

## Revised January 2017

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# **SAN DIEGO COUNTY SHERIFF'S DEPARTMENT**

## **MISSION, VISION, AND VALUES**

### ***Our Mission...***

In partnership with our communities, we provide the highest quality public safety services in an effort to make San Diego the safest urban county in the nation.

### ***Core Values...***

**Honesty** - We are truthful in our words and in our actions.

**Loyalty** – We are loyal to our Department and our profession and committed to protecting the quality of life in the communities we serve.

**Trust** - We are confident in the integrity, the ability and the good character of our colleagues.

**Respect** - We treat everyone with dignity, honoring the rights, ideas and opinions of all individuals.

**Fairness** - We are just and impartial in all of our interactions. Our decisions are made without personal favoritism.

**Integrity** - As people of character and principle. We do what is right, even when no one is looking.

**Diversity** - We embrace the strength in the diversity of our employees and our communities.

### ***Organizational Vision....***

We earn the respect and the confidence of the public as a professional public safety organization. We are innovative and responsive to the needs of those we serve, and work in partnership with our communities. We attract and retain highly competent and diverse employees.

# COURT TRAINING MANUAL INSTRUCTIONS

## OBJECTIVE

The objective of the Court Training Program is to develop competent, independently functioning deputy sheriffs, who are capable problem solvers and fully committed to providing a safe environment within the courts in furtherance of the Department Mission and Core Values Statement.

## COURT TRAINING MANUAL

The Court Training Manual consists of the Core Training Topics, which trainees will be required to master. Trainees are required to have the Court Training Manual with them at all times and present it to any training officer or supervisor that requests it. Also included are the Standardized Evaluation Guidelines. Trainees are required to fully read the Court Training Manual, paying particular attention to the Standardized Evaluation Guidelines. Trainees will be rated based on those standards and must achieve at least an “acceptable” rating in all areas to be released from training. Trainees should read the criteria for and strive to achieve the “better than acceptable” rating.

There is a sign off portion for each of the Core Topics. The following explains what each sign off means:

**DISCUSSED:** The FTO and trainee have discussed the policies, procedures, or laws relevant to each training topic. Through discussion, the Trainee is able to articulate an understanding of a training topic. This is the minimum that must be met and accomplished.

**DEMONSTRATED:** The FTO has performed a training topic, or simulated a training topic for the trainee to take an active role.

**ACCOMPLISHED:** The trainee has performed the training topic independently, demonstrating an understanding of the sequence of steps, correct procedure, and proper format. All topics must be signed off at the end of the eighth week to be released from training. If not possible, then the trainee must be signed off in the demonstrated section.

**NOTE:** Since the majority of CSB training for courts is conducted at the Central Courthouse, many references will be found in the Training Manual, which pertain to the locations and functions that occur in that facility. This includes: Security Control Center (Control), Psychiatric Evaluations Forensics (PEF), and Felony Disposition Courts (FDC). Throughout the training manual those areas will be noted as (Central Courthouse). Training that is conducted at the outlying courts will need to substitute those areas with the appropriate locations/operations that are specific to their court.

## STANDARDIZED EVALUATION GUIDELINES

To eliminate the discrepancies between FTO's, a list of Standardized Evaluation Guidelines has been developed. The purpose of these guidelines is to "anchor" evaluations to performance in each Core Topic. **All trainees should be evaluated throughout the entire program utilizing the fully functional Deputy Sheriff standard as "Acceptable."** The ratings are as follows:

### 1 - UNACCEPTABLE:

The trainee does one or more of the following: Cannot perform any of the task(s) independently, makes severe mistakes, needs constant reminders, or does not take the initiative in handling routine duties. Individual task(s) have been discussed and / or demonstrated, but the trainee shows little to no retention.

### 2 - IMPROVEMENT NEEDED:

The level of performance demonstrated does not show sufficient knowledge, understanding, or ability to complete the task independently without errors or assistance. **It is understood the trainee will receive this score until they perform as a fully functional Deputy Sheriff would.**

### 3 - ACCEPTABLE:

The trainee can perform the majority of the task(s) with very little to no assistance or errors. The trainee has demonstrated the ability to operate as fully functional Deputy Sheriff in the Core Topic being evaluated.

### 4 - BETTER THAN ACCEPTABLE:

The level of performance exceeds the acceptable standards set for the task. Few trainees will achieve these ratings, however, all should know the criteria and be striving for it.

## DAILY EVALUATIONS

Each day, at the end of the shift, the FTO will complete the Daily Evaluation using the Standardized Evaluation Guidelines. The FTO will also complete the Daily Notes. The trainee will review the Daily Evaluation and Notes with their FTO and sign the forms.

## DAILY NOTES

The Daily Notes are used to give details such as what objectives have been set for training, either for the entire phase or for the day. The training delivered to the trainee will also be documented, whether that training was lecture, demonstration, or role-play. A report of the trainee's performance will be included. This is essentially a narrative of the day's performance. Lastly, the FTO will state any recommendations as to additional items to study, whether the trainee has successfully completed the phase and can be recommended to proceed, or if the trainee should be extended or re-phased.

To obtain the above stated results, the following main headings were developed:

**TRAINING OBJECTIVES**  
**PERFORMANCE**  
**COMMENTS**

## **TRAINING EXPECTATIONS**

### **WEEKS 1-3 (15 Working Days)**

In weeks 1-3, the trainee will be exposed to several aspects of the Court training program. However, the primary focus of this first phase will be inmate interaction, preliminary investigation, report writing, evidence and impound procedures.

The FTO will familiarize the trainee with the layout of the facility, the various work locations, locker room, break rooms, administrative offices and professional staff positions. By the end of this phase the trainee will be thoroughly familiar with the building infrastructure. The FTO should inspect the trainee daily to ensure compliance with Department uniform and grooming standards. The trainee should familiarize themselves with the contents of the Department Policies and Procedures Manual, the CSB Policies and Procedures Manual, the Use of Force Addendum F and this Court Training Manual.

The trainee will begin immediately in this phase to interact with inmates. Emphasis will be placed on prisoner control, including restraint, proper search practices, and inmate interaction. The trainee will be exposed to inmate holding facilities including Psychiatric Evaluations Forensics (PEF – Hall of Justice). Officer Safety practices and techniques will be emphasized during this and all subsequent phases. The trainee will be instructed on and expected to have a clear understanding of the Department's Use of Force Policy and Procedure including notification and reporting procedures.

The trainee will receive instruction on the Weapons Screening Stations and will receive exposure to the court emergency alarm system, the Security Control Center (SCC – Central Courthouse) and various communication systems, hand held radio and computer systems.

The trainee will begin conducting preliminary investigations during this phase. The FTO should have the trainee write all reports, take notes, explain what items are important and demonstrate proper questioning of victims, suspects and reporting parties. Evidence procedures and impounding will be thoroughly explained and demonstrated.

### **WEEKS 4-6 (15 Working Days)**

In weeks 4-6, the trainee will be expected to understand the cover deputy's role in the court setting and become familiar with the security issues for the various positions / locations in the Felony Disposition Courts (FDC – Central Courthouse), Arraignment and Readiness courts. The trainee should be ready to begin mastering courtroom procedures, courtroom security, and jury trial procedures.

The trainee should be gaining more independence as he/she progresses through this phase. He/She should be competent in handling the security of prisoners. The FTO should emphasize the timeliness of completing written work, preliminary investigations and the processing / packaging of evidence. The FTO will stress the continued progression of Officer Safety Tactics, Inmate / Public Interaction, and verbal communication and facility security. By the end of this phase the trainee should be able to articulate the proper policies and procedures to be followed in the court setting and during critical incidents.

### **WEEKS 7-8 (10 Working Days)**

The trainee should be able to handle most of the routine work at this point. Training should be on the more complex aspects of the job: responding to critical incidents, completing reports requiring more in depth investigations, honing officer safety skills, displaying proficient interaction with inmates, handling disputes, and conducting searches. The trainee should also be familiar with the various

computer systems. The trainee shall know the Department's Policy and Procedures on responding to and reporting domestic violence and missing persons.

The trainee will receive an overview of the specialized courts: domestic violence (restraining orders / orders of forthwith removal), unlawful detainers, civil, small claims, and drug court.

The last week of this phase the trainee will be "shadowed." In this phase the trainee is working on his/her own and the FTO shadows him/her. The FTO's responsibilities are solely to shadow and monitor the trainee's performance. The FTO should not respond to calls, or become involved in any activity unless it pertains to his/her trainee. (The only exception would be that of an emergency, 11-99 etc.).

By the end of the third phase, the trainee should be performing at the "acceptable" rating in all areas covered by phases 1, 2 and 3 as illustrated in the Standardized Evaluation Guidelines (Section XX).

### **SHIFT ROTATION**

It is recommended that the trainee be exposed to all shifts during the training period when applicable. This will enhance the trainee's knowledge of the fluctuating workloads and shift specific procedures.

### **SPECIALIZED POSITIONS** (Intermittent training throughout all phases)

The trainee should be exposed to the various specialized positions within the facility, such as the holding tanks, weapons screening stations, PEF (Hall of Justice), SCC (Central Courthouse), and other facility-specific positions. The intention here is to give the trainee a basic knowledge of those positions.

### **EXTENDED PHASE**

This phase is to be utilized when the trainee has not attained the level of performance required by the end of the phase. The FTO may recommend to the Training Sergeant that the phase be extended for a specific period of time, not to exceed 21 working days, so that the trainee may perform at the required level. The FTO may also recommend the trainee repeat the entire phase of training. This recommendation must be supported by daily evaluations and FTO worksheets. The extended phase can occur at any point in the training process.

If the trainee is still unable to perform at an "acceptable" rating level after the extended phase, the FTO will document the deficiency(s) in the end of phase evaluations. The evaluations and all supporting documents will be submitted to the facility commander via the chain of command. The facility commander will consider the recommendation and supporting documents, and decide whether the trainee should receive additional training or be terminated.

### **FTO WORKSHEET**

The FTO worksheet is a tool to be used by the FTO when the trainee has a deficiency. The FTO worksheet is not a punitive procedure. It is an effort to bring the trainee up to an acceptable level by documenting the training already attempted, recommending further training and evaluating whether the trainee has improved.

### **EIGHT WEEK PHASE TRAINING PROGRAM**

All sworn personnel transferred to the Court Services Bureau will participate in an eight week Phase Training Program for probationary trainees or a four week Accelerated Learning Program for tenured deputies. Adjustments to extend or expedite deputies in training will be approved by the facility Training Sergeant or above. Factors to consider when making adjustments are:

- Court location
- Deputy tenure

- Previous Experience
- Current training evaluations

#### **ACCELERATED LEARNING PROGRAM (A.L.P.)**

This phase of training may be utilized upon assignment, of a tenured deputy, to CSB. The Training Sergeant will determine eligibility status for the Accelerated Learning Program. The time in training will be determined on a case-by-case basis, taking into account the experience level of the deputy. The deputy should work all of the assigned positions at least once and will be required to be signed off in all areas before completion of training will be recommended to the training staff.



**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT**  
**Daily Trainee Evaluation (Courts Services Bureau)**

<b>TRAINEE:</b>	<b>T.O.:</b>	<b>DATE:</b>				
<b>RATING SCALE</b>	<b>TRAINING / POSITION WORKED:</b>	<b>WEEK:</b>	<b>DAY:</b>			
<b>4- BETTER THAN ACCEPTABLE</b> <b>3- ACCEPTABLE</b> <b>2- IMPROVEMENT NEEDED</b> <b>1- UNACCEPTABLE</b> <b>N/O NOT OBSERVED</b>	<b>TRAINING OBJECTIVE:</b>					
<b>PERFORMANCE</b>		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>N/O</b>
<b>1. FACILITY ORIENTATION / PREPARATION</b>						
Knowledge of policy and procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facility knowledge		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resources / forms / equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General appearance		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. SECURITY CONTROL CENTER</b>						
Understanding of functions and responsibilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associated equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. COMMUNICATION SYSTEM</b>						
Radio procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer operations skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. WEAPONS SCREENING STATION</b>						
Understanding of functions and responsibilities		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associated equipment		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. OFFICER SAFETY</b>						
Good defensive posture		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition of potential hazards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contact and cover		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Awareness of surroundings		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. PRELIMINARY INVESTIGATION</b>						
Working knowledge of preliminary investigation process		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Properly charges suspects with appropriate code		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. EVIDENCE PROCEDURE: Type:</b>						
Collecting / preserving / protecting evidence		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Packaging evidence		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. REPORT WRITING: Type:</b>						
Spelling and grammar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Timely and accurately completed		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Basic report writing skills		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Covers elements of crime		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. INMATE HOLDING FACILITIES / PEF</b>						
Policy and procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title 15 requirements		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Standard operating procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. PRISONER CONTROL / TRANSPORTATION</b>						
Custody control routes / procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demeanor		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Positioning		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Handcuffing technique / different restraints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. SEARCHES</b>					
Awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Systematic / methodical search	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search and pat-down technique / officer safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. USE OF FORCE</b>					
Policy and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Control techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. HANDLING DISPUTES</b>					
Ability to intervene and assist	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Command presence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. CRITICAL INCIDENTS</b>					
Response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate / coordinate / contain	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. GENERAL COURTROOM PROCEDURES</b>					
Courtroom preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rapport with court staff / Judge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures / bailiff responsibilities / etiquette	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Court openings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. JURY TRIAL PROCEDURES</b>					
Jury interaction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Aware and attentive to needs of court	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demeanor / behavior	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. COURTROOM SECURITY</b>					
Custody control / awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Emergency procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associated equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recognition of unusual circumstances / cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. PUBLIC INTERACTION</b>					
Verbal communication / demeanor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Body language / positioning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. VEHICLE OPERATIONS</b>					
Policy and Procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associated equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driver skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20. MISC. PERFORMANCE TOPICS</b>					
Self-initiated activity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stress control: verbal / behavioral	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economy of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acceptance of criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-image / confidence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>ATTACHED REPORTS: No</b>					
<b>FTO WORKSHEET ASSIGNED: No</b>					
<b>NOTES:</b>					
<b>TRAINEE</b>		<b>DATE</b>		<b>TRAINING OFFICER/DATE</b>	
<b>REVIEWED BY:</b>					

## **FTO WORKSHEET**

**TRAINEE** \_\_\_\_\_ **ID#** \_\_\_\_\_ **DATE** \_\_\_\_\_ **WEEK** \_\_\_\_\_

**FTO** \_\_\_\_\_ **ID#** \_\_\_\_\_ **DATE** \_\_\_\_\_ **FACILITY** \_\_\_\_\_

Training in the following area(s) is to be stressed over the next \_\_\_\_\_ days. You will be expected to have mastered the listed task by: (date) \_\_\_\_\_

**PROBLEM** - (Define the problem specifically, giving examples. Describe training already conducted.)

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**TRAINING ASSIGNMENT** - (Define the specific assignments given to the trainee to correct the problem.)

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This worksheet has been discussed with me \_\_\_\_\_  
\_\_\_\_\_ **Trainee Signature** \_\_\_\_\_ **ID#** \_\_\_\_\_ **Date** \_\_\_\_\_  
-----  
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### **FOLLOW - UP**

1.	Has the trainee satisfactorily completed the training plan?	YES	NO
2.	Is the trainee now performing at a satisfactory level in the problem area?	YES	NO
3.	Has an additional assignment been given?	YES	NO
4.	If #3 is yes, was another worksheet assigned?	YES	NO

**COMMENTS:** \_\_\_\_\_  
\_\_\_\_\_

	Signatures	ID#	Date
Trainee			
FTO			
Training SGT.			

### **ASSIGNMENT LOG**

<b>Assignment</b>	<b>Date Assigned &amp; Training Officer</b>	<b>Date Completed &amp; Training Officer</b>	<b>Optional Comments</b>
Use of Force Policy			
Court Security Manual			
SD Courts Web Site			
Court Test			
Radio Codes / Enforcement Codes Test			
Court Terminology			
CSB P&P			
Evidence Packaging Instructions			
Bailiff Emergency Operations Briefing with Court Staff			

### **REPORT WRITING LOG**

<b>Form</b>	<b>Crime / Incident</b>	<b>Case Number</b>	<b>Date</b>	<b>Optional Comments</b>
Arrest Report	11377 H&S			
JIMS Incident Report - ISR	Inmate Status Report			
Crime Report	242 P.C. Battery			
Crime Report	594 P.C. Vandalism			
Arrest Report	11550H&S or 647F			
Citation	148(A)(1) P.C.			
Arrest Report	Warrant Arrest			
Arrest Report	171(b) P.C.			
Incident Report	Found Property			
F.I. Report	Field Interview			
Judicial Threat Assessment	N/A			
Trial Court Funding	N/A			
Alt: Crime / Arrest	76 (a) P.C.			
Alt: Crime / Arrest	422 P.C.			

### Phase Training Mandatory Reading List

The Trainee will become familiar with the San Diego Sheriff's Departmental Policy & Procedures, Court Services Policy & Procedures and associated Facility Specific Sections. In addition the Trainee will be familiar with the California Penal Code. The Trainee will be expected to explain or locate the correct answer, when questioned about operations of Court Services that are governed by these procedures.

Once the Trainee has read and understands each section, he/she will initial and date the appropriate line. The Corporal/FTO will initial this section when he/she is confident that the Trainee understands.

<b>CSB POLICY AND PROCEDURE</b>	<u>Dep's Init.</u>	<u>Date</u>	<u>CPL/FTO</u>
<a href="#"><u>B.01 Uniform for Court Services Bureau Personnel</u></a>	_____	_____	_____
<a href="#"><u>C.01 Duties and Responsibilities</u></a>	_____	_____	_____
<a href="#"><u>C.02 Responsibility for Evidence</u></a>	_____	_____	_____
<a href="#"><u>C.03 Media in the Courtroom</u></a>	_____	_____	_____
<a href="#"><u>C.04 Firearms Evidence</u></a>	_____	_____	_____
<a href="#"><u>E.06 Juvenile Segregation Title 15 Compliance</u></a>	_____	_____	_____
<a href="#"><u>E.07 Classification Plan Title 15 Compliance</u></a>	_____	_____	_____
<a href="#"><u>E.13 Admittance to Court Holding Areas</u></a>	_____	_____	_____
<a href="#"><u>E.14 Pre-Intake Screening Title 15 Compliance</u></a>	_____	_____	_____
<a href="#"><u>E.15 Key Control</u></a>	_____	_____	_____
<a href="#"><u>E.16 Log Book</u></a>	_____	_____	_____
<a href="#"><u>E.17 Telephone Use</u></a>	_____	_____	_____
<a href="#"><u>E.22 Incident Reports Title 15 Compliance</u></a>	_____	_____	_____
<a href="#"><u>E.24 Cell Extractions</u></a>	_____	_____	_____
<a href="#"><u>F.06 Weapons Screening</u></a>	_____	_____	_____
<a href="#"><u>F.07 Additional Security</u></a>	_____	_____	_____
<a href="#"><u>F.09 Vehicle Assignment and Use</u></a>	_____	_____	_____
<a href="#"><u>F.11 Access Card Control</u></a>	_____	_____	_____
<a href="#"><u>F.12 Judicial Threats and Threat Assessment</u></a>	_____	_____	_____
<a href="#"><u>F.15 Transportation of Inmates</u></a>	_____	_____	_____
<a href="#"><u>F.16 Inmate Searches</u></a>	_____	_____	_____
<a href="#"><u>F.20 Use of Restraint Devices</u></a>	_____	_____	_____
<a href="#"><u>F.21 Authorized Restraint Devices</u></a>	_____	_____	_____
<a href="#"><u>F.23 Inmate Release following Acquittal</u></a>	_____	_____	_____
<a href="#"><u>F.25 Bureau Response to Homeland Security Advisory System</u></a>	_____	_____	_____
<a href="#"><u>F.26 Use of Force Reports</u></a>	_____	_____	_____
<a href="#"><u>F.27 Courtroom Crime Scenes</u></a>	_____	_____	_____
<a href="#"><u>F.29 Reporting Requirements for Warrant Arrests</u></a>	_____	_____	_____
<a href="#"><u>F.30 Service Animals</u></a>	_____	_____	_____
<a href="#"><u>G.01 Medical Emergencies</u></a>	_____	_____	_____

[G.02 Inmate Riot and Disorder](#)

[G.03 Evacuation Plan](#)

[G.04 Escape Procedures](#)

_____	_____	_____
_____	_____	_____
_____	_____	_____

### **Mandatory Reporting Incidents**

	<b>DEP'S INTL</b>	<b>DATE</b>	<b>CPL/FTO</b>
Dept. P&P 6.17 Child Abuse	_____	_____	_____
Dept. P&P 6.19 Elder and Dependent Abuse	_____	_____	_____
Dept. P&P 6.57 Missing Person	_____	_____	_____
Dept. P&P 6.97 Domestic Violence	_____	_____	_____

### **JIMS SYSTEM**

The Corporal/FTO will demonstrate how to access and explain what the following screens contain. The Trainee will correctly demonstrate how to access and identify these screens. The Cpl /FTO shall initial when the Trainee has successfully completed these functions.

### **Functions/Screens:**

	<b>DEP'S INTL</b>	<b>DATE</b>	<b>CPL/FTO</b>
Opening Log Entries	_____	_____	_____
11-53 Log entries	_____	_____	_____
Inmate History	_____	_____	_____
Rule Violation Reports	_____	_____	_____
Incident Reports	_____	_____	_____
SD LAW	_____	_____	_____

# SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

## CORE TRAINING TOPICS

### I. FACILITY ORIENTATION / PREPARATION

The trainee shall become familiar with the areas and procedures associated within the Court facility. This shall include, but is not limited to, the following:

#### Discussed and/or Demonstrated:

- |   |  |
|---|--|
| <p>_____ Presiding Judge's Department /<br/>Chambers</p> <p>_____ Asst. Pres. Judge's Department</p> <p>_____ Supervising Judge</p> <p>_____ All exits and entrances</p> <p>_____ Weapon screening stations</p> <p>_____ Location of equipment and facilities<br/>within the building</p> <p>_____ Location and function of each<br/>department within the court facility</p> <p>_____ Sheriff's administrative offices</p> <p>_____ Field office</p> | <p>_____ Inmate holding areas</p> <p>_____ Civil Office</p> <p>_____ Clerks offices</p> <p>_____ Hall of Justice</p> <p>_____ Judicial Secretaries</p> <p>_____ Psychiatric Evaluation Forensics</p> <p>_____ Control</p> <p>_____ DA's office</p> <p>_____ CSB investigations</p> <p>_____ Locations of medical equipment</p> <p>_____ Court Investigations</p> <p>_____ Computer Locations (Intranet Access)</p> |
|---|--|

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

#### 1. Department Policy and Procedures

##### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

##### **IMPROVEMENT NEEDED (#2)**

The trainee is unfamiliar with most policies and procedures and unable to complete procedures without assistance.

##### **ACCEPTABLE (#3)**

The trainee competently follows the guidelines of policy and procedures and other rules and regulations.

##### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates exceptional knowledge and consistent application of department guidelines and regulations and is a resource to others.

#### 2. Facility Knowledge

##### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

##### **IMPROVEMENT NEEDED (#2)**

The trainee knows very little about the facility and needs constant assistance to find his or her way around.

**ACCEPTABLE (#3)**

The trainee can competently find their way around the facility with little or no assistance.

**BETTER THAN ACCEPTABLE (#4)**

The trainee has an exceptional working knowledge of the facility and can find their way around without assistance.

**3. Resources/forms/equipment****UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

**IMPROVEMENT NEEDED (#2)**

The trainee needs assistance to locate and / or does not use information resources available: Computer systems, investigative units, specialized and professional staff positions.

**ACCEPTABLE (#3)**

The Trainee can competently locate and use information resources available: Computer systems, investigative units, specialized and professional staff positions. The trainee has required equipment and follows procedures when checking equipment out.

**BETTER THAN ACCEPTABLE (#4)**

The Trainee utilizes all information resources available on a regular basis and shares this information with fellow deputies. The trainee is totally equipped/prepared to handle all routine and non-routine tasks.

**4. General appearance**

Refer to the following policy and procedure sections.

Department Policy and Procedures	3.12	Uniform Appearance
	8.8	Uniforms
Court Services Bureau Policy and Procedures	B.01	Uniform for Court Services Bureau Personnel



## II. SECURITY CONTROL CENTER

The trainee shall demonstrate and explain the procedures associated with the Security Control Center (main courthouse).

### **Discussed and/or Demonstrated:**

\_\_\_\_\_ Emergency Alarm System  
\_\_\_\_\_ Video-monitoring equipment  
\_\_\_\_\_ Sign-out board  
\_\_\_\_\_ Key-log  
\_\_\_\_\_ Radio operations  
\_\_\_\_\_ Deployment roster  
\_\_\_\_\_ Control log  
\_\_\_\_\_ Information Resources

\_\_\_\_\_ **Required Reading: F.11,F.25**

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no improvement.

### **IMPROVEMENT NEEDED (#2)**

The trainee is unable to comprehend or perform SCC (Central Courthouse) functions without assistance and has difficulty operating associated equipment in a competent manner.

### **ACCEPTABLE (#3)**

The trainee has a good understanding of the functions and responsibilities of SCC (Central Courthouse) and competently operates associated equipment.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee shows exceptional knowledge of, and can readily demonstrate all functions of SCC (Central Courthouse) including operation of associated equipment.

### III. COMMUNICATIONS SYSTEMS

The trainee shall become familiar with the courthouse communication system. The trainee will learn the procedures used for the radios and the radio codes. Additionally, the trainee will learn how to access the Sheriff's Intranet, e-mail system, and information sources using the Sheriff's computers. The trainee will demonstrate proficiency in accessing and using information sources. The trainee will know the difference between public information and confidential information. These sources include, but will not be limited to, the following:

#### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Court emergency alarm panels,
- \_\_\_\_\_ Location and procedure for obtaining radio equipment (batteries, chargers)
- \_\_\_\_\_ Proper radio communication procedures during normal traffic and critical incidents

#### **Computer Information**

- |                        |                     |
|------------------------|---------------------|
| _____ SDLaw            | _____ CSB Intranet  |
| _____ RI01, MA09, DA09 | _____ E-mail system |
| _____ JIMS             | _____ eSun System   |

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

#### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / remedial training is given with no improvement.

#### **IMPROVEMENT NEEDED (#2)**

The trainee is unfamiliar with radio procedures. The trainee requires assistance when accessing the Sheriff's Intranet, e-mail system, and information sources using the Sheriff's computers.

#### **ACCEPTABLE (#3)**

The trainee comprehends radio transmissions and alarm signals, knows proper radio codes, and is able to communicate in a competent and professional manner. The trainee uses the telephone instead of the radio when appropriate. The trainee is able to access the Sheriff's Intranet, e-mail system, and information sources using the Sheriff's computers with minimal assistance. The trainee understands the difference between public information and confidential information.

#### **BETTER THAN ACCEPTABLE (#4)**

The trainee has an exceptional knowledge of all communications and alarm procedures, always communicates or responds to alarms with above average competence and professionalism. The trainee requires no assistance when accessing the Sheriff's Intranet, e-mail system, and information sources using the Sheriff's computers. The trainee has a thorough understanding of the difference between public information and confidential information.

## IV. WEAPONS SCREENING STATION

The trainee shall become familiar with the Weapon Screening Station procedures. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Prevent weapons from entering the courthouse
- \_\_\_\_\_ Maintain security of entrance/exits
- \_\_\_\_\_ Public interaction/assistance
- \_\_\_\_\_ Professionalism
- \_\_\_\_\_ Critical incident procedures
- \_\_\_\_\_ Officer safety
- \_\_\_\_\_ Equipment familiarization: x-ray, magnetometer, and hand wand
- \_\_\_\_\_ B.O.L.'s

\_\_\_\_\_ **Required Reading: F.6**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee needs assistance when assigned to a Weapon Screening position. The trainee has not yet developed the skills to operate the equipment associated with Weapons Screening.

### **ACCEPTABLE (#3)**

The trainee is competent with the Weapon Screening position and can explain the functions of the position with little or no assistance. The trainee is able to observe the x-ray machine and magnetometer with little or no assistance. The trainee interacts with public appropriately.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee has an exceptional knowledge of the Weapon Screening position and can explain various functions. The trainee is able to observe and monitor the x-ray and magnetometer competently. The trainee communicates well with the public. The trainee follows proper procedures for alarms and critical incidents.

## V. OFFICER SAFETY

The Trainee shall demonstrate an understanding of the basic principles of Officer Safety and Contact / Cover. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Determines best approach when making a contact or covering
- \_\_\_\_\_ Notifies communications of status
- \_\_\_\_\_ Practices contact / cover technique
- \_\_\_\_\_ Maintains defensive posture (FI position) and controls subjects effectively
- \_\_\_\_\_ Aware of surroundings and potential hazards (minimizes hazards)
- \_\_\_\_\_ Knows when to request additional cover
- \_\_\_\_\_ Gun hand free
- \_\_\_\_\_ Uses handcuffs / alternative restraints properly and safely
- \_\_\_\_\_ Uses safe techniques during searches / pat downs
- \_\_\_\_\_ Is aware of alternative routes when moving prisoners within the court building

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee does not demonstrate an understanding of, or consistently utilize principles of, Officer Safety. The trainee does not identify hazards, exposes partner to danger and creates hazardous conditions. The trainee demonstrates poor or no pat down and / or poor positioning when dealing with suspects / inmates. The trainee does not request a cover deputy when circumstances dictate that he or she should.

### **ACCEPTABLE (#3)**

The trainee maintains a good defensive posture and consistently applies principles of Officer Safety. The trainee uses adequate search and pat down techniques, rarely makes errors in safety principles, recognizes potential hazards and adequately covers partner and self. The trainee is alert to unusual and unexpected situations and knows the proper response required.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee always maintains a superior defensive posture for themselves and their partners. The trainee demonstrates good, thorough searches and pat downs. Officer Safety awareness is reflected in all situations. The trainee is aware of, and responsive to, potential hazards and escalations. The trainee provides excellent cover for self and other deputies.

## VI. PRELIMINARY INVESTIGATION

The trainee shall become familiar with the procedures of investigating court-related crimes against persons and property. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Property Crimes - determine if a crime has been committed - interview witnesses, victims, suspects - identify suspects/obtain description - identify weapons involved - direction of travel radio BOL - apprehension of suspect
- \_\_\_\_\_ Crimes against persons - provide first aid or request medical assistance if necessary - preserve scene and restrict personnel - identify suspects and weapons involved - radio BOL - locate and preserve evidence - interview witnesses, suspects, victim, etc. - apprehension of suspect
- \_\_\_\_\_ Interview - Miranda - probable cause
- \_\_\_\_\_ Domestic violence investigations
- \_\_\_\_\_ Missing persons investigations
- \_\_\_\_\_ Warrant Arrests – contact procedures – calling for cover units – arresting the suspect report writing – booking procedures

\_\_\_\_\_ **Required Reading: F.27, F.29**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee fails to demonstrate a working knowledge of the Preliminary Investigative process. The trainee is unable to determine if a crime has been committed, fails to interview victims and witnesses, or conducts poor interviews and fails to gain the necessary information. The trainee is unable to identify a domestic violence incident or does not follow department guidelines regarding domestic violence incidents. The trainee does not follow or have a working knowledge of department policy regarding missing persons. The trainee does not follow procedures when making warrant arrests.

### **ACCEPTABLE (#3)**

The trainee has demonstrated a working knowledge of the Preliminary Investigative process. The trainee knows the appropriate section of the law to charge a suspect in a criminal situation. The trainee is competent in the procedures for Preliminary Investigations, and completes the entire investigative process with minimal assistance. The trainee has a working knowledge of the domestic violence and missing persons policy and procedures. The trainee follows procedures when making warrant arrests.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee has demonstrated an exceptional knowledge of the process for Preliminary Investigations. The trainee conducts the entire Preliminary Investigation. The trainee demonstrates a high degree of proficiency when making arrests.

## VII. EVIDENCE / IMPOUND PROCEDURE

The trainee shall become familiar with the department policy on the collection, preservation, reporting, and impounding of evidence as well as miscellaneous property. This shall include, but is not limited to, the following.

### **Discussed and/or Demonstrated:**

\_\_\_\_\_ Evidence collection, processing, and preservation  
\_\_\_\_\_ Packaging, marking, storage of valuables, weapons, clothing, photographs  
\_\_\_\_\_ Narcotics – packaging, weighing and testing  
\_\_\_\_\_ Bulk/Safekeeping  
\_\_\_\_\_ Lab evidence/requests  
\_\_\_\_\_ Reporting  
\_\_\_\_\_ Evidence log  
\_\_\_\_\_ Evidence tags

\_\_\_\_\_ **Required Reading: Dept. P&P 6.28, 6.29**

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee is unfamiliar with department evidence procedures. The trainee consistently fails to locate evidence, destroys or contaminates evidence, collects evidence in an improper manner, and fails to correctly record the evidence.

### **ACCEPTABLE (#3)**

The trainee has demonstrated a working knowledge of the collection, preservation and reporting of evidence. The trainee consistently locates evidence and is able to collect it using approved methods. The trainee properly records the evidence and properly packages it for storage.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee has an exceptional knowledge of evidence technology, identification, collection and preservation. The trainee is familiar with testing procedures and classification of evidence and understands the strengths and limitations of the crime lab.

## VIII. REPORT WRITING

The trainee shall become familiar with the report writing process. The trainee shall also become familiar with the Matrix Reference Guide and possess a working knowledge of the appropriate forms. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Forms: crime – arrest - booking slip - probable cause declaration - deputy's reports - rule violation reports - PIM slip - time sheet - job-related injury – completeness – accuracy speed and proper routing
- \_\_\_\_\_ Citations: complete / accurate information - correct court date and time - correct code section and appropriate notes on the back of the citation –
- \_\_\_\_\_ Field Interview: complete / accurate information - complete description including tattoos – scars - proper knowledge of the crime potential - photograph when appropriate –
- \_\_\_\_\_ Narrative: correct regional format – complete – clear – concise – spelling – grammar – elements of the crime and completed in a timely manner –

\_\_\_\_\_ **Required Reading: E.22 & F.12**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee has the general inability to accurately organize a concise, understandable report in a timely fashion:

- omission or misstatement of facts – omission of data in required boxes – elements of crime missing – confusion or misleading narrative – continual spelling errors - consistent improper grammar – illegible – excessive time used in completion of necessary reports – unable to enter data, select proper screens or fields, loses data, omits data.

### **ACCEPTABLE (#3)**

The trainee has the general ability to write reports accurately in a well-organized and timely fashion:

- Complete statement of facts – specific crime elements delineated – legible – minimal spelling errors – correct grammar – concise, understandable language – reasonable time used in completion of necessary reports – able to enter data with few errors, can access and operate all programs.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates an exceptional ability to write reports accurately in a well-organized and timely fashion. The trainee completes a thorough investigation and defines the elements of the crime. The trainee makes no spelling or grammatical errors. The trainee is thoroughly familiar with all forms and when to use them.

## IX. INMATE HOLDING FACILITIES / PSYCHIATRIC EVALUATION FORENSICS

The trainee shall demonstrate and explain the procedures associated with the responsibilities of the inmate holding areas. This shall include, but is not limited to, the following:

### Discussed and/or Demonstrated:

- |  |   |
|--|---|
| _____ Standard operating procedures  | _____ Moving custodies within holding area                  |
| _____ Security of keys   | _____ Handcuffing and waist chain procedures                |
| _____ Facility security  | _____ Inmate rules and regulations                          |
| _____ Attitude and demeanor  | _____ Inmate disciplinary problems                          |
| _____ Admittance to holding area   | _____ Prisoner restraint options                            |
| _____ General guidelines for holding area personnel  | _____ Contagious diseases                                   |
| _____ Search procedures and contraband   | _____ Classification of inmates / identification wristbands |
| _____ Handling new arrests   | _____ Custody control register                              |
| _____ New commits  | _____ Security checks                                       |
| _____ Property handling procedures for new arrest and new commits  | _____ Computer information                                  |
| _____ Juvenile Holding Cells   | _____ HT-5 procedures                                       |
| _____ Standard operating procedures for PEF (main courthouse) - moving custodies from holding tank to PEF (main courthouse) - waist chains / leg chains - securing inmates - prisoner count – use of force |   |
| _____ Emergency Procedures: Medical - Escape - Evacuation – Emergency Gun Storage Boxes  |   |

\_\_\_\_\_ **Required Reading: E.6, E.7, E.13, E.14, E.15, E.16, E.17, E.24, F.20, F.21**

Date Accomplished	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee is able to complete some of the required custody holding facilities and PEF (Hall of Justice) procedures with minimal assistance but is unable to properly perform basic procedures independently.

### **ACCEPTABLE (#3)**

The trainee is familiar with the custody holding facilities and PEF (Hall of Justice) procedures. The trainee completes basic procedures with little or no assistance. The trainee shows good officer safety skills and inmate interaction. The trainee completes inmate counts and completes paperwork in a timely manner. The trainee is familiar with the PEF (main courthouse) procedures.

### **BETTER THAN ACCEPTABLE (# 4)**

The trainee demonstrates and explains a thorough knowledge of the custody holding facilities and PEF (Hall of Justice) procedures. The trainee completes basic procedures with no assistance. The trainee demonstrates confidence and command presence. The trainee demonstrates proficient officer safety skills, professional inmate interaction and completes counts accurately and in a well organized and timely manner. The trainee demonstrates and explains a thorough knowledge of the PEF (Hall of Justice) procedures.



## X. PRISONER CONTROL / TRANSPORTATION

The trainee shall demonstrate and explain the procedures associated with the responsibilities of transporting prisoners within the courthouse. This shall include, but is not limited to, the following:

### Discussed and/or Demonstrated:

- |  |  |
|--|--|
| _____ Prisoner control: verbal / physical – officer safety | _____ Inmate classification                        |
| _____ Prisoner searches                                    | _____ Deputy to prisoner ratio                     |
| _____ Demeanor   | _____ Handcuffing technique                        |
| _____ Positioning  | _____ Routes to all holding tanks                  |
| _____ Using public hallways / sidewalk                     | _____ Alternative routes within the court building |
| _____ Stairwells / elevators                               | _____ Proper paperwork for prisoners               |
| _____ Juvenile Holding Area / Routes                       |  |

### \_\_\_\_\_ Required Reading: F.15

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee is unaware of the proper route to use from the holding tanks to the courtrooms when moving a prisoner. The trainee needs to be reminded about paperwork and/or its distribution. The trainee is unfamiliar with prisoner classifications. The trainee is not yet proficient in the application and / or removal of restraints. The trainee does not maintain physical control of the inmates and does not give clear and timely verbal commands.

### **ACCEPTABLE (#3)**

The trainee knows the proper route to take from the holding tanks to the courtrooms when moving a prisoner. The trainee knows the proper paperwork required and how to distribute it. The trainee is aware of prisoner classification and handles them accordingly. The trainee displays a professional demeanor. The trainee is knowledgeable about the different types of restraints and how they are used. The trainee maintains a tactical position when applying or removing the restraints. The trainee maintains good physical control of the inmates and also gives clear and timely verbal commands.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates an exceptional knowledge of the building floor plan. The trainee has exceptional knowledge of the paperwork required and its distribution. The trainee has exceptional officer safety skills, maintains good physical control and gives clear and timely verbal commands.

## XI. SEARCHES

The trainee shall demonstrate proper search techniques. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

_____ Person searches	_____ New commit
_____ Courtroom / tank security checks	_____ Pat down (systematic, scope of search)
_____ Positioning	_____ Contraband
_____ Opposite sex	_____ Officer safety
_____ Prisoner holding area searches	_____ Handcuffing

\_\_\_\_\_ **Required Reading: F.16**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1):**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee has not demonstrated a working knowledge of the different types of searches, uses poor safety practices. The trainee fails to conduct thorough, systematic search.

### **ACCEPTABLE (#3):**

The trainee uses the most advantageous position. The trainee is alert to the actions or movements of the inmate. The trainee searches the inmate only after the proper application of the restraints. The trainee takes the time to perform a systematic and methodical search. The trainee correctly records location of evidence and contraband.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates a thorough knowledge of the different types of searches while using good safety practices. The trainee completes a thorough, systematic and effective search. The trainee consistently makes detailed records of the locations of suspect(s), evidence and contraband.

## XII. USE OF FORCE

The trainee shall demonstrate their knowledge of the department policy on the use of force. This shall include, but will not be limited to, the following:

### **Discussed and/or Demonstrated:**

- \_\_\_\_\_ Understanding of the moral and legal considerations pertaining to the use of force
- \_\_\_\_\_ Using proper level of force when handling / controlling prisoners
- \_\_\_\_\_ Knowledge of the policy on discharge of firearms
- \_\_\_\_\_ Reporting process
- \_\_\_\_\_ Notify supervisor
- \_\_\_\_\_ Policy and Procedures: Dept. P&P Section 2.49 and Addendum Section F
- \_\_\_\_\_ Use of spit socks

\_\_\_\_\_ **Required Reading: F.26**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee uses inappropriate force. The trainee is unable to control prisoners and documents incidents poorly. The trainee often needs assistance when dealing with inmates due to a lack of command presence and inability to diffuse situations involving hostile prisoners.

### **ACCEPTABLE (#3)**

The trainee is familiar with the Department's policy on the use of force. The trainee has adequate control techniques and good prisoner control. The trainee generates the proper documentation and makes the appropriate notifications.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates and explains an exceptional knowledge of the Department's policy on the use of force. The trainee uses appropriate force when necessary and maintains good control over the inmates. The trainee thoroughly documents the use of force and makes appropriate notifications.

### XIII. HANDLING DISPUTES

The trainee shall become familiar with the procedure for handling disputes. This shall include, but is not limited to, the following:

**Discussed and/or Demonstrated:**

- \_\_\_\_\_ Domestic disputes (domestic violence, citizen arrest, referrals, etc.)
- \_\_\_\_\_ Mental cases (5150)
- \_\_\_\_\_ Under the influence
- \_\_\_\_\_ Transients
- \_\_\_\_\_ Unruly court customers
- \_\_\_\_\_ Inmate and staff within the holding areas
- \_\_\_\_\_ Restraining orders (how to obtain, where to obtain, how to enforce, types)
- \_\_\_\_\_ Remaining impartial
- \_\_\_\_\_ Separation of parties
- \_\_\_\_\_ Explaining options
- \_\_\_\_\_ Notifying Control of your location and status
- \_\_\_\_\_ Radio communications

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

**UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

**IMPROVEMENT NEEDED (#2)**

The trainee cannot handle a dispute without assistance, does not remain impartial and does not separate parties or explain options. The trainee is unsure of the criminal vs. civil process. The trainee does not understand their legal responsibility to intervene. Trainee does not communicate with SCC (Central Courthouse).

**ACCEPTABLE (#3)**

The trainee has demonstrated a working knowledge when handling the various types of court dispute situations. The trainee remains impartial, separates parties, explains options, and understands the legal responsibility to intervene and the difference between criminal and civil law. Communicates with SCC (Central Courthouse), advises status and location.

**BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates exceptional knowledge when handling various types of court disputes. The trainee remains impartial, separates parties, explains options and understands the legal responsibility of intervening. The trainee uses exceptional interpersonal skills, facilitating resolution if possible, or achieving a peaceful separation to seek other redress. Trainee continually advises SCC (Central Courthouse) of his/her status.

## XIV. CRITICAL INCIDENTS

The trainee shall demonstrate the ability to safely respond to and handle critical incidents. This shall include, but is not limited to, the following:

### Discussed and/or Demonstrated:

- \_\_\_\_\_ Pre-planning
- \_\_\_\_\_ Aware of escape routes
- \_\_\_\_\_ Communicate, coordinate and contain
- \_\_\_\_\_ Takes safe, efficient route allowing quickest response
- \_\_\_\_\_ Recognizes the degree of severity and responds appropriately
- \_\_\_\_\_ Familiar with fire, riot, hostage, bomb threats, evacuation procedures etc.
- \_\_\_\_\_ Policy and procedure when with an inmate
- \_\_\_\_\_ Nova shields, less lethal
- \_\_\_\_\_ Medical / providing first aid
- \_\_\_\_\_ Coordinating with Court Staff

\_\_\_\_\_ **Required Reading: G.1, G.2, G.3, G.4**

Date Accomplished _____	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished _____	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee is unfamiliar with the various emergency procedures. The trainee fails to respond quickly to the appropriate location. The trainee fails to maintain area of responsibility. The trainee is unable to recognize the severity of the situation. The trainee does not recall important facts for later reporting. The trainee is unfamiliar with the different types of emergency equipment.

### **ACCEPTABLE (#3)**

The trainee demonstrates the ability to safely, quickly, and effectively respond to and handle critical incidents. The trainee is a good team player, handles area of responsibility, and is familiar with the different types of emergency equipment. The trainee recognizes and recalls important facts for later reporting.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates expertise and command presence when safely, quickly and effectively responding to critical incidents. The trainee is familiar with the various types and uses of emergency equipment. The trainee has the ability to perform as a team leader. The trainee uses exceptional tactics and recognizes important facts for later reporting.

## XV. GENERAL COURTROOM PROCEDURES

The Trainee shall demonstrate and explain the procedures associated with the responsibilities and duties associated with each of the components. This shall include, but is not limited to, the following:

### Discussed and/or Demonstrated:

_____ Courtroom preparation	_____ Closed session
_____ Courtroom etiquette	_____ Media
_____ Court documents / paperwork	_____ New commits
_____ Court openings	_____ Rapport with Court Staff
_____ Court proceedings	_____ Rapport with Judge/Commissioners
_____ Witness assistance	_____ Handling and processing of evidence and exhibits
_____ Court terminology	

\_\_\_\_\_ **Required Reading: C.1, C.2, C.3, C.4**

Date Accomplished	Training Officer Signature: _____ Print: _____	ARJIS
Date Accomplished	Trainee Signature: _____ Print: _____	ARJIS

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee cannot explain the procedures for the various types of court proceedings. The trainee needs reminders to properly proceed through all or parts of the various types of court proceedings.

### **ACCEPTABLE (#3)**

The trainee is competent with the procedures for most types of court proceedings. The trainee can explain the procedure required for the matters in the courtroom including evidence, exhibit procedures, and witness assistance. The trainee knows and has demonstrated the court openings, knows some court terminology, and is familiar with court documents including court minutes, booking slips, order to produce form, and prisoner description forms (CT-7).

### **BETTER THAN ACCEPTABLE (#4)**

The trainee has exceptional knowledge of the procedures required for all of the various types of court proceedings. The trainee knows and has exceptional knowledge of the court openings, knows some court terminology, and is familiar with court documents including court minutes, booking slips, order to produce form, and prisoner description forms (CT-7).

## XVI. JURY TRIAL PROCEDURES

The Trainee shall demonstrate and explain the procedures associated with the responsibilities and duties associated with each of the components. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

\_\_\_\_\_ Jury selection / seating  
\_\_\_\_\_ Voir Dire  
\_\_\_\_\_ Trial  
\_\_\_\_\_ Arguments  
\_\_\_\_\_ Jury instruction  
\_\_\_\_\_ Jury room  
\_\_\_\_\_ Bailiff's oath

\_\_\_\_\_ Sequestering the Jury  
\_\_\_\_\_ Verdict  
\_\_\_\_\_ Avoiding bailiff misconduct  
\_\_\_\_\_ Special situations  
\_\_\_\_\_ Avoiding Inappropriate  
Statements/Prejudicial Comments  
\_\_\_\_\_ Maintaining Neutrality

\_\_\_\_\_ **Required Reading: F.7**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional Training is given with no progress being made.

### **IMPROVEMENT NEEDED (#2)**

The trainee has not demonstrated a working knowledge of the different procedures of a jury trial. The trainee needs reminders to properly proceed through all parts of court proceedings.

### **ACCEPTABLE (#3)**

The trainee is competent with most types of court proceedings. The trainee can get through a jury trial with little or no mistakes. The trainee also makes good use of resources and time.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates an exceptional knowledge of handling all types of jury trials. The trainee anticipates the needs of the court and is well prepared.

## **XVII. Courtroom Security**

The Trainee shall demonstrate and explain the procedures associated with the responsibilities and duties of each of the components. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

- |   |  |
|---|--|
| <input type="checkbox"/> Unrestrained Custodies   | <input type="checkbox"/> Security of back hallways                 |
| <input type="checkbox"/> Familiar with the security manual                                  | <input type="checkbox"/> Spectator control                         |
| <input type="checkbox"/> Knowledge of the security plans for the Central Courthouse and HOJ | <input type="checkbox"/> Conditions constituting a high-risk trial |
| <input type="checkbox"/> Locking and unlocking courtrooms                                   | <input type="checkbox"/> Procedures to minimize threat             |
| <input type="checkbox"/> Courtroom security searches  |  |
| <input type="checkbox"/> High Risk Trials   |  |

☐ **Required Reading: F.7**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little or no retention. The trainee does not make good use of time and resources. The trainee fails to recognize a high-risk trial and takes no precautions. The trainee is unfamiliar with the use of the different restraining devices and when to use them. Additional / Remedial training is given with no progress being made.

### **IMPROVEMENT NEEDED (#2)**

The trainee always fails to do a courtroom search. The trainee doesn't challenge people in the back hallways and is not always in control of the security in the courtroom. The trainee needs reminders to properly follow security procedures. The trainee is unaware of his surroundings in the courtroom. The trainee is unaware of what constitutes a high-risk trial and what procedures to follow. The trainee does not demonstrate sufficient knowledge in using the different restraining devices. The trainee does not request cover when appropriate.

### **ACCEPTABLE (#3)**

The trainee is competent in securing the courtroom. The trainee has read and understands the security manual, knows the operation of the emergency panel. The trainee recognizes what a high-risk trial is and follows the proper procedures. The trainee is able to obtain the necessary documentation when selecting which restraint is most appropriate for an in custody defendant. The trainee must be prepared to articulate on the record the reasons for the decision. The trainee displays a professional demeanor when applying correct security measures for his courtroom.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee demonstrates a thorough knowledge of the different aspects of courtroom security. The trainee does courtroom security checks several times a day and is aware of his surroundings. The trainee demonstrates exceptional awareness of security problems, is attentive, and makes good use of available resources and time. The trainee demonstrates an exceptional knowledge of a high-risk trial. The Trainee knows the correct way to use the different restraining devices and deploys them in an efficient and professional manner. The trainee keeps supervisors informed when an unusual occurrence happens.



## **XVIII. PUBLIC INTERACTION**

The trainee shall demonstrate courteous professional contacts with the public, court staff, peers and inmates. This shall include, but is not limited to, the following:

### **Discussed and/or Demonstrated:**

\_\_\_\_\_ Fairness  
\_\_\_\_\_ Impartial  
\_\_\_\_\_ Non-discriminatory  
\_\_\_\_\_ Professional  
\_\_\_\_\_ Objective  
\_\_\_\_\_ Body language  
\_\_\_\_\_ Verbal communication

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional / Remedial training is given with no progress being made. The trainee fails to meet expectations as described on the FTO worksheet.

### **IMPROVEMENT NEEDED (#2)**

The trainee has a difficult time relating/interacting with others. They are abrupt, belligerent, sarcastic, overbearing, or overly aggressive. The trainee is timid or shy, unsure how to act, displays poor posture, violates personal space; uses arrogant bearing or poor voice command, appears discriminatory and leaves radio volume so loud it interferes with conversation. The trainee loses his or her composure during stress related contacts.

### **ACCEPTABLE (#3)**

The trainee generally establishes competent, courteous interpersonal contacts. The trainee maintains his or her composure during stress related contacts. The trainee practices the following traits:

Friendly – empathetic – fair – impartial - non-discriminatory – controlled - neutral voice tone - respects personal space - open verbal and non-verbal expression.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee establishes competent, courteous interpersonal contacts regardless of race, color, or creed. The trainee's verbal and non-verbal expression is consistent and appropriate in all court and enforcement situations.

Objective – professional – empathetic - at ease in all personal encounters - manipulation of personal space - command bearing/voice expression - use of body language - projects control.

## **XIX. VEHICLE OPERATIONS**

The trainee will become familiar with vehicle sign-out and accident reporting procedures, location of gas pumps and car wash, and will demonstrate competent operation of the emergency equipment and shotgun rack. Trainee will become competent in the use of Department issued 800 megahertz radio and will demonstrate proper radio communications protocol, and use of appropriate call signs. This shall include but will not be limited to the following:

### **Discussed and/or Demonstrated:**

_____ Keys / sign-out board	_____ Radio – 10-8 info
_____ Accident procedure / reports	_____ Hospital runs
_____ Light bar / shotgun rack	_____ Prisoner restraints
_____ Seat belts	_____ Car wash locations
_____ Door locks	_____ Gas pumps

The trainee will also demonstrate safe driving methods and will be shown the following locations:

\_\_\_\_\_ Locations: County Administration Center - County Mental Health - UCSD Medical Center - Juvenile Hall / Juvenile Court - Crime Lab (5255 Mt. Etna Dr.) – Polinski Children’s Center - County Operations Center - Ridgehaven - George Bailey Detention Facility - Las Colinas Detention & Reentry Facility.

### **\_\_\_\_\_ Required Reading: F.9**

Date Accomplished	Training Officer	ARJIS
	Signature: _____ Print: _____	
Date Accomplished	Trainee	ARJIS
	Signature: _____ Print: _____	

### **UNACCEPTABLE (#1)**

Trainee fails to retain information, is unable to operate vehicle’s emergency equipment, and does not improve after remedial training. Trainee demonstrates minimal knowledge with little to no retention. Additional/Remedial training is given with no progress being made.

### **IMPROVEMENT NEEDED (#2)**

The trainee lacks the proper knowledge to safely operate emergency vehicle equipment. The trainee has difficulty understanding and utilizing various programmable radio functions. Trainee is easily disoriented, when given a map book and verbal directions, has difficulty locating various facilities. The trainee fails to drive in a safe manner and or does not obey traffic laws.

### **ACCEPTABLE (#3)**

The trainee retains information presented, competently operates vehicle’s emergency equipment. The trainee is able to competently use the radio, understands all programmable features. The trainee is able to competently locate various facilities. The trainee drives safely and obeys all traffic laws.

### **BETTER THAN ACCEPTABLE (#4)**

The trainee absorbs all information the first time it is presented and demonstrates proficiency in operating vehicle’s emergency equipment that exceeds expectations. The trainee is able to demonstrate all features/functions of the radio. The trainee shows an above average knowledge of various facilities, is able to locate them without assistance. The trainee has exceptional driving ability and obeys all traffic laws.

## **XX. STANDARDIZED EVALUATION GUIDELINES MISCELLANEOUS PERFORMANCE TOPICS**

### **1. SELF-INITIATED ACTIVITY**

#### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional/Remedial training is given with no progress being made. The trainee fails to meet expectations as described in the FTO Worksheet.

#### **NEEDS IMPROVEMENT (#2)**

The trainee does not see, or avoids activity; will not follow-up on situations or rationalizes suspicious circumstances:

- shy, withdrawn, passive

#### **ACCEPTABLE (#3)**

The trainee generally recognizes and identifies suspected criminal activity; initiates the contact: (a reasonable course of action)

- observant, inquisitive

#### **BETTER THAN ACCEPTABLE (#4)**

The trainee recognizes and identifies suspected criminal activity; initiates the contact; utilizes auxiliary crime information tools in developing reasonable cause for subsequent arrest/contacts.

- perceptive, analytical

### **2. STRESS CONTROL: VERBAL/BEHAVIORAL**

#### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional/Remedial training is given with no progress being made. The trainee fails to meet expectations as described in the FTO Worksheet.

#### **NEEDS IMPROVEMENT (#2)**

The trainee is outwardly emotional and is unable to maintain order:

- loses temper – visibly nervous and agitated – cannot control situation- unable

#### **ACCEPTABLE (#3)**

The trainee exhibits a controlled attitude and is able to maintain order:

- controls temper – visibly calm – able to contain situation

#### **BETTER THAN ACCEPTABLE (#4)**

The trainee is composed, has a professional demeanor, and is able to maintain order:

- excellent visible and self-control- able to resolve or defuse situations – able to coordinate actions of fellow deputies.

### **3. ECONOMY OF TIME**

#### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional/Remedial training is given with no progress being made. The trainee fails to meet expectations as described in the FTO Worksheet.

#### **NEEDS IMPROVEMENT (#2)**

The trainee is unable to effectively manage time:

- frequent tardiness – inefficient – excessive and inappropriate use of overtime – poor work organization
- leaves work undone

#### **ACCEPTABLE (#3)**

Able to effectively manage time and use of good judgment:

- Reports for duty on time - efficient - appropriate use of overtime - generally well organized - completes assigned tasks
- 

#### **BETTER THAN ACCEPTABLE (#4)**

Able to manage time and maximize effectiveness:

- Always on time - efficient - a planner - well organized- conscientious use of overtime - completes assigned tasks and seeks others.

### **4. ACCEPTANCE OF CRITICISM: VERBAL/BEHAVIORAL**

#### **UNACCEPTABLE (#1)**

The trainee demonstrates minimal knowledge with little to no retention. Additional/Remedial training is given with no progress being made. The trainee fails to meet expectations as described in the FTO Worksheet.

#### **NEEDS IMPROVEMENT (#2)**

The trainee is unable to accept criticism in a positive manner:

- argumentative – rationalizes – refuses to make corrections – defensive – hostile

#### **ACCEPTABLE (#3)**

The trainee is able to accept criticism in a positive manner:

- applies criticism to future efforts – mature – able to question without being argumentative or defensive

#### **BETTER THAN ACCEPTABLE (#4)**

The trainee is will to solicit criticism to assist personal growth:

- accepts responsibility for acts – mature - confident

## **5. SELF IMAGE/CONFIDENCE**

### **UNACCEPTABLE (#1)**

Behavior indicates negative self-image:

- Lack of confidence - negativism - overly aggressive - extremely critical of self/others - clinging - avoids others

### **NEEDS IMPROVEMENT (#2)**

Lacks control presence. Behaviors in a manner inconsistent to the department's core values:

- Timid, hesitant, uncertain.

### **ACCEPTABLE (#3)**

Behavior indicates positive self-image:

- Most often is confident - moderate - mature - self reliant - self motivated - self starter - positive interaction with others – assertive

### **BETTER THAN ACCEPTABLE (#4)**

Individual generates self-confidence and positive attitudes both in himself and others:

- Self reliant - decisive - self motivated - self starter – confident

## **COURT TRAINING PROGRAM AND FTO CRITIQUE**

An important element of running a consistent and successful court training program is the continuous evaluation of the performance of the FTO's and the relevance of the program itself. Critiques will be completed by the trainees who should offer insights into the training ability of particular FTO's and an overall assessment of the effectiveness of the court training program, from the perspective of the trainee. These critiques will offer a means of self-evaluation for both the FTO's and the Court Training Sergeant.

The trainee shall critique the FTO at the completion of that FTO's training phase. The trainee, who will complete the FTO critique form, will document the critique in writing. The trainee will submit the FTO critique form to the Court Training Sergeant. The critique form is structured so that the trainee is encouraged to offer candid opinions concerning the training program and the FTO's performance as an instructor. This FTO critique form is intended to establish complete and positive communication between those involved in the training program.

Trainees should be informed that confidentiality is the key to the success of the FTO critique process. No FTO should be shown a completed critique form, nor should any specific comments made by a trainee be directly provided to an FTO. The Court Training Sergeant should provide the information from the critiques to the court training program staff in the form of general training and improvement material.

The Court Training Sergeant may wish to retain these completed FTO critique forms in a file to use in preparing the performance evaluations of the FTO's as training officers.

# SAN DIEGO SHERIFF'S DEPARTMENT

## COURT TRAINING PROGRAM / FTO CRITIQUE FORM

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In an effort to ensure that the individual Court Training Officer maintains a high level of skill, performance, and interest, this critique is to be completed by the trainee. FTO's truly interested in doing the best job possible welcome objective feedback. It benefits the program and the FTO to know how well they are doing in the eyes of the trainee.

With this in mind, the trainee is requested to honestly appraise and evaluate each FTO to whom they were assigned. Although you are asked to sign your name at the end of this critique, every effort is made to ensure your anonymity. Your response will be edited by the Court Training Sergeant, when necessary, and combined with the comments of other trainees about each FTO for whom a critique is received. Only the edited version of these comments will be provided to the FTO.

Important to this critique are your comments in each category. Please take time to provide some detail about why you rated the FTO as you did. The more information that you provide, the better picture that we will have of each FTO's level of skill and their continued suitability for the position.

This critique is for FTO: \_\_\_\_\_ Phase: \_\_\_\_\_

1. The Court Training Program's emphasis is on both training and evaluation. Assign percentages (to total 100%) to the amount of effort your FTO exerted in each area. (Example: Training 50%; Evaluation 50%)

Training \_\_\_\_\_%      Evaluation \_\_\_\_\_%

2. Using percentages indicate how you perceive your FTO related to you.

I am one of a number of recruits \_\_\_\_\_%      I am an individual \_\_\_\_\_%

**Circle the response below that best answers the question and comment.**

3. What kind of example did this FTO set for you?

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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4. Describe the FTO's interest in imparting training material and information to you.

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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5. Rate the FTO's knowledge of the training material covered.

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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6. How would you describe the FTO's skills as an instructor/teacher/trainer?

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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7. Rate the FTO's ability to communicate with you.

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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8. Rate the FTO's honesty, fairness, and objectivity in rating you.

POOR FAIR AVERAGE GOOD EXCELLENT

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9. Describe the FTO's overall attitude toward his or her role as an FTO.

POOR FAIR AVERAGE GOOD EXCELLENT

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10. List the area(s) in which the FTO showed the greatest skill, ability, or interest, and comment. In which aspects of the job was this FTO's instruction the most effective?

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11. List the area(s) in which you believe the FTO needs improvement and comment. In which aspects of the job was the FTO's instruction least effective?

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12. Were there any conflicts with the FTO's training and your academy training? If there were conflicts, please explain.

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13. Provide an overall evaluation of the Court Training Program, including deficiencies.

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14. Does the program allot you sufficient time? If not, how much time is needed?

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15. Please list suggestions on how to improve the Court Training Program.

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Trainee Signature

Date

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