow-up date for three (3) days. If they have not returned by the three (3) days, refer the report to Investigations,
 - Indicate in the report all of the information learned; that you have completed a DBRF, the MUPS entry, the APBnet flyer (if applicable) and that a photograph has been posted in the briefing room.

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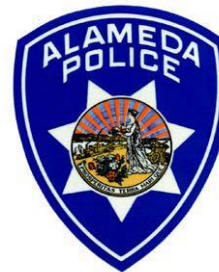
Second Goal. Cont.

- The trainee will understand that a juvenile is “At Risk” if they:
 - Are a victim of a crime or foul play,
 - Are in need of medical attention,
 - Have no pattern of running away or disappearing,
 - Are the victim of a parental abduction/kidnapping,
 - Are mentally impaired,
 - Are under the age of 16.
- The trainee will understand that if a child is “At Risk”, the juvenile must be entered into MUPS within 4 hours and a B.O.L.O. be broadcast without delay.
- If the juvenile is not “At Risk” and age 12 or older, they must be entered into MUPS without delay. A B.O.L.O. is highly recommended.
- When the juvenile is either located or they have returned home, the trainee will physically talk to the juvenile, admonish them and attempt to determine where they have been and why they left.
- The parent can request the juvenile either be transported home or to Malabar House.
- The trainee will then complete a detailed supplemental report documenting the location, names, addresses and telephone numbers of the person(s) they were with. Additionally, the trainee will ensure the DBRF is cancelled, the APBnet flyer is cancelled and the juvenile’s name removed from MUPS.

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- Week Nine

Fourth Goal

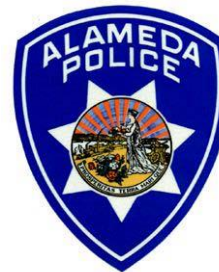
The trainee will read and understand 300 W&I. The trainee will then understand and demonstrate the proper procedure for completing a 300 W&I investigation.

1. The trainee will read **Policy 330, Child Abuse**, and understand that a juvenile or child may/must be placed into protective custody when the following criteria are met:
 - Abuse,
 - Neglect,
 - Sexual Assault,
 - Physical injury,
 - Unable to contact parent/guardian for consent of treatment,
 - CPS request.
2. The trainee will identify if one or more of the above criteria exits and then complete a report documenting the incident. If a crime is applicable, title the report with that crime code.
3. If the child is taken into protective custody solely for the purpose of medical treatment or at CPS' direction, and no crime is applicable, a miscellaneous report will be completed.
4. The trainee will photograph all injuries and/or unfit living conditions and describe the injuries and/or living conditions in the report.
5. The Department of Justice (DOJ) requires full information on the parents, suspects, siblings and others living in the residence, be obtained and documented in the report.

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Fifth Goal

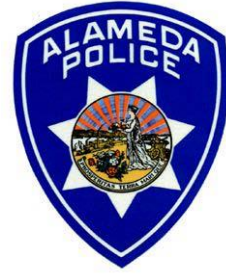
The trainee will understand and discuss the procedures for handling juveniles who fall under 5150 W&I.

1. The same criteria for adults, in regards to qualifying for 5150 W&I, applies to juveniles.
2. The trainee will explain the documentation for detaining and placing mentally ill persons on a psychiatric hold. This discussion will minimally include:
 - Required documentation on the 5150 W&I form,
 - Verbal admonishment and supplementary written documentation as specified in 5157 W&I (APD-43),
 - Any additional agency-specific documentation or additional mental health facility documentation as may be required by agency policy or Memorandum of Understanding,
 - Any additional agency policies and procedures related to the detention and placement of mentally ill persons.
3. The trainee will understand the following procedures in dealing with 5150 W&I juveniles:
 - Request that A.F.D. respond,
 - A.F.D. may request that A.M.R. provide the transportation,
 - Children under the age of 12 will be transported to Children’s Hospital,
 - Children ages 12 to 17 will be transported to Willow Rock Hospital.

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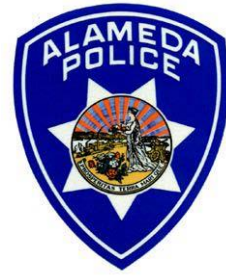
Sixth Goal:

The trainee will understand and discuss the meaning and usage of JUVIS and JFN's.

1. The trainee will remember that JUVIS stands for Juvenile Information System.
2. JUVIS is to juveniles what CORPUS is to adults. JUVIS documents all criminal cases in which a juvenile has been charged with through Juvenile Probation.
3. The trainee will remember that JFN stands for Juvenile File Number.
4. A JFN is to a juvenile what a PFN is to an adult. The juvenile does not have to be "charged" in juvenile probation to receive a JFN; they only have to be booked.
5. The juvenile JFN can be found in CRIMS.

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WEEK TEN GOALS

The trainee will complete the following goals during the ninth week of Field Training:

1. Understand Departmental policy relating to prisoners needing medical attention.
2. Understand Departmental policy and investigative procedures relating to investigating death cases.
3. Understand Departmental policy and investigative procedures relating to sexual assaults.
4. Understand Departmental policy and procedures relating to collecting and booking evidence.
5. Understand the procedure for investigating reports of lost or found property.
6. Understand the procedure and documentation relating to gun destruction reports.

References:

Policy 360, *Death Investigation*
Policy 602, *Sexual Assault Victims' DNA Rights*
Policy 804, *Property and Evidence*

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- Week Ten

First Goal

The trainee will understand the procedure for prisoners needing medical attention.

1. Upon arriving at the hospital emergency room, advise the staff of the prisoner's presence and:
 - Complete all appropriate hospital forms in accordance with hospital procedures,
 - Ensure that the prisoner remains under control during the preliminary processing,
 - Determine as soon as possible if the suspect is going to be admitted or treated and released to police custody.

When the preliminary tasks have been completed, the trainee will ensure that one of the following appropriate procedures is employed:

2. Misdemeanor crime – suspect not hospitalized:
 - Follow misdemeanor arrest procedures.
3. Misdemeanor crime – suspect hospitalized:
 - Identify the subject,
 - Check for wants and warrants,
 - Mirandize and obtain a written statement if possible,
 - Issue a cite and release if possible,
 - If medical condition prohibits cite and release, 849(b) PC and use the procedure for a DDA referral,
 - If subject has outstanding warrants, consider cite and release if possible or have hospital staff notify APD when subject will be released, whereupon subject can be arrested and booked.

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First Goal, Cont.

4. Felony crime – suspect not hospitalized:
 - The trainee having custody of the subject will stand by until completion of the medical treatment and then process the suspect in accordance with established procedures.
5. Felony crime – suspect hospitalized:
 - Maintain constant control over the subject,
 - Ensure only hospital staff has access to the subject,
 - Do not allow visitors unless authorized by your supervisor,
 - Escort the subject everywhere in the hospital until such time they are arraigned and turned over to the custody of the Alameda County Sheriff's Department.

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Second Goal

The trainee will know **Policy 360, *Death Investigation***, and investigative procedures for handling death cases.

1. At the scene of a death case, the trainee will identify signs of death. Minimally, these will include the following:
 - Lack of respiration,
 - Lack of pulse,
 - Appearance of skin tissue (pale, etc.),
 - Loss of body heat,
 - Presence of post-mortem lividity,
 - Presence of rigor mortis.

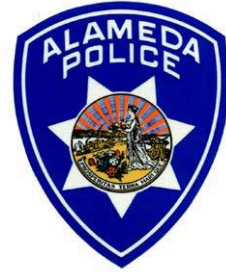
2. Additional factors that may need to be documented are the following:
 - Location of the body,
 - Position of the body,
 - Presence or absence of suspicious circumstances,
 - Identity of person who found the body,
 - Temperature of the room and/or house,
 - Location of medications, weapons, etc. as a means to help determine possible cause of death.

3. The trainee will understand and discuss procedures for handling death cases. Minimally, these will include the following:
 - Protection of the scene,
 - Notification of the supervisor,
 - Identification of a possible cause of death,

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Second Goal, Cont.

- Obtain identity of victim through verifiable means (CDL, Birth Certificate, etc.),
 - Obtain witness information,
 - Obtain suspect information,
 - Determine when an A.P.D. I.D. Technician is needed,
 - Determine when a detective needs to be called to the crime scene,
 - Determine when to notify the Coroner.
4. The trainee will be aware of special procedures and considerations unique to Sudden Infant Death Syndrome (SIDS).

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Third Goal

The trainee will know **Policy 602, *Sexual Assault Victims' DNA Rights***, and investigative procedures relating to sexual assault cases, including:

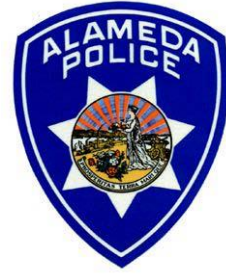
1. The trainee will identify the elements of a sexual assault and consider the following while investigating:
 - Immediate medical care is provided if necessary,
 - Conduct a brief interview of the victim and witnesses,
 - Obtain a description of the suspect, the suspect's vehicle and if known the suspect's location,
 - Determine the time, place and location of the incident,
 - Determine the methods of entry, clothing worn, and methods of restraint,
 - Describe words, phrases or directions given by the suspect,
 - Determine if the suspect had unusual marks, scars, deformities, unusual body odor or other unusual physical features,
 - When appropriate, the trainee will ensure the information obtained is immediately broadcast to other field units,
 - Take photographs of scene and/or determine if ID Technicians should respond.

2. The trainee will immediately notify their supervisor who will determine if it will be necessary to notify an on-call detective to the scene.

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Third Goal. Cont.

3. Inform the victim of their rights per 293 P.C. and provide them with a Domestic Violence Resource pamphlet and Marsy's Card. Complete and sign APD Form 1 and attach to report.
4. The trainee will ensure that all evidence is collected at the scene and from the victim. Ensure the following evidence is collected when applicable:
 - Any vehicle used in the assault,
 - All clothing,
 - Bed sheets, towels and tissues,
 - Evidence discarded by the suspect.
5. The trainee will notify Highland Hospital of the assault.
6. Upon arriving at the hospital, a doctor will examine the victim and evidence collection will take place. The trainee will collect the Sexual Assault Evidence Rape Kit at the completion of the examination.

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- Week Ten

Fourth Goal

The trainee will understand **Policy 804, *Property and Evidence*** and procedures relating to the collection and booking of evidence.

1. The Sexual Assault Evidence Rape Kit will be placed in the refrigerated evidence locker with a completed and signed evidence label.
2. All items of evidence, items for safekeeping and items marked for destruction are booked and housed at APD.
3. When an item with a serial number is collected, the trainee will ensure the following procedures are followed:
 - Check the PIN (personal identification number) and/or serial number on the item to ensure it is not reported stolen,
 - Document in the report that you have checked the number and list the numbers on the evidence page.
4. The trainee will understand and demonstrate the following procedure in relation to booking property and how to mark the items:
 - Mark with the report number,
 - Date,
 - Evidence item number,
 - Trainee's badge number,
 - Trainee's initials.

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Fourth Goal. Cont.

5. If the item is of great value or a collectible item, do not write on the item or scribe onto them. The following are examples of items which need to be marked with an evidence tag:
 - Guns,
 - Expensive knives,
 - Portraits,
 - Large pieces of furniture,
 - Bicycles,
 - Etc.
6. Evidence will be placed into either a yellow evidence envelope or a brown evidence bag. All items not capable of being put in either will be marked and placed into the evidence locker.
7. The trainee will understand and demonstrate the proper way of booking money into evidence:
 - A supervisor will verify any amount of money, \$400.00 or more,
 - Money is placed in a plastic money envelope, heat-sealed and placed in a yellow money evidence envelope.
8. The trainee will understand and demonstrate the following procedure in booking bicycles:
 - Check the serial number to ensure its not listed as stolen,
 - Mark the bicycle,
 - Place the bicycle in the bike cage,
 - Complete the evidence / property section of report.

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Fourth Goal. Cont.

9. The trainee will understand and demonstrate the following procedure in booking dangerous or hazardous items:

- Mark the evidence,
- Place in the Haz-Mat locker,
- Complete the evidence / property section of report.

10. The trainee will understand and demonstrate the following procedure in booking narcotics evidence:

- Narcotics evidence will be packaged separately from paraphernalia evidence,
- Different types of narcotics will be bagged separate from each other,
- Each item of narcotics evidence will be weighed and Nik tested separately before being packaged and submitted as evidence. This information and results will be noted in the report,
- Narcotics evidence will not be packaged with containers; (Example #1– a bindle of methamphetamine is found inside a plastic baggie; book the baggie separately.) (Example #2 – marijuana is discovered in a metal tin; remove the marijuana from the tin, weigh the marijuana, package it in an appropriate sized evidence bag and book the tin into evidence while the marijuana is booked into narcotics),

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Fourth Goal, Cont.

- All items of narcotics evidence will be individually marked and then heat-sealed in a KPAK evidence bag. That KPAK will then be marked with the appropriate information prior to being placed in an evidence envelope,
 - All narcotics evidence is placed in the narcotics locker,
 - Any monies taken as part of a narcotics sales investigation will be booked into the narcotics locker,
 - Any items of evidence pertaining to a narcotics investigation, i.e. baggies, scales, indicia, pay/owe sheets, etc, will be booked into evidence and be put into the property locker(s), not the narcotics locker.
11. The trainee will understand and demonstrate the following procedure in booking biological evidence:
- All wet biological evidence will be placed in the evidence-drying locker located within the jail. The trainee will ensure they complete the log,
 - All dried items containing biological evidence will be packaged in paper bags and placed into property as evidence.
12. The trainee will review and explain the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.

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Fifth Goal

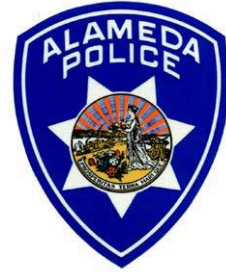
The trainee will understand and demonstrate their ability to investigate lost or found property.

1. If a piece of property is either reported as found or lost, the trainee will complete a Miscellaneous report if the property cannot be either located or the owner found.
2. If found property has a serial number or a PIN, check the number to see if it is reported stolen.
3. If not stolen, attempt to identify the owner and return it to them.
4. If the owner cannot be identified, book it into property as found property.
5. If a citizen reports an item lost, attempt to help them locate it. If the item cannot be located, complete a miscellaneous report detailing the items; model number, serial number and the circumstances behind it being lost.
6. If the item has a serial number or PIN, ensure COMCEN personnel enter it into the computer system.

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- Week Ten

Sixth Goal

The trainee will understand procedures and documentation relating to gun destruction reports to include:

1. Documenting the action type:
 - Bolt
 - Semi-automatic
 - Pump
 - Revolver
 - Single shot
2. Documenting the caliber.
3. Documenting the finish type:
 - Blued
 - Parkerized
 - Stainless steel
 - Nickel
 - Composite plastic
4. Understanding how to make the gun safe:
 - Do not touch the trigger,
 - Remove the magazine, clip or cartridge,
 - Remove the cartridge in the chamber or cylinder,
 - Secure the gun with zip-ties or an item in the chamber,
 - Place it into evidence unloaded,
 - When in doubt – do nothing. Seek advice from a range officer or supervisor.

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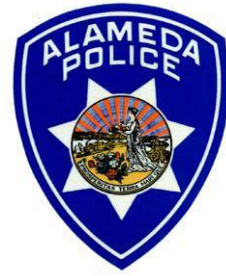
- Week Ten

Sixth Goal. Cont.

5. Ensuring report includes the make, model, caliber, serial number and owner.
6. Understanding proper packaging and submission of guns and knives to property.
7. If the item has a serial number, ensure COMCEN personnel enter it into the computer system.
8. Complete APD 73 F form and attach to report.

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Field Training Guide Week Eleven

WEEK ELEVEN GOALS

The trainee will attend the 2nd In-House Academy during week ten. The trainee will complete the following goals during this tenth week of Field Training.

1. CITY DEPARTMENT VISITS – The trainee will become familiar with each unit inside the Alameda Police Department and their function. The trainee will also visit departments within the City of Alameda and become familiar with their operations. The trainee will demonstrate understanding of this through ongoing verbal testing.
2. COMPUTER SYSTEMS – The trainee will receive practical training in the operation of each computer system a patrol officer uses during the course of his/her shift.
3. IDENTIFICATION/PROPERTY BUREAU – The trainee will receive practical training on how to collect, package, fill out the property forms, computer entry and evidence tracking system for the collection of evidence.
4. TRAFFIC – The trainee will receive practical training in the area of traffic accident and driving under the influence (DUI) investigations.
5. UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE – The trainee will receive practical training on how to identify and document a subject who is under the influence of a controlled substance.
6. TACTICAL COMMUNICATIONS/CONFLICT RESOLUTION – The trainee will understand and discuss tactical communication and conflict resolution and identify its benefits relating to safety and professionalism in law enforcement.
7. SCENARIOS – The trainee will demonstrate the knowledge of the law, case law, and APD General Orders that he/she has acquired for the past ten weeks, by completing crime scenarios.

References:

Policy 514, *Impaired Driving and Evidence Collection*
Policy 342, *Department Technology Use*

ALAMEDA POLICE DEPARTMENT

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- Week Eleven

First Goal

CITY DEPARTMENT VISITS

The trainee will become familiar with each unit inside the Alameda Police Department and their function. The trainee will also visit departments within the City of Alameda and become familiar with their operations. The trainee will demonstrate his understanding of this by verbal knowledge.

1. The trainee will visit and will demonstrate by verbal knowledge that they have a clear understanding of the function of each division within the police department.
2. The trainee will visit and understand the basic functions, layout, and organization of the North County Jail, Santa Rita Jail and Juvenile Hall.
 - The trainee will review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility,
 - The trainee will review and explain methods and procedures for releasing a prisoner per 849(b) P.C.

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Week Eleven

First Goal. Cont'd

- The trainee will have a general understanding of procedures and special considerations for the following:
 - Alcoholics,
 - Narcotic/Drug users,
 - Mentally ill,
 - Sex offenders,
 - Escape risks,
 - Non-conformists,
 - Civil bookings,
 - Injured or sick,
 - Females (including pregnant females),
 - Elderly,
 - Gang members or police informants,
 - Current or former police officers, judges, etc.
 - High-profile prisoners,
 - Any other prisoner(s) who may need specialized classification/housing needs.

- 3. The trainee will be familiar with the location of various resources available to assist in investigations, such as:
 - Alameda Municipal Code,
 - APD Training Bulletins,
 - Maps,
 - Supplies,
 - Physician's Desk Reference.

- 4. The trainee will visit City Hall and City Hall West and be given an overview of what services they provide within the City of Alameda.

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Second Goal

COMPUTER SYSTEMS

The trainee will receive practical training in the operation of each computer system a patrol officer uses during the course of a shift.

1. Review and understand **Policy 342, Department Technology Use** relating to the appropriate and authorized use of Department technology.
2. Understand by demonstrating the use of the RMS system, to obtain NAMS and LOCS information, prior calls for service and case information.
3. Understand by demonstrating the use of the CRIMS/CAL Photo systems to retrieve photos for photo line-ups.
4. Understand by demonstrating the use of the APBNet system to send bulletins to outside agencies.
5. Understand by demonstrating, how to obtain DMV photos for casework.
6. Understand by demonstrating how to use the CLETS terminal to obtain criminal histories, DMV information, perform warrant checks and update warrants.

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Third Goal

IDENTIFICATION/PROPERTY BUREAU

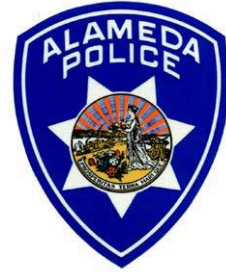
The trainee will receive practical training on how to collect, package, fill out the property forms, computer entry and evidence tracking system for the collection of evidence.

1. Understand and demonstrate the proper procedure in the use of the digital patrol camera and how to properly take photos of evidence and crime scenes.
2. Understand and demonstrate the proper procedure for filling out an I.D. request form.
3. Understand and demonstrate the proper procedure for collecting and packaging evidence. To include properly documenting the items in the report and evidence tracking systems and placing the items in the appropriate location.
4. Understand and demonstrate the ability to preserve evidence at a crime scene and to determine the need for the I.D. Bureau to respond and process a crime scene.

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- Week Eleven

Fourth Goal

TRAFFIC

The trainee will receive practical training in the area of traffic accident and driving under the influence (DUI) investigations, and:

1. Understand and demonstrate the ability to complete a summary cause, investigative, and hit and run accident investigation (to include the proper forms to use).
2. Understand and demonstrate the ability to diagram and sketch an accident scene.
3. Review and understand **Policy 514, *Impaired Driving and Evidence Collection***.
4. Understand and demonstrate the ability to complete a DUI arrest (to include demonstrating FSTs, filling out the proper forms, and how to properly book blood evidence).

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Fifth Goal

UNDER THE INFLUENCE OF A CONTROLLED SUBSTANCE

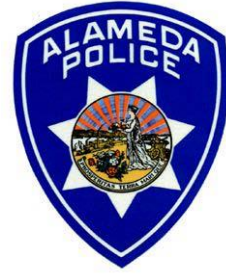
The trainee will receive practical training on how to identify and document a subject who is under the influence of a controlled substance.

1. Understand and demonstrate the ability to complete an 11550 H&S arrest (to include demonstrating D.A.R. 7-step evaluations, filling out the proper forms, and how to properly book blood or urine evidence).

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- Week Eleven

Sixth Goal

The trainee will understand and discuss tactical communication and conflict resolution and identify its benefits relating to safety and professionalism in law enforcement, including:

1. How tactical communication involves both verbal and non-verbal cues.
2. How tactical communication enhances officer safety and professionalism by:
 - Reducing likelihood of physical confrontation and injury,
 - Decreasing citizen complaints and civil liability.
3. Given a scenario or an actual incident involving an uncooperative subject(s), the trainee will be able to generate voluntary compliance using the 5-step process:
 - **Ask** (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply ,
 - **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,
 - **Present Options** (Personal Appeal) – Explain possible options,
 - **Confirm** (Practice Appeal) – Provides one last opportunity for voluntary compliance; “Is there anything I can say to earn your cooperation at this time?”
 - **ACT** – (Take appropriate action).

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- Week Eleven

Sixth Goal.

4. The trainee will understand and discuss interacting with persons with disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) and understand that the disabilities are not always readily apparent. Sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.
5. The trainee will recognize and demonstrate effective communications for persons with cognitive impairments, including:
 - Give one direction or ask one question at a time,
 - Allow the person to process what you have said and respond (10-15 seconds, then repeat),
 - Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers),
 - Repeat questions from a slightly different perspective, if necessary,
 - Avoid questions about time, complex sequences, or reasons for behavior,
 - Use concrete terms and ideas. Avoid jargon or figures of speech.
6. The trainee will 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.

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Sixth Goal.

7. 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 will explain and demonstrate standard tactical assessments and safeguards, including:

- His/her own abilities to physically control the person,
- Escape routes,
- Use of cover,
- Calling for backup,
- The T.A.C.T. Model:
 - **Tone** (Present a calm and firm demeanor/Maintain respect and dignity)
 - **Atmosphere** (Reduce distractions/Respect personal space)
 - **Communication** (Establish contact/Develop rapport)
 - **Time** (Slow down/Reassess)

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Seventh Goal

SCENARIOS

The trainee will demonstrate the knowledge of the law, case law, and APD Lexipol Policies that he/she has acquired for the past ten weeks, by completing crime scenarios.

1. **Domestic Violence**: The trainee will respond to a 415 PC between two subjects. The trainee will determine the necessary action to take after obtaining statements from both parties and witness involved. The trainee will need to take the appropriate actions after the arrest, if necessary, in an attempt to protect the victim from future problems. The will also include handing out the appropriate material, so the victims can obtain counseling and support.
2. **Building Search**: The trainee will respond to an audible alarm with an open door. The trainee will set up a perimeter for incoming units and complete an interior check of the building for suspects.
3. **Traffic Stops**: While on patrol, the trainee will observe motor vehicles and determine the proper probable cause to make a traffic stop. During the stop, the trainee will determine the appropriate action to take based on the contact with the driver and observations.
4. **Mentally Ill Subjects**: The trainee will respond to a suspicious subject call. During the contact, the trainee will take the appropriate action based on the subject's statements and actions.

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- Week Eleven

Seventh Goal, Cont.

SCENARIOS

5. **Suspicious Subjects:** While on patrol, the trainee will observe subject(s) in an area and determine the necessity for contact with the subject. During the contact, the trainee will take the appropriate action based on observations and statements made by the subject(s).

6. **In-Progress Calls:**

- The trainee will respond to a silent robbery alarm. While en-route the trainee will take into account a stealthy approach to the area, direct in-coming units to perimeter positions, and obtain the proper information to make contact with an employee.
- The trainee will respond to a robbery that just occurred. The trainee should obtain the necessary information from the victim to broadcast the BOLO to responding units.

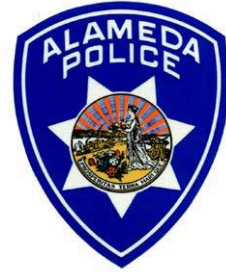
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WEEK TWELVE GOALS

The trainee will complete the following goals during the eleventh week of Field Training.

1. Understand and discuss the Department policy and philosophy, and law enforcement objective, for Crowd Control / Riots / Protests / Demonstrations.
2. Understand and discuss Department policy as it relates to Missing Adults.
3. Understand and discuss Department policy as it relates to Missing Juveniles.
4. Understand and discuss Department policy as it relates to Amber Alerts.

References:

Policy 332, *Missing Persons*
Policy 334, *Amber Alerts*
Policy 421, *Civil Disturbances*

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- Week Twelve

First Goal

The trainee will explain and discuss **Policy 421, *Civil Disturbances***, and the Alameda Police Department 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 following:

- 1. First Amendment Rights**
 The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people. The discussion will 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.
- 2. 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.
- 3. 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 department policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

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First Goal, Cont.

4. **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.

5. **Philosophy and Policies for Crowd Management Situations**
 The trainee will identify and explain the department’s philosophy and policies for response to crowd management situations. The discussion will minimally include:

Crowd Management at large planned/organized gatherings

- Protests/Demonstrations/First Amendment activities
- Labor Disputes
- Concerts
- Sporting events/celebrations
- Holiday celebrations
- Cultural programs
- Religious gatherings
- Community activities

Incident Planning

- Establishing a command post
- Coordination of resources
- Planning, preparation, and coordination with event promoters
- Deploying sufficient personnel with proper equipment
- Establishing a unified chain of command
- Establishing rules of conduct for the crowd, law enforcement, media, etc.
- Preparing to handle multiple arrests

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First Goal, Cont.

- Planning and coordinating the response of medical personnel or additional resources, if needed
- Making contingency plans for response if a riot situation ensues
- The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
- Authorized/designated law enforcement personnel interacting with the media

Containment

- Establishing a flexible and controllable perimeter for the crowd, whenever possible
- Using officers to control the entry and exit of the crowd within the perimeter

6. **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 department policy) may be used to arrest or disperse violators and restore order.

7. **Philosophy and Policies for Crowd Control Situations**

The trainee will identify and explain the department’s philosophy and policies for response to crowd control situations. A discussion of department philosophy and policies will minimally include the following:

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First Goal, Cont.

Isolation and containment

- Establishment of a perimeter around the crowd
- Consideration of barricades and placement of additional personnel to maintain the perimeter
- Maintaining the integrity of squads and platoons and avoiding becoming isolated in the crowd

Law enforcement presence

- Coordination of resources and communication
- Communication
- Deploying sufficient personnel with proper equipment
- The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
- Use of force options
- Law enforcement documentation of its own response (video/audio)
- Making selective arrests (arrest teams/communication)
- Establishing a unified chain of command
- Preparing to handle multiple arrests
- Planning and coordinating the response of medical personnel or additional resources, if needed
- Authorized/designated law enforcement personnel interacting with media

8. **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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First Goal, Cont.

9. **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 department policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or department policies relating to the incident, it is that officer's responsibility to immediately contact a supervisor to obtain clarification.

10. **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:

- Specific operational tactics and basic formations
- Additional resources, equipment, and personnel that may be required for a response
- Assignment of specific tasks
- Department policies and procedures for mounting a quick, effective response to violence or violations of the law
- Dispersal orders
- Clarity on department policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, etc.)
- Clarity on the **Policy 300, Use of Force**

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First Goal, Cont.

11. **Philosophy and Policies for Riot Control Situations**

The trainee will identify and be able to discuss the department philosophy and policies dealing with the principles of riot control. The discussion will minimally include the following:

Containment

- Flexible outer perimeter controlling ingress and egress of the crowd
- Denying access and preventing others from joining the existing crowd

Isolation

- Developing an inner perimeter so officers can focus on gaining control and rioters may be more likely to disperse

Dispersal

- 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

Restoration of order

- Medical aid
- Detention, arrest, cite and release, transportation of arrestees
- Criminal investigation
- Authorized/designated law enforcement personnel interacting with the media

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First Goal, Cont.

12. **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 department policies.

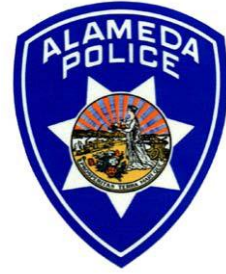
13. **Use of Force in Response to Incidents Involving Crowds**
 The trainee shall explain the department policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation. The trainee will understand and be able to articulate the department's 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 department policy.

14. **Issued Riot Equipment**
 The trainee will explain the appropriate use and maintenance of all department-issued/approved riot equipment (i.e. helmets, shields, flex cuffs, and other equipment).

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Second Goal

The trainee will understand and discuss **Policy 332, Missing Persons**, as it relates to Missing Adults and Juveniles, including:

1. Will accept report of ANY missing person; no time limit.
2. Will accept report of missing person from ANY jurisdiction:
 - The agency having jurisdiction over missing person's residence must be notified without delay,
 - Copy of report must be sent to agency having jurisdiction over missing person's residence and where missing person was last seen.
3. Will accept report of missing person by telephone.
4. Investigative Steps:
 - Conduct risk assessment -
 - If high risk, complete and transmit an APBNet flyer.
 - Determine medical conditions -
 - Does the missing person have debilitating medical condition?
 - Does the missing person take medication?
 - Is the missing person in need of immediate medical treatment?
 - Is the missing person mentally impaired?

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Second Goal, Cont.

- Consider unusual circumstances –
 - Radical changes in behavior,
 - Recent mood changes,
 - Indications of foul play.
- Has the individual ever been reported missing in the past? -
 - If yes, where was missing person located?
- What means of transportation does the individual possess?
- Does the individual have access to cash?
- Broadcast description of missing person to all units.
- Complete DBRF.
- Computer entry of missing person.

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Third Goal

The trainee will understand and discuss Department **Policy 332, *Missing Persons***, as it relates to Missing Juveniles. Policy includes general missing person’s procedures with additional procedures and considerations, including:

1. Determine age. Small children/high risk— immediate action.
2. If the child is “At Risk” they must be entered into MUPS within 4 hours and a B.O.L.O. broadcast without delay.
3. Cross reporting must be accomplished within 24 hours in cases involving persons under 12.
4. School age – Are they just late from school?
5. Custody issues – Consider Parental abduction.
6. Consider the possibility of runaway/incorrigible.
7. See “Week 7” – “Runaway Juveniles” for further.

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Fourth Goal

The trainee will understand and discuss **Policy 334, Amber Alerts**, as relating to initiating an Amber Alert, including the following:

1. The Amber Alert is a resource for alerting the public in certain abduction cases. This is to be utilized in addition to APBNet flyer. The following criteria must be met:
 - A confirmed report was received of an abduction of a person under 18 or who has a mental or physical disability,
 - The victim is believed to be in imminent danger of serious harm or death,
 - There is sufficient information available that, if disseminated to the general public, could assist in the recovery of the victim.
2. Supervisor's approval is needed to initiate an Amber Alert.

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WEEK THIRTEEN GOALS

The trainee will complete the following goals during the twelfth week of Field Training:

1. The trainee will understand Department policy relating to Animal Control and Animal Complaints.
2. The trainee will understand and discuss the laws and Department policy regarding mental illness; safely and effectively respond to, control, and take into custody mentally disturbed persons, and complete the required forms.
3. The trainee will understand and discuss the function and responsibilities of the Records Section.
4. The trainee will know the location of various aides, such as references, records, computer files, etc.

References:

California Welfare and Institutions Code
Policy 360, *Death Investigations*
Policy 418, *Mental Illness Commitments*
Policy 806, *Records Section*
Policy 820, *Animal Control Procedures*
Training Bulletin No. 11-07, *Injured Animal Care*

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First Goal

The trainee will understand **Policy 820, *Animal Control Procedures***, and **Training Bulletin No. 11-07, *Injured Animal Care***, relating to Animal Control, Animal Complaints, and Injured Animals, to include:

1. Barking dogs:
 - Refer to Animal Control Officers during business hours, if possible.
 - Contact owner, advise of problem and suggest solutions. If no response, leave a note.
 - Develop other acceptable solutions.
 - If on going, refer to DDA (415 PC).

2. Found Animals:
 - Refer to Animal Shelter during business hours, if possible.
 - Determine owner (tags, neighbors, etc.).
 - TOT Animal Shelter if owner cannot be located.
 - Complete IC.
 - Complete deposit form and include IC number.

3. Injured animals:
 - During normal business hours, transport to a local authorized veterinary care clinic. After normal business hours, transport to Bay Area Veterinary Specialists, San Leandro.
 - Determine/Assist owner.
 - Obtain authorization for treatment.
 - If terminally injured, transport to a local veterinary, or Bay Area Veterinary Specialist, San Leandro.

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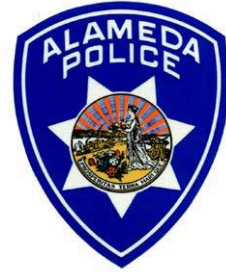
First Goal, Cont.

- Hit and Run with animal – generally, no report is taken, although an IC would be appropriate.
4. Injured Wildlife:
- During normal business hours, transport to Montclair Veterinary Hospital, Oakland. After normal business hours, transport to Bay Area Veterinary Specialists, San Leandro.

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Second Goal

The trainee will know the laws **Policy 418, *Mental Illness Commitments***, regarding mental illness; safely and effectively respond to, control, and take into custody mentally disturbed persons; and complete the required forms.

1. The trainee will identify and discuss the criteria set forth in the Welfare and Institutions Code by which an individual may be committed for a 72 hour hold (Section 5150 W&I):
 - Danger to himself/herself,
 - Danger to others,
 - Gravely disabled.

2. The trainee will explain significant considerations he or she must take into account when responding to mentally ill persons incidents, including the following considerations:
 - **THINK OFFICER SAFETY,**
 - Requesting cover to minimize resistance and enhance officer safety,
 - Keeping the disturbed person always in sight,
 - Identifying the dangers involved when dealing with mentally ill personalities,
 - Past history can be considered in addition to statements of others,
 - Confiscating firearms or other weapons for safekeeping,
 - Requesting an ambulance as soon as possible once a 5150 W&I determination has been made.

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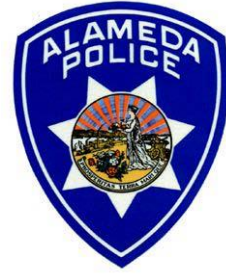
Second Goal, Cont.

3. The trainee will understand and discuss current law, Department policy and procedures for 5150 W&I and other mental illness cases, including a self-committal.
4. The trainee will identify the proper reports and/or forms involved in a mental illness investigation and demonstrate how to properly fill out the form(s).
5. The trainee will identify and visit the John George Psychiatric Facility used for evaluation, treatment, counseling, or referral.
6. The trainee will understand Department policy regarding psychiatric detentions with additional criminal charges for incarceration.
7. The trainee will explain the warrant process for mentally ill persons. This discussion will minimally include:
 - Affidavit (who makes it, where, and to whom),
 - Notice to Appear papers,
 - Commitment papers (warrant).
8. The trainee will identify the agency and mental health (when required) reports involved in a mental illness arrest both with and without a warrant.

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Second Goal, Cont.

9. The trainee will discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:
 - Urgent medical attention,
 - Arrest,
 - Referral for mental health services,
 - Referral to local developmental disabilities agency,
 - No police action required.

10. If an attempted suicide is suspected or in fact occurred, the trainee will understand and discuss the following:
 - Determine the method if possible,
 - Weapon,
 - Lethal Substance,
 - Is this an intentional act or an accident?
 - Locate and collect pill bottles to assist medical personnel,
 - Look for suicide notes, legal documents laid out, handwritten wills, etc.,
 - If death occurs, see **Policy 360, *Death Investigations***.

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Third Goal

The trainee will discuss **Policy 806, *Records Section***, and understand the function and responsibilities of the Records Section, including:

1. Describing the function of the records section in the reporting process, including:
 - Record Clerk processing,
 - Computerization,
 - Permanent storage of records, including reports, IC's and citations,
 - Public access to records. A fee is usually charged,
 - Computerized records, including NAMS, LOCS, BRET (local bicycles), AWS,
 - Crime classification through Uniform Crime Reporting (UCR) by FBI. Trainee will know "Part One" crimes and "Part Two" crimes.
2. Understanding the Case Number Log and where it is stored.
3. Knowing the path a report can take after it is completed by an officer, including:
 - Reports submitted for review by Sgt.,
 - Reports with computer entries turned in to Dispatch,
 - Report Correction / Service Request (SRS),
 - Reports temporarily removed from storage. They are not to leave the Records Section and are to be given back to Records personnel to re-file,
 - Distribution of reports to Detectives, Investigating officers, DDA, DMV, etc.
4. Understanding confidentiality info in reports.

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Fourth Goal

The trainee will know the location of various aides, such as references, records, computer files, etc., including:

1. Reverse Directory and ALI – COMCEN.
2. Emergency Contact Cards – COMCEN.
3. Morning Reports – Records Section – Lists all arrests and “Part One” crimes.
4. Incident Cards – Records Section – Filed chronologically each day.
5. Citation pink copies – Records Section – Filed by citation number.
6. Alameda Municipal Code.

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Field Training Guide Week Fourteen

WEEK FOURTEEN GOALS

The trainee will complete the following goals during the thirteenth week of Field Training:

1. Be familiar with and demonstrate an understanding of prison and street gangs and potential hazards.
2. Demonstrate knowledge and understand investigations relating to Business and Professions codes.
3. The trainee will understand and discuss the function and responsibilities of the Identification Section.

References:

California Business and Professions Code

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First Goal

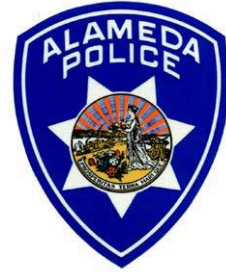
Be familiar with and demonstrate an understanding of prison and street gangs and potential hazards, including:

1. The trainee will discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.
2. The trainee will identify types of gangs that represent law enforcement concerns, including:
 - Street gangs,
 - Motorcycle gangs,
 - Prison gangs,
 - Cult/Ritualistic.
3. The trainee will discuss primary reasons for gang membership, including:
 - Peer pressure,
 - Common interest,
 - Protection/Safety.
4. The trainee will discuss characteristics that are common to most gangs, including:
 - Cohesiveness,
 - Code of silence,
 - Violence,
 - Rivalries,
 - Revenge.

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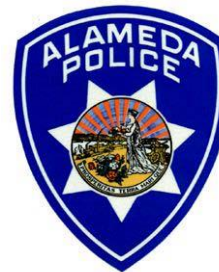
First Goal, Cont.

5. The trainee will explain law enforcement methods used to reduce gang activity, including:
- Identification of gang activity,
 - Coordination with allied agencies,
 - Reduction of the opportunity for criminal activities,
 - Requesting the District Attorney to consider criminal street gang enhancement charges (PC 186.22) when gang members are arrested.

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- Week Fourteen

Second Goal

The trainee will understand and discuss investigations relating to Business and Professions codes, including:

1. The trainee will identify and discuss the following B&P codes:
 - 25662 B&P
 - 25662(b) B&P
 - 25631 B&P

2. The trainee will identify and discuss the following Vehicle Codes relating to alcohol:
 - 23223(a) VC
 - 23224(a) VC
 - 23224(b) VC
 - 23225 VC

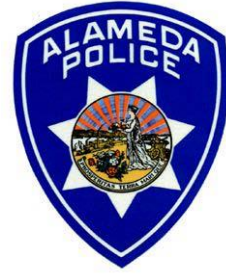
3. The trainee will explain considerations he/she should take into account when handling investigations relating to B&P violations, including:
 - Understanding that adequate identification, preservation, and examination of evidence must be obtained by trainee in order to establish proof of the violation,
 - Understanding the premise type and license restrictions,
 - Gathering information, such as:
 - Age and ID of involved parties,
 - Are minors or those under 21yrs old involved?
 - Type of beverage being consumed,
 - Are employees present or involved.

4. The trainee will confirm possession of a current copy of ABC Enforcement Manual.

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Third Goal

The trainee will understand and discuss the responsibilities of the Identification Section and its relationship to investigations, including:

1. Evidence collection and preservation, including:
 - Latent fingerprint collection, storage and comparison for criminal charging and court presentations,
 - Fingerprint enhancements,
 - Taking and storing of photographs at crime scenes, injury collisions, and other scenes as necessary,
 - Handling permit applications for:
 - School teachers,
 - Taxi operators,
 - Security Guards,
 - Massage technicians,
 - Carry Concealed Weapons.
2. Preparing evidence for court presentations as needed.
3. The trainee will understand and discuss the difference between requesting that ID respond to your scene as opposed to filing out an ID Request, including:
 - Being specific in requests, such as where item (car, knife, bottle) is being held for printing and a clear description of the item,
 - Understanding the process of collecting and drying wet items with evidence dryer in jail area.

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Week Fifteen

WEEK FIFTEEN GOALS

The trainee will complete the following goals during the fourteenth week of Field Training:

1. The trainee will understand and discuss policies and procedures relating to narcotics investigations.
2. The trainee will understand and discuss policies and procedures relating to the philosophy of Community Policing and its relationship and effect on the Alameda Police Department and the City of Alameda.

Reference:

California Health and Safety Code

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First Goal

The trainee will understand and discuss policy and procedures relating to narcotics, including:

1. The trainee will confirm possession of a current California Health and Safety Code.
2. The trainee will identify and discuss the following codes relating to the Narcotics and Vice Unit:
 - 11350(a) H&S
 - 11351 H&S
 - 11351.1 H&S
 - 11357(a) H&S
 - 11357(b) H&S
 - 11358 H&S
 - 11360 H&S
 - 11377 H&S
 - 11378 H&S
 - 11550 H&S
3. The trainee will be familiar with and recognize illegal drugs and identify common signs of use, how it is ingested into the body, and methods of packaging for illegal drugs, including:
 - Cocaine HCL – white powder,
 - Paper bindles,
 - Plastic bag with twist knot,
 - Cocaine base – brownish “rocks”,
 - Plastic baggy,
 - No packaging,
 - Methamphetamine – white/yellow/beige/clear – powder or crystalline,
 - Ziploc bags,
 - Bindle,

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First Goal, Cont.

- Heroin – black tar-like substance, or white or brown powder,
 - Clear cellophane,
 - Balloon.
 - LSD – various colored tablets/paper sheets,
 - Paper squares with drawings,
 - Small tablets,
 - PCP – white/yellow crystal,
 - Cellophane wrap,
 - Oily cigarette papers,
 - Marijuana – green leafy,
 - Ziploc bags,
 - Sandwich baggy,
 - Cigarettes,
 - Hashish – greenish brown,
 - Aluminum foil,
 - Ziploc bags.
4. The trainee will explain considerations he or she should take into account when handling investigations relating to H&S violations, including:
- Possession versus Sales,
 - Amount of substances seized,
 - Variety of substances,
 - Packaging materials,
 - Cash (note denominations),
 - Scales,
 - Pay/Owe sheets,
 - Cutting agents,
 - Cell phones/pagers.

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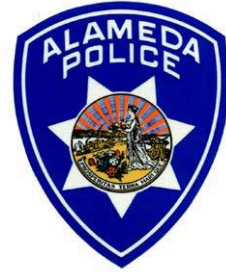
First Goal, Cont.

- 11550 H&S – Under the influence,
 - Pupils – size, reaction to light, nystagmus,
 - Respirations,
 - Pulse,
 - Skin condition – sweating, cold/clammy,
 - Injection marks,
 - Urine sample,
 - Photograph evidence if possible,
- Explaining and/or demonstrating how to react when encountering a plain-clothes officer in the field:
 - No display of recognition until presence acknowledged by plain-clothes officer,
 - In the absence of acknowledgement, reaction should be identical to any other citizen,
- Drug Schedules,
 - Schedule I – high addiction – no medical use,
 - Schedule II – high addiction – medical use, triplicate prescription,
 - Schedule III – addictive – medical use, abuse potential,
 - Schedule IV – limited abuse – medical use, monitored,
 - Schedule V – prescription – normal medical use,
- Substance Identification,
 - Physicians Desk Reference (PDR),
 - Poison Control Center.

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First Goal, Cont.

5. The trainee will review and discuss narcotics evidence processing, including:
 - Weigh substance to obtain gross field weight (GFW),
 - Nik test for investigative purposes only to determine if substance is a narcotic,
 - Do not test suspected “crank” for amphetamine first – test for methadrine,
 - Seal in K-pack. Label K-pack with report number, (S) name, charge, weight, badge #, and date,
 - Place K-pack in evidence envelope and properly seal. Create evidence tracking label. Initial label and affix to envelope,
 - Place envelope in NARCOTICS & CASH evidence,
 - Any other items collected (i.e. pipes) are placed in general evidence,
 - Cash seized in narcotics sales cases is submitted to NARCOTICS & CASH evidence,

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- Week Fifteen

Second Goal

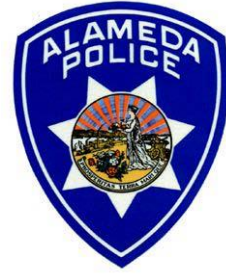
The trainee will understand and discuss procedures relating to the philosophy of Community Policing and its relationship and effect on the Alameda Police Department and the City of Alameda.

1. The trainee will 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, including:
 - The problem solving model SARA:
 - **Scan** – identify problem(s),
 - Who does it affect?
 - Crime problem, environment, location/time, persons involved.
 - **Analysis** – understand the problem by collecting data,
 - Personal observations,
 - Interviews,
 - Surveys,
 - Other officers,
 - Other agencies,
 - Crime reports,
 - Crime analysis,
 - **Response** – Take Action:
 - High visibility patrols,
 - Community meetings,
 - Referrals to appropriate agencies,
 - Increased enforcement,
 - **Assessment** – Was the response effective?
 - Change in calls for service,
 - Crime reporting,
 - Change in perception of problem by persons effected,
 - Will problem arise again?
 - Was your goal achieved?

FTO	Trainee	Date	Review

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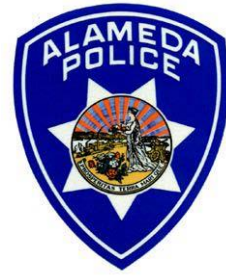
- Week Fifteen

Second Goal. Cont.

- Problem Oriented Policing,
 - APD form 61 (POP project form),
 - Key elements:
 - A problem is something that concerns or causes harm to citizens, not just police,
 - Addressing problems means more than quick fixes. It means dealing with the conditions that created the problem,
 - Investigation must be thorough even though it may not seem complicated. It must be described precisely. Problems are often not what they appear to be at first,
 - Police must proactively try to solve problems rather than just react to harmful consequences of the problems,
- Review resource “Problem Oriented Policing Training Guide.”

FTO	Trainee	Date	Review

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Field Training Guide
Week Sixteen

WEEK SIXTEEN GOAL

The trainee will complete the following goals during the fifteenth week of Field Training:

1. Understand operations, capabilities, and resources available in the Communications Center (COMCEN).
2. Understand the daily operations and responsibilities of each unit within the Investigations Division.

References:

Policy 802, *Communication Center*

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Field Training Guide



- Week Sixteen

First Goal

The trainee will read **Policy 802, *Communication Center***, and understand the operations, capabilities, and resources available in the Communications Center (COMCEN).

1. The trainee will know the various telecommunications systems that are used or monitored by dispatch to generate calls.
 - Radio System
 - Dispatcher can communicate on APD and Public Works frequencies.
 - Dispatcher can monitor AFD, SLPD, and ACSO frequencies.
 - Standard Telephone System
 - Receives non-emergency calls (ideally).
 - Caller's number and location are unknown.
 - 911 System
 - For wired (land line) phones only.
 - Receives emergency calls only.
 - Caller's number and general map coordinates are provided by system software.
 - Emergency calls are immediately dispatched. Callers are held on phone if necessary.
 - e911 System
 - For wireless (cellular) phones only.
 - Receives emergency calls only.
 - Caller's number and location are provided by system software.
 - Emergency calls are immediately dispatched. Callers are held on phone if necessary.

FTO	Trainee	Date	Review

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- Week Sixteen

First Goal, Cont.

- Alarm Systems. Monitored alarm boards in COMCEN provide immediate notification of tripped alarm locations.
 - Pacific Security Burglary & Fire Alarm board.
 - Public Works Private Branch Exchange (PBX) board.
 - APD Jail alarm board.
2. The trainee will know the computer systems and databases that are available to the dispatcher.
- Computer Aided Dispatch (CAD) System
 - Assists with entry, dispatch, and automatic logging of calls. See the following:
 - California Law Enforcement Telecommunications System (CLETS). Provides access to State and Federal law enforcement databases:
 - California Justice Information Services (CJIS)/Department of Justice (DOJ):
 - Wanted Persons
 - Missing Persons
 - Violent Offenders
 - Sex & Arson Registrants
 - Stolen Articles
 - Stolen Vehicles
 - Firearms Catalog
 - DMV Files

FTO	Trainee	Date	Review

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- Week Sixteen

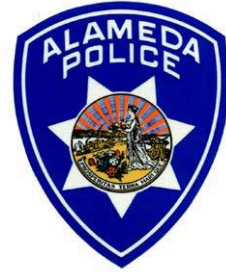
First Goal, Cont.

- National Crime Information Center (NCIC):
 - Wanted Persons
 - Missing Persons
 - Unidentified Persons
 - Gang/Terrorist Members
 - Deported Felons
 - Foreign Fugitives
 - Persons under Protective Orders
 - Sex Offenders
 - Secret Service Protective File
 - Criminal History Queries
 - Probation/Parole Files
 - Persons Incarcerated in Federal Prisons
 - Stolen Articles
 - Stolen Boats
 - Stolen Guns
 - Stolen License Plates
 - Stolen Securities
 - Stolen Vehicles
 - Canadian Police Information Center
 - Criminal Justice Agency Identifier
- Records Management System (RMS). Provides access to call details and internal databases. Provides platform for communication between computer terminal and patrol vehicle's Mobile Display Terminal (MDT):
 - Call History (CH)
 - Unit History (UH)
 - Unit Status (US)
 - NAMS
 - LOCS
 - BRET

FTO	Trainee	Date	Review

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- Week Sixteen

First Goal, Cont.

3. The trainee will know the miscellaneous resources available in the COMCEN:
 - Automatic Location Identification (ALI)
 - Provides telephone subscriber name and address for a telephone number.
 - More accurate and up to date than reverse directory.
 - Reverse Directory for public numbers
 - For publicly listed numbers only.
 - Provides resident name and telephone number for a location, or
 - Provides resident name and address for a telephone number.
 - Restraining Order Files
 - Provides information on protected party, restrained party and conditions of court order.
4. The trainee will understand how the Computer Aided Dispatch (CAD) System is used for dispatching police calls.
 - Calls are received through telecommunications system and entered into the CAD system.
 - CAD system assists dispatchers in assigning call type and priority to calls.
 - CAD system assigns sector based on geography.
 - CAD system sends entered calls to dispatcher's screen for radio dispatching.
 - CAD system records details of each call that are input by dispatchers until the call is closed.

FTO	Trainee	Date	Review

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- Week Sixteen

Second Goal

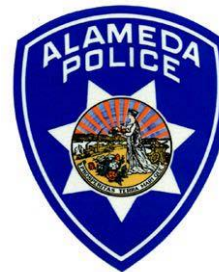
The trainee will understand the daily operations and responsibilities of each unit within the Investigations Division.

1. The trainee will be familiar with the logging and assignment of cases in the Investigations Division.
 - All reports from the previous 24 hour period are provided to the Investigations Lieutenant for review along with a Morning Report summarizing significant cases.
 - Reports are assigned to the three investigative units based on unit responsibility.
 - Sergeants in each investigative unit receive their reports and separate felony cases.
 - Felony cases are assigned to an investigator and logged in the Case Management System.
 - Investigators update Case Management System as cases are worked.
 - Misdemeanor cases are reviewed for information by all investigators in the unit, but are not logged unless assigned and worked.
2. The trainee will be familiar with the three investigative units and their responsibilities.

FTO	Trainee	Date	Review

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- Week Sixteen

Second Goal. Cont.

- Property Crimes Unit:
 - Auto Theft
 - Burglary
 - Grand Theft
 - Stolen Property
 - Fraud & Forgery
 - Identity Theft
 - High Tech. Crimes
 - Arson
 - Elder Financial Abuse
 - Pawns
- Special Investigative Unit:
 - Narcotics
 - Prostitution
 - Gambling
 - Bingo gaming licenses
 - Dance permits
 - Alcohol Beverage Control (ABC) licenses
 - 290 PC
 - Probation
 - Parole
- Violent Crimes Unit:
 - Homicide
 - Robbery
 - Assault with deadly weapon
 - Domestic violence
 - Kidnap/Abductions
 - Missing persons
 - DOA's
 - Adult and Juvenile Sex Crimes
 - Runaway/Incorrigible
 - Officer involved shootings
 - Gun Violations
 - Bomb/Explosives

FTO	Trainee	Date	Review

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Field Training Guide
Week Seventeen

WEEK SEVENTEEN GOALS

The trainee will complete the following goals during the sixteenth week of Field Training:

1. Possess a general understanding of the current Memorandum of Understanding.
2. Possess a working knowledge of the policies outlined in the Alameda Police Department (Lexipol) Policy Manual.
3. Understand and discuss subpoenas and courtroom testimony/demeanor.
4. Understand and discuss the policy and procedures relating to aircraft accidents.

References:

Policy 300, *Use of Force*
Policy 310, *Officer-Involved Shooting*
Policy 314, *Vehicle Pursuits*
Policy 322, *Search and Seizure*
Policy 328, *Discriminatory Harassment*
Policy 338, *Hate Crimes*
Policy 348, *Court Appearance and Subpoenas*
Policy 340, *Conduct*
Policy 402, *Racial/Bias Based Profiling*
Policy 434, *Aircraft Accidents*
Policy 450, *Use of Audio Recorders*
Policy 1012, *Alcohol and Drug Use*
Policy 1014, *Sick Leave*

ALAMEDA POLICE DEPARTMENT

Field Training Guide



- Week Seventeen

First Goal

To demonstrate general understanding of the current Memorandum of Understanding, the trainee will summarize the following sections:

1. Hours of Work,
2. Overtime, Callback, etc.
3. Sick Leave (**Policy 1014, Sick Leave Reporting**),
4. Leaves of Absence,
5. Probationary Period,
6. Layoff & Re-employment,
7. Discharge or Discipline (**Policy 340, Conduct**),
8. Outside Employment.

FTO	Trainee	Date	Review

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- Week Seventeen

Third Goal

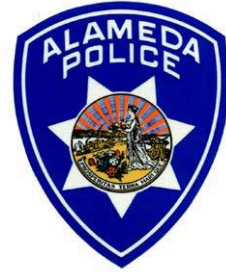
The trainee will understand and discuss subpoenas and courtroom testimony/demeanor (**Policy 348, Court Appearance and Subpoenas.**)

1. The trainee will understand and discuss policies and procedures relating to the subpoena process.
2. The trainee will explain the value of impressive and professional courtroom demeanor and appearance. This discussion will also cover the fact that perjury in court and officers falsifying police reports are felony crimes that can result in both criminal and civil actions against the officer, and civil actions against agency.
3. The trainee will explain the value of a pre-trial conference with the prosecuting attorney, including:
 - Refreshing the officer's memory,
 - Coordination of efforts.
4. The trainee will demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.

FTO	Trainee	Date	Review

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- Week Seventeen

Fourth Goal

The trainee will understand and discuss policies and procedures relating to aircraft accidents (**Policy 434, Aircraft Accidents.**)

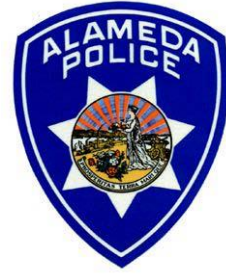
FTO	Trainee	Date	Review

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Field Training Guide
Week Eighteen

WEEK EIGHTEEN GOALS

During this week the FTO is in plain clothes. The FTO will advise the trainee only while both are in the police vehicle; otherwise the FTO acts as a "Ride-Along".

The trainee will perform the following goals during the seventeenth week of Field Training.

1. Know and be able to perform all solo beat officer duties and responsibilities in a safe and effective manner.
2. The trainee will spend a period of time in the COMCEN, observing and participating as appropriate, in Dispatch operations. *This requirement can be met during Week 18 or Week 19, unless it was previously completed.*

The following topics will be discussed during the seventeenth week of Field Training:

1. The FTO will review cases not handled to this point in the Field Training Program. Any items not handled should be reviewed for proper investigation techniques and/or accepted Department procedure and be appropriately documented on the DOR.
2. The FTO should review what types of investigations and assignments the trainee has not handled, is unfamiliar with, or is having difficulty with and the trainee should be encouraged to volunteer for these type of calls.
3. The trainee will review and discuss the various intra-departmental types of assistance available.
4. The trainee will review and discuss the various inter-departmental types of assistance available.

There will be no written test this week, although ongoing verbal testing should be expected from the FTO.

ALAMEDA POLICE DEPARTMENT
Field Training Guide



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Field Training Guide Week Nineteen

WEEK NINETEEN GOALS

During this week the FTO is in plain clothes.

The trainee will perform the following goals during the eighteenth week of Field Training.

1. Know and be able to perform all solo beat officer duties and responsibilities in a safe and effective manner.
2. The trainee will spend a period of time in the COMCEN, observing and participating as appropriate, in Dispatch operations. *This requirement can be met during Week 18 or Week 19, unless it was previously completed.*

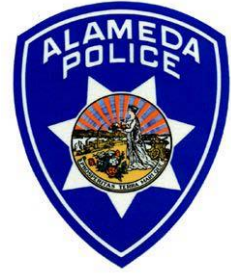
The FTO's responsibilities during the eighteenth week of Field Training are:

1. The nineteenth week of the program should emphasize evaluation. Training therefore should be at a minimum.
2. The trainee should have the basic knowledge to perform as a solo beat officer and the FTO should give the trainee every opportunity to handle the assignments without FTO assistance.
3. The FTO should act as a "Ride-Along". Any assistance that the trainee might need should come from another officer, preferably an FTO. The FTO must realize that the advice from another officer may not be accurate, or it may be advice that the FTO feels is unacceptable from a trainee standpoint. For this reason, the trainee should be encouraged to turn to an FTO or sergeant for assistance.

There will be no written test this week, although ongoing verbal testing should be expected from the FTO.

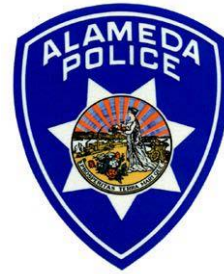
1. It is important that the FTO keep in mind that he/she is only to act as an observer, therefore any questions the trainee is not able to answer should be cleared up by a sergeant or another officer, preferably an FTO.

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<u>RADIO CODE</u>	<u>PRONUNCIATION</u>	<u>MEANING</u>
901	<i>Nine-O-One</i>	vehicle collision
901A	<i>Nine-O-One-A</i>	vehicle collision with injuries
904	<i>Nine-O-Four</i>	message acknowledged
908	<i>Nine-O-Eight</i>	out of service
908A	<i>Nine-O-Eight-A</i>	out of service - meal
908B	<i>Nine-O-Eight-B</i>	out of service - rest/relief
908D	<i>Nine-O-Eight-D</i>	out of service - off duty
908F	<i>Nine-O-Eight-F</i>	out of service - follow up
908T	<i>Nine-O-Eight-T</i>	out of service - traffic stop
909	<i>Nine-O-Nine</i>	in service
909D	<i>Nine-O-Nine-D</i>	in service - on duty
910	<i>Nine-Ten</i>	arrived on scene
912	<i>Nine-Twelve</i>	suspicious circumstances
912P	<i>Nine-Twelve-P</i>	suspicious person
912V	<i>Nine-Twelve-V</i>	suspicious vehicle
914	<i>Nine-One-Four</i>	telephone Comcen
924	<i>Nine-Two-Four</i>	APD HQ, respond to APD
926	<i>Nine-Two-Six</i>	give your location
933	<i>Nine-Three-Three</i>	alarm
933A	<i>Nine-Three-Three-A</i>	alarm - audible
933F	<i>Nine-Three-Three-F</i>	alarm - false
933R	<i>Nine-Three-Three-R</i>	alarm - robbery
933S	<i>Nine-Three-Three-S</i>	alarm - silent
936	<i>Nine-Three-Six</i>	warrant check
936P	<i>Nine-Three-Six-P</i>	property check for stolen status
937	<i>Nine-Three-Seven</i>	warrant/property check return
937C	<i>Nine-Three-Seven-C</i>	clear of warrants or stolen status
937D	<i>Nine-Three-Seven-D</i>	subject reported to be dangerous
937F	<i>Nine-Three-Seven-F</i>	possible felony warrant
937H	<i>Nine-Three-Seven-H</i>	subject has a health hazard
937M	<i>Nine-Three-Seven-M</i>	possible misdemeanor warrant
937S	<i>Nine-Three-Seven-S</i>	possible stolen vehicle/property
937V	<i>Nine-Three-Seven-V</i>	possible vehicle warrant
937X	<i>Nine-Three-Seven-X</i>	subject on terrorist watch list
938	<i>Nine-Three-Eight</i>	cancel last assignment
939	<i>Nine-Three-Nine</i>	computer/radio system down
940	<i>Nine-Forty</i>	contact/meet the officer/citizen
940B	<i>Forty-B</i>	OFFICER NEEDS EMERGENCY HELP
947	<i>Nine-Four-Seven</i>	request for police (usually by AFD)
950	<i>Nine-Five-O</i>	investigate/take report from citizen

ALAMEDA POLICE DEPARTMENT

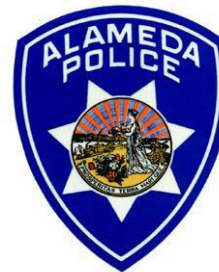
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955	<i>Nine-Five-Five Nine-</i>	stray animal
955A	<i>Five-Five-A</i>	stray animal - aggressive
955B	<i>Nine-Five-Five-B</i>	barking problem
955E	<i>Nine-Five-Five-E</i>	animal bite case
955F	<i>Nine-Five-Five-F</i>	injured animal
968	<i>Nine-Six-Eight</i>	dead animal
968A	<i>Nine-Six-Eight-A</i>	dead animal - citizen standing by
970	<i>Nine-Seventy</i>	parking problem
970A	<i>Nine-Seventy-A</i>	parking problem - abandoned vehicle
988	<i>Nine-Eighty-Eight</i>	unable to copy radio transmission

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Field Training Guide



RADIO CODES CONT:

Code ONE	Respond at your convenience
Code TWO	Routine non-emergency assignment (No lights or siren)
Code THREE	Emergency Assignment – lights and siren
Code FOUR	No cover needed – No further assistance
Code FIVE	Stake out
Code SIX	Out of Sector – Out of City of Alameda
Code SEVEN	Coffee Break (not currently used)
Code EIGHT	Send cover officer
Code NINE	No cover available
Code TEN	Out of vehicle, in service with radio (PWT)
Code ELEVEN	Cover far away
Code 33	Clear air for emergency radio traffic
Code 34	Terminates Code 33- Resume normal radio traffic
Code 100	

COMMONLY USED DISPOSITIONS/PHRASES

PWT	Park/Walk/Talk (Code 10)	SOW	Sent On Way
RTF	Report to Follow	UTL	Unable To Locate
GOA	Gone On Arrival	IC	Incident Card
NAT	Necessary Action Taken	FI	Field Interview (card)
AV	Abandoned Vehicle	AIO	All In Order
J	Juvenile	X	Female
F	Family	N	Neighbor
“I” Only	Incident Only - Necessary Action Taken		
POSTED	Commonly used when clearing an “AV”		
CITE	Commonly used when clearing a traffic stop / parking problem		
RINGER	Audible Alarm (not commonly used)		
SQ	Single Query (check if stolen – automobile)		
DQ	Double Query (check for stolen and registration info)		
TRIP	Triple Query (check for stolen, registration info and warrants)		
1028	Requesting registration information		
6060	Check for warrants (not out on a subject)		
22500E	Vehicle Blocking Driveway		
22500F	Vehicle Blocking Sidewalk		
8-7.7	Parking on Private Property		
8-7.9	Oversized Vehicle		
8-7.11	Trailer/R.V./Boat parking prohibited		

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Field Training Guide



FIELD TRAINING PROGRAM
COMPLETION RECORD / COMPETENCY ATTESTATION

Trainee Name	Badge #	Date of Completion
Name of Field Training Officers	Field Assignment	Field Training Dates (inclusive) FROM TO
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in the Field Training Program Guide.

_____	_____
Signature of Trainee	Date

I certify that Officer _____ has received the instruction outlined in the Field Training Program Guide and that Officer _____ has performed competently in all structured learning content areas. I also certify that all tests have been completed in a satisfactory manner. I further certify that he/she is now prepared to work as a solo patrol officer.

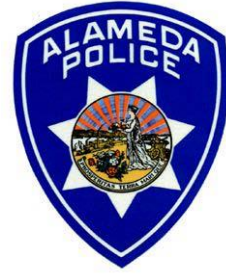
_____	_____
Primary Field Training Officer Signature	Date
_____	_____
Field Training Program SAC Signature	Date

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.

_____	_____
Agency Head	Date

ALAMEDA POLICE DEPARTMENT

Field Training Guide



(Please fill out and turn in when you appear for your interview.)

Field Training Officer - Application Form

Instructions: Complete each inquiry below. If not applicable, mark N/A. Applications should be returned to the FTO Commander. All applicants will be advised of the status of their application and the selection procedure which follows its submission.

1. Applicant's Name _____ Badge # _____
Last First Middle
2. Date of Appointment _____ to the Alameda Police Department.
3. Police Experience: APD _____ Other Agencies: _____
yrs / months yrs / months
4. What other agencies (if indicated)? _____
5. List any teaching, training or supervisory experience that you have had in law enforcement, military or private enterprise.

6. Do you possess a teaching credential? Yes _____ No _____
If yes, what type of credential? _____
7. Present Assignment: Shift _____ Days Off _____
Present Supervisor _____
Last two Supervisors you worked for prior? _____