



**San Diego County Sheriff
Training Bulletin
William D. Gore, Sheriff
May 2017**



Field Training Evaluations

Recent reviews and audits of the San Diego Sheriff's Department Field Training Program (Patrol) by Sheriff's Command and Sheriff's Legal Advisors have turned up several continuing issues in regards to how the Daily Trainee Evaluations are being completed. There have been numerous inconsistencies with how they are filled out and are not in compliance with the FTO Field training manual. The most prominent issues are listed below.

This bulletin is refresher training to all FTO's and their supervisors that Patrol Daily Field Evaluations are to be completed in compliance with the FTO Guide to the Field Training Manual. This protects the FTO, the Trainee, and the Sheriff's Department in the event of any legal action. All FTO's, Corporals, Training Sergeants, and Station Lieutenants should have completely read and be familiar with the FTO Guide to the Field Training Manual in order to be in compliance with department regulations on how the entire programs works and how to complete/approve Daily Evaluations. Additionally, only a FTO that has successfully completed the 40 hour FTO class can write a Patrol Daily Field Evaluation (PAT-10). POST Field Training Section 1004(d)(1)(A).

A copy of the FTO Guide to the Field Training Manual is attached to this Training bulletin. Additionally, here is a link to POST Field Training Section 1004. <https://www.post.ca.gov/regulation-1004-field-training-program.aspx>

Issue #1:

Trainees SHALL be evaluated as to "a uniformed, solo Patrol assignment." That means a trainee shall only be rated a "3" (or 4 if applicable) for any particular rating section if they performed as a "Fully functional, Deputy Sheriff." By nature of the program, an average new trainee should be rated "2" or even "1" commonly in most rating sections during phase one, and into phase two and often phase three. Trainees are NOT to be rated compared to the phase of training they are in, but compared to a solo Deputy Sheriff working on their own. "3" or higher shall only be given to areas where they performed as fully acceptable or better as a solo patrol deputy. See below section taken directly from page ii of the FTO guide book.

"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."**

Issue #2

In the narrative portion of the Daily Evaluation, under the **RECOMMENDATIONS** heading, commonly the FTO will write "continue on phase training" or "continue phase one training" or similar. This or similar should NEVER be written. The box is only for recommendations of ADDITIONAL training, extended Phase, re-phased, etc. OR that they have completed the phase, ready to move to the next phase, or completed training. See page viii and ix of the FTO guide book;

"RECOMMENDATIONS: Training Officer states trainee has successfully completed phase, needs to be extended, re-phased, note of additional training topics to be worked on, etc."

For additional questions regarding the FTO program, please contact either [REDACTED] at In-Service Training.

FTO Guide begins on next page

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT



FTO's GUIDE TO THE FIELD TRAINING MANUAL

WILLIAM D. GORE, SHERIFF

Revised October 04, 2013

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SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

MISSION, VISION, VALUES AND GOALS

Our Mission...

We provide the highest quality public safety services in an effort to make San Diego the safest urban county in the nation

Organizational Vision....

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

Our Core Values...

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

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

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 of all individuals.

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

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

Guiding Principles...

These principles are used to guide us in our decisions. If you can answer yes to each of these questions, then you're doing the right thing.

Is it ethical?

Is it legal?

Is it the right thing for the community?

Is it the right thing for the Department?

Is it within our policies?

Can you take pride in it?

**SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
FIELD TRAINING MANUAL
COMPLETION OF PHASE SIGN OFF LIST**

Training Start Date _____

Field Training Manual Revision Date _____

TRAINEE:

Print name, Arjis#

Signature

Date Successfully
Completed

F.T.O. (Phase 1):

Print name, Arjis#

Signature

F.T.O. (Extended):

F.T.O. (Phase 2):

F.T.O. (Extended):

F.T.O. (Phase 3):

F.T.O. (Extended):

F.T.O. (Traffic):

F.T.O. (Traffic):

F.T.O. (Extended):

F.T.O. (Detectives):

F.T.O. (C.O.P.P.S.):

F.T.O. (SHADOW PHASE):

TRAINING SERGEANT:

SHERIFF or DESIGNEE:

End of Training

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FIELD TRAINING MANUAL INSTRUCTIONS

OBJECTIVE

The objective of the Field Training Program is to develop competent, independently functioning deputy sheriffs who are capable problem solvers and fully committed to providing law enforcement services in furtherance of the Department's Mission, Vision, Values and Goals.

PROBLEM BASED LEARNING

A common practice of FTO instruction is to respond to a call for service and debrief the trainee's performance afterwards, which is an effective way to reaffirm what the trainee has just learned. The FTO should discuss the particulars of the trainee's performance as it relates to tactics, officer safety, preliminary investigation, etc.

In addition to this method of instruction and to incorporate the Departments philosophy on Problem Oriented Policing/Community Oriented Policing, the FTO should discuss the reasons why the call or incident was initiated. The trainee will be taught to not focus solely on a particular incident, but to analyze the causes. Trainees will learn how to collaborate with peers, develop resources and to effectively communicate with the community in solving social problems as it relates to police work.

FIELD TRAINING MANUAL

The Field Training Manual consists of the Core Training Topics, which trainees will be required to master. Also included are the Standardized Evaluation Guidelines. Trainees are required to fully read the Field Training Manual, paying particular attention to the Standardized Evaluation Guidelines. Trainees shall have the Field Training Manual with them at all times and present it to any training officer or supervisor that requests it.

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

DISCUSSED: The FTO and trainee have discussed the policies, procedures, or laws relevant to each Training Topic.

DEMONSTRATED: The FTO has performed, or simulated a Training Topic and the trainee can verbalize an understanding of the demonstration. This is the minimum that must be accomplished in each phase.

ACCOMPLISHED: The trainee has performed the Core Topic independently, displaying an understanding of the sequence of steps, correct procedure, and proper format. Every attempt should be made to have the trainee accomplish each Core topic by the end of the third phase of training. If not possible, then the trainee must minimally be able to be signed off in the demonstrated section. The FTO will be required to document the reason(s) a particular Core Topic was not signed off.

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:

RATING SCALE:

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 handling routine duties. Individual task(s) have been discussed and / or demonstrated, but the trainee shows little to no retention.

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.

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 a fully functional Deputy Sheriff in the Core Topic being evaluated.

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.

The Daily Notes are **not** to be a repetition of the Daily Patrol Log or CAD entries. To obtain the above stated results, the following main headings were developed:

OBJECTIVES
TRAINING
PERFORMANCE
RECOMMENDATIONS

The Subheadings under each main heading may include any core topic relevant to each day's training. ***See pages ix and x for examples of subheadings.**

PHASE 1 (The first four-week patrol phase)

The first phase is generally considered the orientation phase, in which the trainee is literally inundated with the "basics" of police work. The main objective of the FTO is to start building a foundation for the trainee. Concentration will be on training, not individual performance. However, this is not to say the trainee cannot complete tasks individually if they are capable.

To build the foundation, the trainee will be provided station and beat orientation, shown how to check out equipment, obtain forms, citations, etc., and how to work with a partner in the contact/cover concept.

The trainee should begin using the various communications devices as soon as possible. This includes the vehicle radio and computer, as well as, the hand held radio. The FTO will most likely need to instruct the trainee on what to say until the trainee becomes comfortable talking, and capable of doing it unassisted.

The FTO will need to begin instruction on conducting preliminary investigations and assisting the trainee with written reports. Vehicle and pedestrian contacts will be another area of concentration.

Driving will be dictated on the capabilities of the trainee. It is not uncommon for the FTO to drive during most of the first phase, but as soon as the FTO feels the trainee is capable of handling this added responsibility, the trainee should do so. Assistance will most likely be needed on direction to calls and how to make observations.

Minimally, the FTO will discuss and demonstrate each Core Topic, preferably in conjunction with a radio call or other enforcement situation. Mock scenarios can be utilized in the absence of live training.

When all Core Topics have been discussed and demonstrated by the FTO, the goal will be repetition and retention. Instruction and assistance will still be necessary in most situations, as the trainee becomes more familiar and comfortable with the various procedures.

PHASE 2 (The second four-week patrol phase)

Now that the foundation has been set, the trainee will be expected to show retention of what was discussed and demonstrated in the first phase. Continued instruction will be necessary, but the trainee will now be expected to handle most of the routine tasks.

The trainee should now be capable of handling most of the routine communications responsibilities, to include radios and computer. Assistance may still be needed when dealing with crimes in progress, or more complex situations. Repetition with the various communications devices is key to gaining competency.

By this time in training and throughout the second phase, the trainee will have conducted a number of investigations. Reports, citations, field interviews, etc., should be completed with minimal assistance and with fewer mistakes. Continued exposure to vehicle and pedestrian contacts should also result in the trainee handling most of the responsibility.

The trainee should be driving very early on in the second phase. The FTO should let the trainee locate calls, but still assist when responding to crimes in progress and cover calls. The trainee should be making observations, which lead to contacts, and not rely solely on the FTO.

By the end of the second phase, the trainee should be capable of handling all, or most of the routine duties. As in the previous phase, each Core Topic should at minimum, be discussed and demonstrated. Several of the Core Topics will most likely be accomplished at this point.

Instruction will still be necessary on the more complex situations. Repetition and retention are still the main focus throughout the phase.

PHASE 3 (The third four-week phase)

During phase three, the focus has shifted from instruction to individual performance. Retention through performance is the main objective. The goal is to ensure the trainee is capable of becoming an independently functioning unit, prior to release from phase training.

The trainee will be writing all reports, handling all communications and contacts, showing complete competence in driving, and handling all other tasks with very little or no assistance.

Optimally, this phase of training should be conducted after all specialty training phases, to include Traffic, Detective and Community Relations, if possible. Having completed the specialized training, the trainee will have a better understanding of all their responsibilities, and therefore, be able to reach the level of performance expected.

TRAFFIC PHASE (A two-week phase: One week on the day or day overlap shift and one week in the DUI car. Preferably, the Traffic Phase will occur after the second phase)

In the Traffic Phase, the trainee will receive intensive training in traffic stops, vehicle code enforcement, parking enforcement, handling of abandoned vehicles, investigation of traffic collisions, dismissal or amendment of citations, driving under the influence cases and how to assist Traffic Deputies at collision scenes. The Traffic FTO will take the trainee to observe traffic court testimony and other court cases if possible.

While there is a sign off portion for Traffic under each of the Core Training Topics, only traffic related topics are required to be signed off by the Traffic FTO. These mandatory areas are: I. Station Orientation, II. Beat Orientation, III. Radio Familiarization, IV. Report Writing, V. Vehicle/Pedestrian Stops, VI. Driving, VII. Public Interaction, XIII. Officer Safety, XV. Traffic Enforcement/Investigation, XXI. Under the Influence, and Miscellaneous Performance Topics. If other topics are not covered, mark N/A. If other topics are covered, complete the sign off boxes.

COMMUNITY RELATIONS PHASE (A one-week phase, which may occur at any point during training, preferably after the Second Phase)

During the Community Relations phase, the trainee receives intensive Community Based, Problem Oriented Policing training by working with Deputies or FTOs who are working in the COPPS program or who are assigned to similar positions. The trainee will be instructed in how to complete a S.A.R.A. project and should also be given the objective to meet residents and business people and discuss community problems. If a station does not have a COPPS unit, the trainee should be assigned to another station's COPPS unit to complete this phase of training.

DETECTIVE PHASE (A one-week phase which may occur at any point during training, preferably after the Second Phase)

During the Detective Phase, the trainee is assigned to work with an Area Detective to learn how cases generated by Patrol (preliminary investigations) are followed up and logged. The trainee will learn how cases are processed and sent to the District Attorney's office. Additionally, the trainee should be shown the subpoena process and review tips for courtroom testimony. Search warrants, arrest warrants and detective call outs should be discussed. One day of this phase will be at the Sheriff's Central Investigations Division, where the trainee will visit Homicide, Fraud, Domestic Violence, Property, the Crime Lab and other units. **(See page 31)**

SHADOW PHASE (Last one-week phase prior to release from training)

The Shadow Phase occurs after the trainee has successfully completed all other training phases. If the material in Phase Three has been covered and the trainee is operating at an acceptable rating in all areas, Shadow Phase may begin in the last week of Phase three.

Peace Officer Standards and Training (P.O.S.T.) guidelines mandate that a trainee assigned to general law enforcement patrol duties shall be under the direct and immediate supervision (**physical presence**) of a qualified Field Training Officer.

During the Shadow Phase the trainee will assume full field responsibilities and perform in a quasi-solo capacity. The trainee will operate the patrol car and carry on all police activities without input from the FTO. However, the FTO must be in the physical presence of the trainee at all times during this phase, i.e. riding in the same car, and accompanying the trainee during all contacts. In order to place the focus of the contacts on the trainee, the FTO will wear either plain clothes or may wear casual attire with an identifying raid type jacket. The FTO shall evaluate the trainee and complete daily evaluations during the Shadow Phase. The FTO shall have proper identification, be armed with a department-approved firearm and will wear body armor.

The FTO should avoid interfering with the trainee's police performance except in the case of officer safety, illegal or unethical activity, embarrassment to the citizen, agency, or FTO, or when an incident has developed beyond the trainee's ability to control the situation. Intervention should occur under the following circumstances:

- 1) Officer Safety: If the actions of the trainee constitute a hazard or potentially dangerous situation to deputies or citizens then the FTO must take whatever action is necessary to reduce the hazard and ensure proper safety practices are followed.
- 2) Illegal and Unethical Activity: The FTO must ensure that the trainee's actions are legal and ethical at all times. Neither of these conditions shall be sacrificed for training purposes.
- 3) Embarrassment to a Citizen, the Agency, or the FTO: The FTO should not allow an incident to reach the point where a citizen or the FTO becomes embarrassed by the trainee's actions. The FTO must not allow the trainee to embarrass or discredit the agency at any time.

EXTENDED PHASE (Generally three-weeks maximum, however, length will be determined on a case by case basis)

This phase is to be utilized when the trainee has not attained the level of performance required by the end of a phase. The FTO may recommend to the Training Sergeant that the current phase be extended for a specific period of time, not to exceed three weeks, so that the trainee may bring their performance up to the required level. Once the recommendation is made, the Training Sergeant will submit the request to the Station Commander via the chain of command.

The extended phase can occur, in part or in whole, at any point in the training process. The total period of extensions generally should not exceed three weeks throughout the field training process. When a trainee is extended in a phase there is generally a specific problem area that has been identified by the FTO. The Training Sergeant and FTO should meet with the trainee and discuss the problems and additional training assignments to provide the trainee the opportunity to raise their performance to an "acceptable" level. A FTO Worksheet should be used to document the meeting.

If the trainee is still unable to perform at an “acceptable” rating level as established by the SEGs, the FTO will document the deficiency(s) in the final evaluation for the phase. The evaluations and all supporting documents will be submitted to the Station Commander via the chain of command. The Station Commander will consider the recommendation and supporting documents then decide whether non-retention or additional training is appropriate.

FTO WORKSHEET

The FTO Worksheet is a tool to be used by the FTO when the trainee has a deficiency and that deficiency has not been corrected as documented in the Daily Notes. The FTO Worksheet is not a punitive procedure. It is an effort to bring the trainee up to an acceptable level by defining for the trainee the specific identified problem, reviewing the documented training already attempted, recommending further training and then evaluating whether the trainee has improved.

PATROL REFRESHER PHASE

This phase is designed for deputies returning to patrol from jails, investigations, or other assignments where the deputy has been out of patrol for a year or longer. The length of training will be determined on a case by case basis by the Station Commander.

This phase may also be used for patrol deputies who have been identified with a lack of skills, or where there is a degradation of skills. The duration of the phase should be based on the deputy’s ability to perform at an acceptable level in all areas. Once the deputy has been signed off as competent in all areas, with the concurrence of the FTO and Training Sergeant, a recommendation may be made to the Station Commander, via the chain of command, to release the deputy from phase training.

LATERAL HIRE TRAINING

Lateral Hire deputies with less than two years of prior patrol experience, will be required to complete the entire phase training program. Lateral transfer deputies with more than two years of prior patrol experience, will be required to complete a minimum of one-half of the patrol training phase. Based on the deputy's performance, this training can be accelerated at the discretion of the Station Commander but it is strongly suggested the deputy complete the full training. The training provided should ensure that the lateral hire is familiar with Sheriff's Department operations and policy and procedure.

FIREARMS/DEFENSIVE TACTICS QUALIFICATION

At some point in phase training, the trainee will need to be signed off in firearms proficiency by the Weapons Training Unit or other recognized Sheriff’s Department Firearms Instructor. The trainee or FTO will also need to make arrangements with the Academy Defensive Tactics Core Instructor, to demonstrate proficiency in specified defensive tactics.

In most cases, trainees will be able to demonstrate proficiency and be signed off in both firearms and defensive tactics while attending the Patrol Orientation Course.

The Firearms/Defensive Tactics sign off area can be located at the bottom of page 20 in this manual.



SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

DAILY TRAINEE EVALUATION

TRAINEE:

FTO:

DATE:

RATING SCALE

4 - BETTER THAN ACCEPTABLE
3 - ACCEPTABLE (AGENCY STANDARDS)
2 - IMPROVEMENT NEEDED
1 - UNACCEPTABLE

Phase: **Day in phase:**

I. STATION/DEPARTMENT ORIENTATION					
1. STATION ORIENTATION	1	2	3	4	N
2. DEPARTMENT POLICY	1	2	3	4	O
3. ENFORCEMENT CODES	1	2	3	4	T
II. BEAT ORIENTATION	1	2	3	4	O
III. COMMUNICATIONS	1	2	3	4	B
IV. REPORT WRITING	1	2	3	4	S
V. VEHICLE/PEDESTRIAN STOPS	1	2	3	4	E
VI. DRIVING	1	2	3	4	R
VII. PUBLIC INTERACTION	1	2	3	4	V
VIII. HANDLING DISPUTES	1	2	3	4	E
IX. SEARCHES	1	2	3	4	D
X. CRIMES IN PROGRESS	1	2	3	4	-
XI. PRELIMINARY INVESTIGATION	1	2	3	4	N
XII. EVIDENCE PROCEDURE	1	2	3	4	O
XIII. OFFICER SAFETY	1	2	3	4	T
XIV. MENTAL ILLNESS	1	2	3	4	-
XV. TRAFFIC ENFORCEMENT/INVESTIGATION	1	2	3	4	O
XVI. MISSING PERSONS	1	2	3	4	B
XVII. USE OF FORCE	1	2	3	4	S
XVIII. LESS LETHAL	1	2	3	4	E
XIX. JUVENILES	1	2	3	4	R
XX. COMMUNITY ORIENTED POLICING/PROBLEM SOLVING	1	2	3	4	V
XXI. PATROL PROCEDURES	1	2	3	4	E
XXII. UNDER THE INFLUENCE	1	2	3	4	D

PERFORMANCE

1. LEADERSHIP	1	2	3	4	N
2. ETHICS	1	2	3	4	O
3. SELF - INITIATED ACTIVITY	1	2	3	4	T
4. STRESS CONTROL VERBAL/BEHAVIORAL	1	2	3	4	-
5. ECONOMY OF TIME	1	2	3	4	O
6. ACCEPTANCE OF CRITICISM: VERBAL / BEHAVIORAL	1	2	3	4	B
7. SELF IMAGE / CONFIDENCE	1	2	3	4	S

TRAINEE

Date

FTO

Date

TRAINING SERGEANT

Date

**SAN DIEGO SHERIFF'S DEPARTMENT
PATROL PHASE TRAINING
PHASE #: SAMPLE NARRATIVE HEADINGS**

DATE: 06-05-12

DAY:

TRAINEE:

F.T.O.:

OBJECTIVES: Set objectives on what trainee will accomplish/demonstrate, for the entire phase or on this particular day.

REPORT WRITING/NetRMS: Today's objective is to familiarize trainee Smith with the basic functions of the NetRMS program.

COMMUNICATIONS: Today's objective is to familiarize trainee Smith with the basic functions of the 800 MHz radio and Mobile Data Computer.

TRAFFIC ENFORCEMENT: Today's objective will be to familiarize trainee Smith with the basic fundamentals of a low risk vehicle stop.

TRAINING: Discussion of training delivered to trainee can be lecture topics, demonstrations of tactics or procedures, beat orientation etc.

**TRAFFIC ENFORCEMENT
COMMUNICATIONS**

PERFORMANCE:

REPORT WRITING/NetRMS: Discussion of report writing performance and skill using NetRMS, Word, etc.

PRELIMINARY INVESTIGATIONS: Trainee's performance conducting preliminary investigation.

DRIVING: Evaluate driving skills, obedience to law, policy, use of signals, etc.

INTERPERSONAL SKILLS: Trainee's performance dealing with public (victims, suspects, general public), sworn and non-sworn employees.

COMMUNITY STRUCTURE: City limits, local government structure, resources.

COMMUNITY RELATIONS: Trainee understands neighborhood watch, where do people meet, meets business people and residents, discuss problems, attends public event(s).

BEAT KNOWLEDGE: Major roadways, schools, problem "hot spots", teen hangouts, etc.

BEAT PROFILE/S.A.R.A. PLAN: Utilize A.R.J.I.S & data from Crime Analysis Unit. Study a beat problem and complete a Scanning, Analysis, Response and Assessment (Problem Oriented Policing).

RADIO OPERATIONS: Evaluate trainee's transmission, reception and monitoring of radio traffic. Use of Mobile Data Computers (MDC).

OFFICER SAFETY/CRITICAL INCIDENT: Contact and cover, approach, tactics, procedures, searches.

TRAFFIC ENFORCEMENT: Use of vehicle code, identifying violations, issuing moving and parking cites.

COLLISION INVESTIGATION: Demonstration of investigation, collection of data, report writing.

EQUIPMENT: 5-point shotgun check, checking out patrol vehicle, computer, hand held radios, etc.

PATROL PROCEDURES: Tactics, response, coordination with other units, observations of criminal activity, patrol speed, pre-planning, window down, beat integrity.

RECOMMENDATIONS: Training Officer states trainee has successfully completed phase, needs to be extended, re-phased, note of additional training topics to be worked on, etc.

Trainee

Date

F.T.O.

Date

Training Sergeant

Date

**SHERIFF'S DEPARTMENT
PATROL PHASE TRAINING
PHASE: TRAFFIC SAMPLE NARRATIVE HEADINGS**

DATE: 06-05-12
DAY: _____

TRAINEE: _____
F.T.O.: _____

OBJECTIVES: Set objectives on what trainee will accomplish/demonstrate, for the entire phase or on this particular day

DUI (DETECTION, TESTING, PROCESSING): Today's objective is to familiarize trainee Smith with the detection, testing, and processing of a person driving under the influence.

MEASUREMENTS/ACCIDENT SCENE INVESTIGATION: Today's objective is to familiarize trainee Smith with accident investigation and the necessary recording of measurements involved with a traffic collision.

TRAINING: Discussion of training delivered to trainee can be lecture topics, demonstrations of tactics or procedures, staged collisions, beat orientation, etc.

**NOTICE TO APPEAR CITATIONS and 72-HOUR TAG/ABANDONED VEHICLES
PERFORMANCE:**

REPORT WRITING/NetRMS: Discussion of report writing performance and skill using NetRMS, Word, etc.

COLLISION INVESTIGATION: Demonstration of investigation, collection of data, report writing.

HIT AND RUN (INVESTIGATION, FOLLOW-UP, and EVIDENCE): Trainee's performance in conducting preliminary and follow up investigation. Collection and processing of evidence.

MEASUREMENTS / ACCIDENT SCENE INVESTIGATION: Ability to identify reference lines, take measurements and record on measurement page. Ability to examine scene for relevant features.

TRAFFIC ENFORCEMENT: Use of vehicle code, identifying violations, issuing moving and parking cites. Quickly pursues violator, stops promptly and safely.

NOTICE TO APPEAR CITATIONS: Understands all boxes and uses of notice to appear, properly fills out and selects correct court, date and time for appearance. Explains to violator correctly. Knows dismissal procedure and form.

PARKING CITATIONS: Understands each box, uses correct cite for location (contract city vs. county), has bail schedule for each jurisdiction, properly completes, know dismissal procedure and form.

72-HOUR TAG/ ABANDONED VEHICLES: Trainee understands procedure, correctly fills out.

VEHICLE IMPOUNDS / ARJIS 11: Correct authority section, fills out form and narrative properly.

DUI (DETECTION, TESTING, PROCESSING): Recognizes driving associated with DUI, memory /coordination tests, chemical tests, forms to be completed, etc.

TRAFFIC CONTROL / DIRECTION (CONE/ FLARE PATTERN): Performance in directing traffic, setting up cone or flare patterns.

RADIO OPERATIONS: Evaluate trainee's transmission, reception and monitoring of radio traffic. Use of Mobile Data Computers (MDC).

DRIVING: Evaluate driving skills, obedience to law, policy, use of signals, etc.

RECOMMENDATIONS: Training Officer states trainee has successfully completed phase, needs to be extended, re-phased, note of additional training topics to be worked on, etc.

Trainee Date

F.T.O. Date

Training Sergeant Date

FTO WORKSHEET

TRAINEE _____ ID# _____ DATE _____ PHASE _____

FTO _____ ID# _____ DATE _____ STATION _____

Training in the following areas 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.)

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

This worksheet has been discussed with me _____

Trainee Signature

ID#

Date

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 was yes, was another worksheet assigned?	YES	NO

COMMENTS: _____

	Signatures	ID#	Date
Trainee			
FTO			
Training Sgt.			

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT REPORT WRITING LOG

[illegible]

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT REPORT WRITING LOG

[illegible]

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT REPORT WRITING LOG

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SAN DIEGO COUNTY SHERIFF'S DEPARTMENT REPORT WRITING LOG

[illegible]

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT

CORE TRAINING TOPICS

I. STATION/DEPARTMENT ORIENTATION

The trainee shall become familiar with the following areas of the patrol station, department policy as it relates to rules of conduct and local, county, and state enforcement codes. This shall include but is not limited to the following:

***All exits and entrances * emergency procedures (fire, earthquake, etc.) * location and procedure for obtaining safety equipment (shotgun, radio, etc.) * location and procedure for obtaining all report forms, field notebooks and citation books * location and procedure for obtaining all other equipment (batteries, film, etc.) * location and function of each unit within the station (sworn and professional staff) * relief procedures and shift hours. * Station policies**

***Department Policy (Rules of Conduct)**

***Enforcement Codes (Commonly used Local, County and State)**

Hints for the FTO:

Find and read emergency plans. Familiarize the trainee with station policy.

Introduce the trainee to sworn and professional staff in each of the various functions and what they do. Have them explain to the trainee the paper flow, what happens to the reports, cites, etc.

Have the trainee make a "cheat sheet" of commonly used enforcement codes such as Homicide, Robbery, Assaults, Sex Crimes, Burglary, Forgery, Weapons Violations, Narcotics Violations, etc. Ensure the trainee is familiar with the definition of a crime, the different parties of a crime, those incapable of committing a crime, and the different levels of intent.

Give the trainee a vehicle inspection form. Have them inspect your patrol vehicle and replace or replenish supplies.

Have the trainee do the 5-point check on the shotgun everyday.

Learn the computer resources: ARJIS, SUN, and crime analysis

Setting up the patrol car, spotlights, back seat etc.

1. Station/ Department Orientation

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.

IMPROVEMENT NEEDED (#2)

The trainee is unfamiliar with station emergency procedures, locations for checking out equipment and forms, and does not know the location and function of each unit within the station (sworn and professional staff).

ACCEPTABLE (#3)

The trainee is familiar with station emergency procedures, locations for checking out equipment and forms, and knows the location and function of each unit within the station (sworn and professional staff).

BETTER THAN ACCEPTABLE (#4)

The trainee knows the station emergency procedures, locations for checking out equipment and forms, and knows the location and function of each unit within the station (sworn and professional staff). The trainee utilizes all information resources available on a regular basis and shares this information with fellow deputies.

2. Department Policy

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.

IMPROVEMENT NEEDED (#2)

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

ACCEPTABLE (#3)

The trainee is familiar with most policies and procedures and is able to complete tasks with minimal assistance.

BETTER THAN ACCEPTABLE (#4)

The trainee has a thorough knowledge of department policies and procedures, and is able to complete tasks without assistance.

3. Enforcement codes

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.

IMPROVEMENT NEEDED (#2)

The trainee is familiar with some enforcement codes, but shows inconsistencies when applying them to criminal and traffic violations. Demonstrates minimal knowledge of basic sections and their elements.

ACCEPTABLE (#3)

The trainee demonstrates working knowledge of commonly used enforcement codes, and is able to relate elements to observed criminal/traffic activity.

BETTER THAN ACCEPTABLE (#4)

The trainee demonstrates exceptional knowledge of codes and has the ability to apply them to both usual and unusual violations.

II. BEAT ORIENTATION

The trainee shall know their location and become familiar with the following areas of their jurisdictional boundaries and support services. This shall include but is not limited to the following:

*** City Hall *Fire Stations * Hospitals (ER entrances) * Beat boundaries * Courts and District Attorney's Office (Municipal, Superior, Juvenile) * Jails/Booking Facilities * All surrounding agencies including CHP * Location of Community Support Services (women's shelters, Polinsky Center, CMH, etc.) * Schools * Bars and 24 hour businesses * Major streets, freeways, etc. * Unique addresses, locations**

FTO hints:

Take the trainee on a county tour, showing appropriate City Halls, courts, hospitals, fire stations, etc.

Make sure trainee has a resource list that include phone numbers and addresses for women's shelters, mental health facilities, juvenile services, etc.

Do some map book practice looking up locations. Have trainee drive from one point to another using map book.

Take the time to introduce unusual streets that are difficult to get to, hard to locate on the map or are incorrect in the map.

Introduce the trainee to areas with higher levels of activity/hot spots.

II. BEAT ORIENTATION

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.

IMPROVEMENT NEEDED (#2)

The trainee is unaware of their location while on patrol; unable to use map book; unable to relate location to destination. Does not know location of City Hall, jails, DA's Office, hospitals, beat boundaries, schools, major streets, freeways, and community services. The trainee's patrol strategies and citizen contacts do not reflect any informational preparation or forethought.

ACCEPTABLE (#3)

The trainee demonstrates reasonable knowledge of beat structure; able to use map book; knows their location most of the time. Knows location of City Hall and most services (jails, hospitals, etc.) The trainee's patrol strategies and citizen contacts reflect routine preparation.

BETTER THAN ACCEPTABLE (#4)

The trainee has the ability to get to destination by the quickest route; always aware of location, knows all beat information. The trainee's patrol strategies and citizen contacts reflect superior preparation.

III. COMMUNICATIONS

The trainee shall become familiar with the use of the Sheriff's communications system. This shall include but is not limited to the following:

Sheriff's department and station unit designators * Regional codes and dispositions * B.O.L. and hot crime broadcasts * Person and vehicle inquiries * P.A. system and siren * Understands emergency traffic * Frequency assignments * Use of hand held radio; speaking, changing of modes/zones * Communications center functions/responsibilities * MDC operations; logging on/off, updating status, obtaining case numbers, Department P&P regarding messaging, etc.

Absent any "department specific training" a shift at the Communications Center will be necessary.

FTO hints:

Set up a ride-along for the trainee at the Communications Center, preferably in the middle or end of the first phase. The trainee should be somewhat familiar at this point with field operations and will benefit from seeing the other side of the radio.

Have the trainee use the radio and the MDC from the 1st day. Coach them on what to say on the radio and what function keys to push on the computer, until they start picking it up. Having them wait only increases anxiety.

Familiarize the trainee with Department P&P on messaging and discuss 502 P.C. and 11142 P.C.

Quiz the trainee on regional codes and dispositions.

III. COMMUNICATIONS

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.

IMPROVEMENT NEEDED (#2)

The trainee is unfamiliar with the basic functions of the vehicle/hand held radio:

Consistently misses call sign - unaware of radio traffic on adjoining beats – unfamiliar with regional codes and dispositions – unable to change radio zones/modes – unfamiliar with frequency assignments and department/station unit designators.

The trainee is unfamiliar with basic MDC operations/functions:

Logging on and off – updating status – obtaining case numbers – unfamiliar with department policy and procedure regarding messaging.

ACCEPTABLE (#3)

The trainee is familiar with the basic functions of the vehicle/hand held radio:

Rarely misses call sign - aware of radio traffic on adjoining beats – familiar with regional codes and dispositions – able to change radio zones/modes with minimal assistance –familiar with frequency assignments and department/station unit designators.

The trainee is familiar with basic MDC operations/functions:

Logging on and off – updating status – obtaining case numbers –familiar with department policy and procedure regarding messaging.

BETTER THAN ACCEPTABLE (#4)

The trainee always comprehends radio transmissions and is always aware of and reacts quickly to adjoining beat activity. The trainee is thoroughly familiar with all regional codes and dispositions and is able to change radio zones/modes without assistance. The trainee is thoroughly familiar with all MDC operations/functions and knows the department policy and procedure on messaging.

IV. REPORT WRITING

The trainee shall become familiar with the report writing process. This shall include but is not limited to the following:

Forms: Crime, additional victim/witness, property * **Arrest:** DA forms, booking slip, statement of probable cause, Use of Force form: SO-120 The Deputy's report (narrative) * **traffic:** Collision, injured/witness/passengers, narrative * **Vehicle:** Stolen/ impound/ recovered/ stored * **Missing persons** * **Child abuse** * **Patrol Logs** * **Completeness** * **Proper dispositions** * **Completed in timely manner** * **Routing of completed reports**

Citations: Complete/accurate information * Correct court, date/time * Correct code section * Appropriate notes and drawing on back of citation

Field Interview: Complete/accurate information * **Complete description:** including tattoos, scars, etc. * **Proper use of crime potential** * **Photograph when appropriate**

Narrative: Correct headings and format * **Complete, clear, concise** * **Spelling, grammar, etc.** * **Elements of crime(s)** **Completed in timely manner**

Use of Computer systems: NetRMS, log on, select proper screens, enter data, print forms * word processing, templates, narratives * current county E-mail

FTO hints:

The FTO should conduct several preliminary investigations and write several reports demonstrating to trainee how to properly gather the necessary information for various forms.

Provide the trainee with examples of different crime reports, arrest reports, etc., so that they may use it as a model for future reports.

IV. REPORT WRITING

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.

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 has the exceptional ability to write reports accurately, in a well-organized and timely fashion:

- complete statement of facts - specific crime elements delineated - special attention to appropriate detail - no spelling errors - correct grammar - legible - precise language -timely completion of necessary reports - thoroughly familiar with NetRMS, word perfect.

V. VEHICLE/PEDESTRIAN STOPS

The trainee shall become familiar with the procedure for making vehicle and pedestrian stops. This shall include but is not limited to the following:

Unknown Risk Stops

Vehicle

Recording license plate number or vehicle description, communications center notification. Location of stop (traffic flow, lighting, etc.) * Vehicle position (offset, 1 to 1 ½ car lengths) * Proper lighting (red/blue, high beams, spotlights, ambers, etc.) * Observation of occupants (watching movement, hands, etc.). Approach to vehicle (watch for traffic, pause and observe, gun hand free, driver side vs. passenger, removing driver/occupants) * Control of occupants inside/outside vehicle * Contact and cover responsibilities

Pedestrians

Record description * Communication center notification (number of subjects) * Location (lighting, pedestrian traffic, etc.) Control of subject (bring to position of advantage, maintain cover until contact). Contact/cover responsibilities * F/I position * Consensual encounter vs. detaining * Pat down search, when appropriate (Terry vs. Ohio)

High Risk Stops

Vehicle

Communication center notification * Adequate cover before stop * Location of stop (traffic flow, pedestrians, lighting, cover, escape routes, etc.) Mechanics of stop (vehicle position, lighting, etc.) * Control deputy responsibilities * Cover responsibilities * Coordinator responsibilities * Clearing vehicle/trunk * Procedures for trucks, vans, motorcycles, etc.

Pedestrian

Communication Center notification * Adequate cover * Location of stop * Bring suspect to position of advantage * Maintain cover * Approach to suspect

FTO hints:

Prior to live training, practice techniques for unknown and high risk stops in a sterile environment. Discuss vehicle position and lighting. Demonstrate various approaches or non-approaches.

Discuss contact and cover responsibilities.

*Conduct as many contacts as possible during each phase of training.

V. VEHICLE/PEDESTRIAN STOPS

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.

IMPROVEMENT NEEDED (#2)

The trainee has not demonstrated a working knowledge of the tasks associated with unknown and high risk vehicle/pedestrian stops and needs assistance throughout the contact. Unable to quickly stop the vehicle/pedestrian. Fails to stop safely out of traffic. Poor safety practices, doesn't watch or control subjects. Doesn't use contact and cover techniques. Unable to activate lights, operate radio and complete stop in an orderly coordinated manner. Fails to use current high risk stop techniques.

ACCEPTABLE (#3)

The trainee has demonstrated a working knowledge of the tasks associated with making unknown and high risk vehicle/pedestrian stops. Able to quickly stop vehicle/pedestrian. Selects proper safe location for stop. Watches subjects and controls movement/actions. Uses contact and cover. Able to activate lights, operate radio and complete stop in an orderly coordinated manner. Uses current high risk stop techniques.

BETTER THAN ACCEPTABLE (#4)

The trainee demonstrates a thorough knowledge of the tasks associated with making unknown and high risk vehicle/pedestrian stops. Quickly stops vehicle/pedestrian. Selects proper safe location for stop. Watches subjects and controls movement/actions. Uses contact and cover. Smoothly and efficiently activates lights, operates radio and completes stop in an orderly coordinated manner. Uses current high risk stop techniques.

VI. DRIVING

The trainee shall become familiar with the following principles and department policy on routine patrol and pursuit driving. This shall include but is not limited to the following:

Slow speed patrol (observation of traffic flow, businesses, pedestrians, parked cars, etc.) * Radio call response (defensive driving, cover call/low risk call, etc.) * Pursuit driving (joint pursuit policy, radio responsibility, gravity of offense, termination, etc.) * Wears seat belts (department policy), see Patrol Procedures for "Tactical Seatbelt release." Have trainee demonstrated "Commentary Driving" to identify potential hazards.

Discuss Code 3 driving in a response to Fire, Emergency, Rescue, and Pursuit *Discuss with trainee that exceeding the speed limit is not always necessary when driving Code 3 *Discuss with trainee vehicle code section 21056 driving with due regard.

*Discuss with trainee that you must abide by the rules of the road, per vehicle code section 21055, at all times unless you are responding Code 3 *Discuss with trainee proper notification when driving Code 3

When emergency vehicle lights AND sirens are activated, vehicle Code Section 21055 provides an exemption to the rules of the road during an actual emergency, while engaged in rescue or in pursuit of an actual violator of law. It does not cover drivers training. Any drivers training that would require maneuvers outside the scope of 21055 CVC should not be conducted.

All driving, both Code 3 and non Code 3 responses, should be **Situation-Appropriate, Focused and Educated:**

- a. Modified driving responses for varied circumstances
- b. Concerns related to roadway position, distractions, fatigue, and multi-tasking
- c. Application of training and policy

Patrol Vehicle Familiarization (rear door locks, trunk and hood release, weapons release, emergency lights and siren switches, flares, first aid kit, radio, engine fluid compartments and dip sticks, push bumpers if so equipped, etc.)

FTO hints:

The FTO should drive early on in training. Have the trainee learn most tasks associated with routine patrol prior to driving. Discuss pre-shift vehicle inspections with the trainee that shall include visual inspection of exterior, trunk inspection for required gear, operations check of lights, horn, etc.

Discuss the Department Pursuit Policy. Discuss when it is/is not appropriate to drive Code 3, keeping in mind sections 21055 C.V.C. and 21056 C.V.C.

Explain to trainees that drivers may react unpredictably when they see a black and white patrol car, even under normal conditions. If you have a trainee that is weak in heavy traffic conditions, find a street with heavy traffic and have the trainee drive back and forth across the street at an uncontrolled intersection. In other words put the trainee into situations where they are weak and need improvement, giving them suggestions on how to cope with the varying driving conditions.

VI. DRIVING

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.

IMPROVEMENT NEEDED (#2)

The trainee incorrectly evaluates driving situations:

- Loss of vehicle control- consistently violates vehicle code, policy and procedures - general disregard for public safety - fails to wear seat belt - involvement in preventable accident(s) - unnecessary code-3 - excessive and/or inappropriate speed - inability to exit vehicle safely.

ACCEPTABLE (#3)

The trainee correctly evaluates driving situations with proper corresponding control:

- Adheres to vehicle code/departments policy and procedure - defensive driving posture - concern for public safety
- control of vehicle at all times - appropriate use of code-3 - vehicle speed consistent with conditions - ability to safely exit vehicle.

BETTER THAN ACCEPTABLE (#4)

The trainee displays immediate and proper evaluation of driving situations with exceptional vehicle control and handling:

- Lawful, courteous, defensive driving - high reflexive ability and competence under all conditions - judicious use of code-3 - ability to quickly and safely exit vehicle.

VII. PUBLIC INTERACTION

The trainee shall demonstrate courteous interpersonal contacts with the public and peers. This shall include but is not limited to the following:

* Fairness * Impartiality * Non-discriminatory * Professionalism * Objective * Appropriate body language
* Acceptance of criticism

FTO hints:

Set up situations for observing trainee interactions. Take them to meet people you know on the beat. Evaluate whether they can adjust to different situations i.e., dealing with suspects, victims, or to the general public. Ask the people you know how the trainee came off to them, what their initial impression of the trainee was; and how the interaction went.

VII. Public Interaction

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.

IMPROVEMENT NEEDED (#2)

The trainee is unable to establish competent, courteous interpersonal contacts verbal expression. Physical cues inconsistent and inappropriate to the given situation:

- abrupt - belligerent - overbearing - introverted - overly aggressive posture - inappropriate and frequent violation of personal space - arrogant bearing - poor voice command and inflection - overly friendly - leaves hand held radio volume so loud, it interferes with conversation.

ACCEPTABLE (#3)

The trainee generally establishes competent, courteous interpersonal contacts. Verbal expression consistent with physical cues appropriate to the given situation:

- friendly - empathetic - fair - impartial - non-discriminatory - controlled, neutral voice tone - respects personal space - open verbal and non-verbal expression - turns radio down so it doesn't interrupt

BETTER THAN ACCEPTABLE (#4)

The trainee establishes competent, courteous interpersonal contacts regardless of race, color, creed, etc. Verbal and non-verbal expression is consistent and appropriate in all 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 - maintains radio volume so it doesn't interfere, but doesn't miss information.

VIII. HANDLING DISPUTES

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

* Domestic disputes (domestic violence, citizen arrest, referrals, etc.) * Noise complaints (parties, barking dogs, etc.) * Neighborhood disputes (civil process vs. criminal) * Landlord/tenant (lock-out, eviction, notices, etc.) * Restraining orders (how to obtain, how to enforce, types, etc.) * Labor disputes * Procedural * Remain impartial * Separation of parties * Explain options * Criminal vs. civil * Repossessions

FTO hints:

Explain to the trainee the procedures and techniques for handling disputes while en route to dispute calls. Have them watch you once, and then have them try to handle a dispute. If you tell the trainee to handle the call, allow them to do so without interruption, unless allowing the trainee to continue will result in uncontrollable escalation.

VIII. HANDLING DISPUTES

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.

IMPROVEMENT NEEDED (#2)

The trainee cannot handle a dispute call without assistance, does not remain impartial, separate parties or explain options. Trainee is unsure of the criminal vs. civil process.

ACCEPTABLE (#3)

The trainee has demonstrated a working knowledge when handling the various types of disputes, remains impartial, separates parties, explains options and understands the difference between the criminal and civil processes.

BETTER THAN ACCEPTABLE (#4)

The trainee demonstrates a thorough knowledge when handling various types of disputes, remains impartial, separates parties, explains options and understands the differences between the criminal and civil processes. Uses exceptional interpersonal skills, facilitating resolution if possible, or achieving a peaceful separation to seek other redress.

IX. SEARCHES

The trainee shall demonstrate proper search techniques, adhering to current search and seizure case law. This shall include but is not limited to the following:

* **Person Searches** * **Pat down/ Incident to arrest (systematic, scope of search)** * **Recording evidence** * **4th amendment waiver** * **Parolees**

* **Vehicle** * **Systematic (floor to roof; front to back, left to right, etc.)** * **Scope of search (inventory, incident to arrest, plain sight, etc.)** * **Recording evidence** *

* **Buildings** * **Approach (sound tactics, quiet, secure perimeter, etc.)** * **Entry (pie-slice, communication with partner, entry technique)** * **Systematic (thorough, safe)** * **Secondary search** * **Securing** * **Recording evidence** * **Warrants - telephonic**

FTO hints:

Practice entry techniques, hand signals or voice signals. Go over fields of fire and how to coordinate movement through buildings. Announce presence, prepare for encountering dogs (have O/C ready, what to watch for). Do the primary search for suspect(s) quickly, then the secondary search. Use existing lights, turn on lights inside a house or building, using just a flashlight gives away your position.

Pre-plan on how search is to be conducted.

Teach the trainee how to search for evidence in vehicles, on people or property. Tell them of unusual places you have found evidence, or places where you have heard evidence has been found. Talk with your beat partners and get input, war stories are good.

IX. SEARCHES

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.

IMPROVEMENT NEEDED (#2)

The trainee has not demonstrated a working knowledge of the different types of searches, uses poor safety practices and is unsure of current search and seizure case law. Fails to conduct thorough, systematic search. Fails to demonstrate effective entry technique. Fails to complete initial suspect search prior to beginning secondary search. Fails to record or incorrectly records location of suspect(s)/evidence.

ACCEPTABLE (#3):

The trainee has demonstrated a working knowledge of the different types of searches while displaying good safety practices and knowledge of current search and seizure case law. Completes systematic search, uses effective entry technique. Completes initial suspect search prior to conducting secondary search. Correctly records location of suspect(s)/evidence.

BETTER THAN ACCEPTABLE (#4)

The trainee demonstrates a thorough knowledge of the different types of searches while complying with current search and seizure case laws and using good safety practices. Completes a thorough, systematic and effective search. Coordinates and plans entry, demonstrating an effective and efficient entry technique. Conducts an effective quick initial suspect search, prior to conducting a secondary search. Consistently makes detailed records of the locations of suspect(s)/evidence.

X. CRIMES IN PROGRESS

The trainee shall demonstrate the ability to safely respond to and handle in-progress crimes. This shall include but is not limited to the following:

* Pre-planning * Aware of access and escape routes from area * Communication with assisting units * Quiet, safe, and efficient approach to scene * Lights out, radio turned down * Looks for and is aware of surroundings (cover/concealment), and surveillance positions * Checks vehicles/pedestrians (lay-off suspects) * Observes area to establish common/uncommon movements, ingress/egress * Coordinates deployment of other units * Appropriate weapon(s) deployment * Contacts reporting party from a position of advantage * Establishes crime type * Contacts victims/witnesses * B.O.L. for suspect information

FTO hints:

Show the trainee all financial institutions and other businesses that have been victims of robbery or burglary in the past, and have the trainee make mental notes regarding the quickest access and escape routes from those businesses. Talk to the trainee about officer safety issues and how they relate to approaching the scene of a crime in progress, staying alert for lay-off suspects and getaway vehicles.

X. CRIMES IN PROGRESS

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.

IMPROVEMENT NEEDED (#2)

The trainee is unable to demonstrate the ability to safely, quickly and effectively, respond to and handle in-progress crimes.

ACCEPTABLE (#3)

The trainee demonstrates the ability to safely, quickly and effectively, respond to and handle in-progress crimes.

BETTER THAN ACCEPTABLE (#4)

The trainee demonstrates expertise and command presence when safely, quickly and effectively responding to handle crimes in progress.

- has pre-planned responses, specifically tailored to locations most likely to have such crimes. Familiar with beat so plans can be quickly developed for other locations - reduces engine and tire noise, turns off headlights and brake lights, shuts door quietly, takes keys and puts them in pocket, adjusts radio to his/her ears only - coordinates with other units, follows their directions, assists others in developing plans while en route - maintains cover and, or concealment and assists other units in finding positions of safety - uses the correct response based on the situation. Does not dogmatically employ tactics, is flexible, adapts and customizes response to situation. - draws weapon, maintains tactical firing positions, coordinates search with partner through hand or pre-agreed signals. Utilizes correct fields of fire and support throughout search - utilizes existing interior lights and a minimum of noise to conduct search

XI. PRELIMINARY INVESTIGATION

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

Provide first aid or medical assistance if necessary * Preserve scene and restrict personnel * Interview victims, witnesses, etc. * Obtains and records appropriate information (Note taking) * Determine if a crime has been committed. (Civil vs. Criminal) * Identify suspects/obtain description * Identify weapons involved * Direction of travel * Radio B.O.L. * Locate/preserve evidence

FTO hints: Demonstrate to the trainee, the proper techniques for conducting a preliminary investigation. Once the trainee has been shown how to handle a preliminary investigation, let them handle as much as possible, helping only when they have questions, or are forgetting a task. Stress the importance of thorough note taking (who, what, when, where, why, and how). Be sure the trainee is aware that Deputy's Notebooks are "discoverable" in court.

XI. PRELIMINARY INVESTIGATION

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.

IMPROVEMENT NEEDED (#2)

The trainee fails to demonstrate a working knowledge of the preliminary investigation process. The trainee is unable to determine if a crime was committed, fails to interview victims and witnesses, or conducts poor interviews and fails to gain necessary data. Fails to obtain suspect information. Unable to determine if a crime is in progress or has just occurred. Fails to radio B.O.L. Fails to preserve the scene, or locate evidence. Fails to apprehend the suspect, when appropriate. Fails to recognize elements of the crime.

ACCEPTABLE (#3)

The trainee has demonstrated a working knowledge of the procedures for investigating property crimes and crimes against persons. The trainee is able to determine if a crime was committed, interviews victims and witnesses, gains necessary data. Obtains suspect information. Determines if a crime is in progress or has just occurred. Promptly radios B.O.L.. Preserves the scene, and locates evidence. Apprehends the suspect, when appropriate. Identifies the elements of the crime.

BETTER THAN ACCEPTABLE (#4)

The trainee has demonstrated a thorough knowledge of the procedures for investigating property crimes and crimes against persons. The trainee is able to determine if a crime was committed, conducts thorough interviews with victims and witnesses, gains necessary data and further related information. Obtains suspect information, description, possible location etc... Determines immediately if a crime is in progress or has just occurred. Promptly radios B.O.L. with full description and direction of travel. Preserves the scene, and locates evidence. Apprehends the suspect, when appropriate and conducts a thorough interrogation.

XII. EVIDENCE PROCEDURE

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

Evidence Preservation * Evidence collection * Fingerprint evidence * Narcotics (Marijuana) * Money * Special Handling (Weapons, Bodily Fluids, Syringes, etc.) * Clothing * Rape kits * Photographs * Bulk property * Packaging * Marking * Storage * Found Property * Safekeeping * Laboratory evidence * Lab requests * Reporting * Evidence log * Evidence tags

FTO hints: Demonstrate to the trainee, the proper techniques for the collection, and preservation of evidence. Discuss with the trainee how to locate and search for evidence using different organized search methods (strip, spiral, quadrant). Explain methods of preserving evidence at a crime scene in fair and inclement weather. Discuss the importance of the "chain of custody" or "chain of evidence". Assist the trainee with putting together his or her own evidence kit with the necessary contents.

XII. EVIDENCE PROCEDURE

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.

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/ or 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 a thorough knowledge of department evidence procedures and can handle evidence tasks without assistance.

XIII. OFFICER SAFETY

The trainee shall demonstrate an understanding of the basic principles of Officer Safety. This shall include but is not limited to the following:

*** Good use of contact and cover * Maintains defensive posture (FI position) and controls subjects effectively * Aware of surroundings and potential hazards. (minimize hazards) * Good search techniques * Gun hand free * Will to survive in hazardous situation**

FTO hints:

Discuss with the trainee the importance of physical, mental, and emotional conditioning in officer survival. Discuss pre-planning and the reduction of unnecessary risks. Practice contact and cover techniques. Talk about what to watch for (hands in pockets, weapons, hostility or anger, symptoms of intoxication, etc.).

For hints on search techniques, see Searches.

XIII. OFFICER SAFETY

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.

IMPROVEMENT NEEDED (#2)

The trainee does not demonstrate an understanding of the principles of Officer Safety:

- Breakdown of safety training - cannot identify hazards - exposes partner to danger - creates hazardous conditions - no pat down when appropriate.

ACCEPTABLE (#3)

The trainee demonstrates an understanding of the principles of Officer Safety:

- Uses adequate pat down - occasional errors in safety principles - recognition of potential hazards - adequately covers partner and self

BETTER THAN ACCEPTABLE (#4)

The trainee has a thorough knowledge, and demonstrates an understanding of the principles of Officer Safety:

- Extremely thorough pat down - safety training reflected in all situations - aware of and responsive to potential hazards /escalations - vigilant- excellent cover for self and other Deputies.

XIV. MENTAL ILLNESS

The trainee shall demonstrate the ability to effectively handle mentally ill persons. This shall include but is not limited to the following:

Elements of 5150 W&I * Disregards verbal abuse * Avoiding excitement * Avoiding unnecessary deception * Adequate cover on scene * Weapons safety * Ambulance transport if necessary * Placement requirements * Reporting requirements

FTO hints:

Discuss with the trainee the criteria for which an individual may be committed for a 72 hour hold as set forth in the Welfare and Institutions Code (Danger to himself/herself, Danger to others, Gravely disabled).

XIV. MENTAL ILLNESS

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.

IMPROVEMENT NEEDED (#2)

The trainee has not explained or demonstrated a working knowledge of dealing with mentally ill persons and needs assistance throughout the process:

Gets into an argument with subject - agitates or escalates situation - deceives the subject unnecessarily and gets caught - fails to complete required reports - fails to maintain Officer Safety techniques - doesn't recognize the elements of 5150 W&I.

ACCEPTABLE (#3)

The trainee has explained or demonstrated a working knowledge for effectively handling mentally ill persons:
Doesn't respond to verbal abuse - uses proper techniques to calm subject - uses deception only when necessary - completes proper reports - recognizes the elements of 5150 W&I.

BETTER THAN ACCEPTABLE (#4)

The trainee has explained or demonstrated a thorough knowledge for effectively handling mental ill persons:
Trainee excels in verbally calming the subject and gaining cooperation - not only carries the required forms, but completes them in a timely manner with exceptionally concise detail that allows mental health professions to immediately take custody of subject.

XV. TRAFFIC ENFORCEMENT / INVESTIGATION

The trainee shall demonstrate the ability to handle various traffic responsibilities. This shall include but is not limited to the following:

*** Investigation and reporting of non-injury accidents * Investigation and reporting of driving under the influence cases * Traffic control * Use of flares * Investigation and reporting of hit and run cases * Parking citations & enforcement * 72 hour marks * Impounding & towing vehicles * Traffic enforcement, radar, pacing, visual observations * Directing traffic * Assisting traffic deputies at collision scenes**

FTO hints: It is critical that all trainees receive a well-rounded education of traffic enforcement and investigation. Ensure the trainee understands basic California Vehicle Code laws and are able to recognize traffic violations. Have the trainee read the departments policy regarding impounds and towing procedures. The trainee should understand the procedure for dealing with a person who refuses to sign a citation. The trainee should understand there are instances when a traffic accident must be investigated by law and department policy (injury accidents, hit and run accidents, accidents involving suspected drunk driving, and accidents involving county, city, or state property). Discuss the term "primary collision factor". The trainee should know the common indications of a person driving under the influence, and how to administer a "field sobriety" test. Ensure the trainee understands department policy and the law regarding a DUI suspect's requirement to submit a chemical test, who may administer the tests, and the level of force authorized to obtain a sample.

XV. TRAFFIC ENFORCEMENT/INVESTIGATION

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.

IMPROVEMENT NEEDED (#2)

The trainee has not explained or demonstrated a working knowledge of dealing with traffic issues. Fails to observe vehicle code violations, refuses to issue notice to appear or parking citations. Fails to observe abandoned vehicles, fails to correctly fill out 72-hour notice or fails to mark tires. Impounds or tows vehicle using wrong authorization section. Unable to demonstrate a working knowledge of non-injury, vehicle collision investigations. Unable to obtain sufficient information to prepare a collision report. Unable to direct traffic, causing an accident, or near accident. Unable to move traffic in an efficient orderly manner.

ACCEPTABLE (#3)

The trainee has explained or demonstrated a working knowledge of dealing with traffic issues. Observes vehicle code violations, uses proper discretion and judgment when issuing notice to appear or parking citations. Observes abandoned vehicles, and correctly fills out 72 hour notice, marks tires. Impounds or tows vehicle using proper authorization section. Demonstrates a working knowledge of investigation of non-injury vehicle collisions. Obtains sufficient information to prepare a collision report. Directs traffic in an efficient orderly manner, eliminating any unnecessary back up.

BETTER THAN ACCEPTABLE (#4)

The trainee has explained or demonstrated a thorough knowledge of dealing with traffic issues. Observes vehicle code violations and can cite the sections from memory, uses proper discretion and judgment when issuing notice to appear or parking citations, actually selling the cite to the defendants. Observes abandoned vehicles, and correctly fills out 72 hour notice, marks tires. Impounds or tows vehicle using proper authorization section. Demonstrates a thorough knowledge of investigation of non-injury vehicle collisions. Obtains complete information and measurements sufficient to prepare an exceptional collision report. Directs traffic in an efficient orderly manner, eliminating any unnecessary back up and more efficiently than phased traffic signals.

XVI. MISSING PERSONS

The trainee shall demonstrate the ability to adequately investigate and report on missing person cases. This shall include but is not limited to the following:

Juvenile (runaway, at-risk, etc.) * Adult (voluntary missing, at-risk, suspicious circumstances, etc.) * Mandatory reporting regardless of jurisdiction, by telephone or in person, * Alzheimer's Association Safe Return Program* Initiating searches, house first then expand search * Search and Rescue call out (1 hour+ response, do it before it gets dark, you can always cancel) B.O.L.'s, notify missing persons within mandatory time period and obtain D.O.J. file control number (FCN), etc..

FTO hints:

Explain to the trainee that many children when reported missing, are found inside the home. Always start searching for children from inside the home and working outward. Explain the importance of gathering phone numbers and addresses of friends, and relatives that live in the near proximity to the missing person.

XVI. MISSING PERSONS

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.

IMPROVEMENT NEEDED (#2)

Fails to take a missing person report even if it did not occur within jurisdiction. Gives reporting party incorrect information, i.e., that they must wait a certain amount of time before making a report, or telling them we will be conducting a search, when in fact, the situation does not warrant a search. Fails to tell reporting party to call back when subject is located. Arrests or forces a voluntary missing adult to contact the reporting party. When a search is required, fails to notify the communications center to call out search and rescue immediately. Fails to check the reporting party's house prior to widening the search.

ACCEPTABLE (#3)

Immediately takes a missing person report even if it did not occur within jurisdiction. Gives reporting party correct information, i.e., that they need not wait a certain amount of time before making a report, and honestly telling them we will or will not be conducting a search depending on the situation. Reminds the reporting party to call back when the subject is located. Understands that adults may voluntarily go missing, that they cannot be compelled to contact the party making the report or be arrested. Contacts the communications center immediately to begin a search and rescue call out if a search will be required. Makes thorough search of reporting party's residence prior to widening the search. Notifies shift supervisor.

BETTER THAN ACCEPTABLE (#4)

Immediately takes a missing person report even if it did not occur within jurisdiction. Gives reporting party correct information, i.e., that they need not wait a certain amount of time before making a report, and honestly telling them we will or will not be conducting a search depending on the situation. Reminds the reporting party to call back when the subject is located. Understands that adults may voluntarily go missing, that they cannot be compelled to contact the party making the report or be arrested. Establishes a command post and begins coordinating other units until relieved by a superior. Makes all resource notifications, communications center, search and rescue, ASTREA etc.

XVII. USE OF FORCE

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

*** Understanding of the moral and legal considerations pertaining to the use of force * Reporting Requirements * Agency policy on discharge of firearms * Demonstrates proper use of force when making arrests, handling prisoners * Prisoner escort (arm guidance) * Transportation of prisoners (seatbelts, position in vehicle, monitoring) * Tactical Communications in lieu of force * Excited delirium * Firearms Qualification * Arrest and Control Techniques Qualification * Impact Weapons Qualification. Qualifications can be satisfied by CPT/POC/Department Qualification/observed (justified) Use of Force.**

FTO hints:

Have the trainee read and then explain the department's policy on use of force. Discuss with the trainee the situations, which justify the use of deadly force, and the situations that do not justify such use. Explain "Force Options" to the trainee and give the trainee mock circumstances where force would be necessary and have the trainee explain what force should be used. Ensure the trainee knows that the use of tactical communications in lieu of force is always the most desirable method for gaining voluntary compliance. Ensure the trainee understands the legal and ethical considerations pertaining to the use of force.

Demonstrate to the trainee, the proper handcuffing techniques (handcuffs always in the back, back of the hands together, doubled locked). Ensure the trainee understands the importance of maintaining proper prisoner control throughout an arrest (escorts prisoner using "arm guidance", from the backseat of the patrol car to the patrol station or detention facility).

XVII. USE OF FORCE

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.

IMPROVEMENT NEEDED (#2)

The trainee is unable to maintain physical control and position of advantage – inappropriate use of force - unable to consistently diffuse situations using tactical communication skills – unsure of agency policy on discharge of firearms – fails to, or inadequately documents use of force – fails to advise shift supervisor of use of force.

ACCEPTABLE (#3)

The trainee consistently maintains physical control and position of advantage - consistently applies the correct techniques to achieve the reasonable and necessary level of force needed in a given situation – consistently diffuses situations using tactical communication skills - familiar with agency policy on discharge of firearms - uses force preemptively rather than reactively - Thoroughly documents use of force - Advises shift supervisor.

BETTER THAN ACCEPTABLE (#4)

The trainee always maintains excellent physical control and position of advantage - always applies the correct techniques to achieve the reasonable and necessary level of force needed in a given situation – always attempts to diffuse situations using tactical communication skills – thorough knowledge with agency policy on discharge of firearms - uses force preemptively rather than reactively - Thoroughly documents use of force - Advises shift supervisor.

XVIII. LESS LETHAL

The trainee shall become familiar with the department policy on less lethal munitions. This shall include, but is not limited to the following:

*** Beanbag shotgun * PepperBall delivery system * Chemical agents * Impact weapons * Taser (Conducted Electrical Weapon) *Downloading Taser activation information from the USB *Agency Policy on discharge of less lethal munitions * Reporting * Proper deployment * Maintenance and storage *Required Medical Treatment**

FTO hints:

Ensure the trainee knows the procedure for checking out a less lethal weapon, how to refill the air cylinder and check the O Rings on a PepperBall delivery system. The trainee should know never to load or unload a less lethal shotgun together with a lethal shotgun, to ensure the different rounds are not mixed together.

XVIII. LESS LETHAL

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.

IMPROVEMENT NEEDED (#2)

The trainee is unable to explain effective use of less lethal munitions. The trainee is unsure of agency policy on discharge of less lethal munitions. The trainee fails to deploy less lethal munitions when appropriate. The trainee deploys less lethal munitions when inappropriate. The trainee does not advise other officers of less lethal deployment. The trainee fails to report deployment to shift supervisor.

ACCEPTABLE (#3)

The trainee has demonstrated a working knowledge in the use of less lethal munitions. The trainee is familiar with the agency policy on discharge of less lethal munitions. The trainee is able to make the Beanbag shotgun and PepperBall delivery system "patrol ready" on their own. The trainee understands and safely deploys less lethal munitions when appropriate.

BETTER THAN ACCEPTABLE (#4)

The trainee always safely deploys less lethal munitions when appropriate. The trainee knows the agency policy on discharge of less lethal munitions. The trainee notifies cover officers of less lethal deployment. Safety training is reflected in all situations. The trainee is aware of and responsive to potential hazards associated with less lethal deployment. The trainee always notifies the shift supervisor of less lethal deployment.

XIX. JUVENILES

The trainee shall demonstrate the ability to handle various situations involving juveniles. This shall include but is not limited to the following:

Child abuse and neglect (reporting, placement) * Protective custody (reporting, placement) * Status offenses vs. Criminal Offenses * Juvenile detentions and arrests * Curfew * Child protection services * Juvenile Diversion * Necessary Juvenile Specific Reporting Forms

FTO hints:

Explain to the trainee the difference between 300, 601 and 602 of the Welfare and Institutions Code. Talk to the trainee about the significance of Miranda Admonishments, secure vs. non-secure confinement, notification of parents, telephone rights, juvenile specific reporting, etc.

XIX. JUVENILES

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.

IMPROVEMENT NEEDED (#2)

The trainee fails to make mandatory cross reporting to Child Protective Service. Can't articulate conditions in a neglect, abuse situation. Fails to understand curfew and status offenses. Fails to follow laws and procedures about handcuffing, and confining juvenile offenders (longer than 6 hours, within sight or same room as adult offenders, non-violent etc.). Fails to, immediately upon arrest, read the juvenile their rights (Miranda admonishment). Doesn't know the difference between the 300 sections and 600 sections of the Welfare and Institutions codes. Fails to notify parent or guardian.

ACCEPTABLE (#3)

The trainee makes mandatory cross reporting to Child Protective Service. Articulates conditions in neglect/abuse situation. Understands curfew and status offenses. Follows laws and procedures about handcuffing, and confining juvenile offenders. Keeps juveniles and adult offenders separated physically, as well as out of sight and hearing. Immediately upon arrest, reads the juvenile their rights (Miranda admonishment). Knows the differences between the 300 sections and the 600 sections of the Welfare and institutions code. Properly notifies parent or guardian.

BETTER THAN ACCEPTABLE (#4)

The trainee makes mandatory cross reporting to Child Protective Service. Articulates conditions in neglect/abuse situation. Understands curfew and status offenses and can recite the code sections. Follows laws and procedures on handcuffing, and confining juvenile offenders. Immediately upon arrest, reads the juvenile their rights (Miranda admonishment). Knows the differences between the 300 sections and the 600 sections of the Welfare and institutions code. Properly notifies parent or guardian and explains the process.

XX. COMMUNITY ORIENTED POLICING / PROBLEM ORIENTED POLICING / DEPARTMENT MISSION STATEMENT

The trainee shall become familiar with the Department Mission and Value Statement. The trainee shall become familiar with, and demonstrate Community Oriented Policing. The trainee shall be familiar with the specialized patrol positions such as C.O.P.P.S. (Community Oriented Policing and Problem Solving); and P.O.P. (Problem Oriented Policing / Crime Suppression Team) and how they relate to field operations. This shall include, but not be limited to:

* Foot patrol high crime areas * Meeting business owners and residents to discuss concerns * Utilizing various resources to respond to and solve problems * Maintaining Beat Integrity, handling a designated geographic area * Familiarization with community structure, demographics, socio-economic make-up, and events * Cultural Diversity * Using A.R.J.I.S., VTX and data from Crime Analysis to find hot spots / trends, Beat Profile * Locate and read monthly report to a Contract City * Identify a problem, then use the S.A.R.A. (Scanning, Analysis, Response, Assessment) model to address it * Learn the local government and community structures * Visit City Hall and meet staff. Learn who handles what, these are your resources * In unincorporated areas, learn County government structure, who handles what. There could be homeowner associations and or civic groups with influence over local concerns, where and when do they meet? Who are they? * Seeking solutions other than just traditional law enforcement dispositions (Abatement, civil lawsuits, safe streets now etc.)

Social Host Ordinance procedures shall be discussed with the trainee.

1. NEIGHBORHOOD POLICING/DECISION MAKING AND PROBLEM SOLVING

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.

IMPROVEMENT NEEDED (#2)

The trainee is unable to reason out a problem and make an independent decision. Refuses to implement the community oriented concept of policing; no knowledge of the guidelines; refuses to practice community/problem based approach, doesn't know, or can't incorporate the Department Mission and Values Statement into everyday situations.

ACCEPTABLE (#3)

The trainee consistently reasons out a problem and makes an independent decision. Demonstrates awareness of and practices a community /problem based approach to policing on a daily basis; attempts pragmatic problem solving; enforcement style corresponds with beat problems, proper use of discretion. S.A.R.A. model.

- perceptive - flexible - solicits all opinions/views - acknowledges self error - timely application/decisions - recalls previous training and experience - pre-plans solutions - fairness: uses common sense, acts within policy and procedure, law - acts in furtherance of department mission.

BETTER THAN ACCEPTABLE (#4)

The trainee always reasons out problems and is able to seek decisive, independent solutions. Totally committed to the community/ problem based approach to policing. Philosophically and action oriented to accomplish the department mission.

- perceptive - analytical - utilizes foresight in problem solving - always fair - acknowledges self error and corrects on own initiative.

XXI. PATROL PROCEDURES

The trainee shall become familiar with and demonstrate the general ability to apply effective patrol techniques, discover or deter criminal activity, and respond effectively to requests for Law Enforcement Service. This shall include, but not be limited to:

* Window down to hear/smell outside activity (except high speed roads, freeways) * Has radio volume set so outside activity can be heard, keeping sound inside car * Visually scans side to side, mirrors, checks side streets when passing * turns hand held radio on and sets to proper volume when exiting vehicle * Drives at 5 - 10 miles per hour below speed limit to observe activity * Uses all senses (hearing, vision, smell, etc.) * Ensure windows are clean to aid observations * Equipment secured for normal driving or pursuit conditions * Make a tour of the beat to determine activity, hot spots * Tactical use of seat belt: removes seat belt prior to arrival at call or as vehicle yields on traffic stop * Maintains beat integrity, resists urge to go to all the hot calls (when sufficient units are available and closer) * Evaluates cover needs (too many units, other units closer, etc.) * Good right side approach on freeway stops * Pre-plans, evaluates distance to scene, suspect actions, stake out locations * Communicates and coordinates with other responding units * Learn to trust instincts, react immediately to suspicious or potentially threatening activity or behavior. Nighttime patrol vs. daytime, use of flashlight, spotlights, dimming dash board/interior lights, use of headlights.

FTO hints:

Ensure the trainee knows basic preventative patrol methods (Frequent checks and contacts with business premises, checks of suspicious persons, fluctuating patrol patterns, high visibility, etc.).

The trainee should understand the advantages of foot patrol, bicycle patrol, and motorized patrol. Show the trainee how to use proper lighting techniques with the headlights, spotlights, and flashlight.

Discuss how to avoid backlighting and lighting up beat partners. The trainee should know how to avoid making telltale "police noises" such as radio noise, keys rattling, vehicle noise, etc.

Ensure the trainee understands the responsibilities and actions required of a deputy at the scene of an unusual occurrence (scene of a disaster, chemical spill, bomb threat, etc.)

XXI. PATROL 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 in the FTO Worksheet.

IMPROVEMENT NEEDED (#2)

The trainee has the general inability to apply effective patrol techniques, discover or deter criminal activity or respond effectively to requests for law enforcement service:

- Drives around with window rolled up - has radio volume set too loud (can't hear events outside, radio can be heard outside vehicle) - looks straight ahead, doesn't scan surroundings, doesn't check mirrors - fails to turn on hand held radio, or selects wrong volume setting when exiting vehicle - drives too fast to observe activity - fails to use all senses (hearing, vision, smell, etc.) - fails to ensure windows unobstructed, dirt etc. - equipment loose, or comes loose while driving/in pursuit - fails to find where people are congregating - fails to determine activity - fails wear seat belt, or fails to remove seat belt prior to calls/traffic or pedestrian stops - chases the hot calls, leaves own beat unprotected - covers when unnecessary, bunches up with other units, other units closer - poor approaches on freeway stops, leaves emergency lights on - rushes to the scene, fails to set up stake out points, no pre-planning - fails to communicate or coordinate with other responding units.

ACCEPTABLE (#3)

The trainee has the general ability to apply effective patrol techniques, discover or deter criminal activity, responds effectively to requests for law enforcement service:

- keeps window down to hear/smell outside activity (except high speed roads, freeways)- has radio volume set so outside activity can be heard, keeping sound in car - visually scans side to side, mirrors, checks side streets when passing - turns on hand held radio and sets to proper volume when exiting vehicle
- drives at 5-10 miles per hour below speed limit to observe activity - uses all senses (hearing, vision, smell etc.)
- ensures windows are clean to aid observations - secures equipment for normal driving or pursuit conditions - makes a tour of the beat to determine activity - removes seat belt 1-2 blocks prior to arrival/stop, wears seat belt - maintains beat integrity, resists urge to go to all the hot calls (when sufficient unit are available and closer)- evaluates cover needs (too many units, other units closer, etc.)- good right side approach on freeway stops, turns off emergency lights - pre-plans, evaluates distance to scene, Suspect actions, stake out locations - communicates and coordinates with other responding units.

BETTER THAN ACCEPTABLE (#4)

The trainee has exceptional ability to apply effective patrol techniques, discover or deter criminal activity, respond effectively to request for law enforcement service:

- Consistently keeps window down and monitors outside activity (except freeways)- sets radio volume so outside activity heard, sound remains within patrol car - constantly scanning surrounding, mirrors and side streets sees everything - turns on hand held radio continuously adjusts volume correct for situation - drives at 5-10 miles per hour below speed limit observes activity/respond - uses all senses (hearing, vision, smell etc.), including intuition, is in the right place- windows are always clean and unobstructed - equipment secured for normal driving or pursuit conditions (but easily accessible)- makes a tour of the beat-immediately finds the hot spots, adjusts patrol -tactical use of seat belt, always wears belt but ready to respond (well practiced) - maintains beat integrity, evaluates dispersal of units positions self for maximum coverage and response (knows position of all units) - evaluates cover needs (too many units, other units closer, etc.)- effective approaches based on situation (makes good use of guard rails, watches traffic, no unnecessary freeway stops, moves off freeway if possible, turns off emergency lights unless hazard present)- pre-plans, evaluates distance to scene, suspect actions, (knows where suspects have fled in the past, has stake out locations identified)- communicates and coordinates with other responding units (takes command if necessary)

XXII. UNDER THE INFLUENCE

The trainee shall become familiar with the objective symptoms of persons that are under the influence of drugs or alcohol. The trainee shall become familiar with and demonstrate: Physical reaction, Memory and Coordination tests (Commonly known as Field Sobriety Tests or FST's) used in evaluating whether a person is under the influence of alcohol, and or drugs. This shall include but is not limited to:

DUI series of Memory/Coordination tests (divided attention tests): Standing (Rhombberg), one foot balance, finger to nose, heel to toe, counting, alphabet and horizontal gaze nystagmus. * Drunk In Public vs. 11550 H&S * Chemical testing, blood, breath and urine. * Use of DUI Supplemental form, Drug Influence Evaluation form

FTO hints:

The trainee should carry a pupilometer and chart of objective symptoms.

Ensure the trainee knows the criteria for arresting someone who is Drunk in Public; unable to care for safety of self/others, behavior evaluation (confrontational to others, belligerent, violent, challenging others to fight), impaired vision, speech, gait, staggering, urination on clothes, disheveled etc.

Ensure the trainee knows the objective symptoms of someone who is under the influence of a controlled substance and what to look at; pupil dilation or constriction, horizontal, vertical or rotational nystagmus, convergence, respiration and heart rate, skin condition (temperature, damp or dry), cottonmouth, body odor, outward disposition (talkative, irritated, paranoia), etc.

XXII. UNDER THE INFLUENCE

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.

IMPROVEMENT NEEDED (#2)

The trainee fails to carry a pupilometer, and doesn't understand procedures for use. Fails to observe objective symptoms, or doesn't understand what they are. Unable to demonstrate memory/coordination tests, or ineffectively tests a person suspected of being under the influence. Fails to make adequate notes, or fails to remember detail performance. Is too one sided, fails to make mention of tests performed correctly. Fails to conduct chemical testing, or fails to understand procedures to obtain blood, breath or urine samples.

ACCEPTABLE (#3)

The trainee carries a pupilometer, and understands procedures for its use. Observes objective symptoms, and understands what they are. Demonstrates memory/coordination tests, or effectively tests a person suspected of being under the influence. Makes adequate notes, or remembers detail performance. Is fair, mentions tests performed correctly. Conducts chemical testing, and understands procedures to obtain blood, breath or urine samples.

BETTER THAN ACCEPTABLE (#4)

The trainee carries a pupilometer, and understands procedures for its use. Observes objective symptoms, and understands what they are. Demonstrates memory/coordination tests, or effectively tests a person suspected of being under the influence. Makes very detailed notes, and remembers detail performance. Is fair, mentions tests performed correctly. Conducts chemical testing, and understands procedures to obtain blood, breath or urine samples. Able to talk suspects into taking the tests, even when they initially refuse. Proficient at all testing methods and could qualify as an expert witness in court.

XXIII DETECTIVE PHASE

The trainee shall be exposed to the standard operating procedures of the station Detectives to include: Area Investigators, Auto Theft Investigators and Juvenile Diversion Officers. Specific areas that should be covered by the Detective Training Officer shall include but are not limited to the following:

* Report writing - complete reports, complete preliminary investigations, accuracy, information required for follow-up investigations, impact of substandard reports/reports lacking complete victim/witness/suspect information * Arrests - suspects at scene * Interviewing/Admonishments * Case follow-ups - case flow, case status (workable vs. non-workable), station files * Line-up photos * Subpoena process * Tips for courtroom testimony * Computer work - review SUN, ARJIS, DA screens * Crime scene management * Detective callout procedures * Auto theft - impound vs. storing * Juvenile Diversion - qualifications for diversion, runaway juvenile reporting/investigations, SHO program

During the course of the week the trainee shall visit the Sheriff's Central Investigation Division to meet and become familiar with the various specialized investigative and investigative support resources. This shall include but is not limited to the following:

* Crime Lab* Property/Evidence * Arson/Explosives unit * Fraud/Forgery unit * Homicide Detail * Family Protection Unit -Child Abuse, Sexual Assault, Elder Abuse*

SUBJECT	FTO INITIALS & ID#	COMMENTS (if applicable)
Report Writing		
Arrests		
Interview/Admonishments		
Case Follow-ups		
Line-up Photos		
Computer Resources		
Crime Scene Mgmt		
Callout Procedures		
Auto Theft		
Juvenile Diversion		

CID	FTO INITIALS & ID#	COMMENTS (if applicable)
Crime Lab		
Property/Evidence		
Arson/Explosives		
Fraud/Forgery		
Homicide		
Family Protection Unit		

STANDARDIZED EVALUATION GUIDELINES

MISCELLANEOUS PERFORMANCE TOPICS

1. LEADERSHIP

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.

IMPROVEMENT NEEDED (#2)

The trainee has inadequate leadership abilities:

- Unable to make informed decisions
- Does not lead by example
- Not open and honest
- Does not inspire or encourage others

ACCEPTABLE (#3)

The trainee has adequate leadership abilities:

- Able to make informed decisions
- Leads by example
- Open and honest
- Inspires and encourages others

BETTER THAN ACCEPTABLE (#4)

The trainee always demonstrates exceptional leadership abilities:

- Able to make informed decisions
- Leads by example
- Open and honest
- Inspires and encourages others

2. ETHICS

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.

IMPROVEMENT NEEDED (#2)

The trainee is unfamiliar with "Department Mission, Vision, and Core Values." The trainee does not follow "Department Guiding Principles", and Department Policy and Procedure regarding:

- Abuse of power
- Gratuities
- Other department policy guidelines

ACCEPTABLE (#3)

The trainee is familiar with "Department Mission, Vision, and Core Values." The trainee follows "Department Guiding Principles", and Department Policy and Procedure regarding:

- Abuse of power
- Gratuities
- Other department policy guidelines

BETTER THAN ACCEPTABLE (#4)

The trainee promotes "Department, Vision, and Core Values", and applies "Department Guiding Principles" and department policy guidelines.

3. 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.

IMPROVEMENT NEEDED (#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 arrests/contacts.

- perceptive, analytical

4. 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.

IMPROVEMENT NEEDED (#2)

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

- loses temper - visibly nervous and agitated - cannot control situation - unable to function on routine matters

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

5. 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.

IMPROVEMENT NEEDED (#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)

The trainee is able to effectively manage time:

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

BETTER THAN ACCEPTABLE (#4)

The trainee is 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.

6. ACCEPTANCE OF CRITICISM: VERBAL/BEHAVIORAL**UNACCEPTABLE**

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.

IMPROVEMENT NEEDED (#2)

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

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

ACCEPTABLE

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 willing to solicit criticism to assist personal growth:

- accepts responsibility for acts - mature - confident

7. SELF IMAGE/CONFIDENCE**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.

IMPROVEMENT NEEDED (#2)

The trainee's behavior indicates a negative self image:

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

ACCEPTABLE (#3)

The trainee's behavior indicates a positive self image:

- most often is confident - moderate - mature - self reliant
- self motivated - self starter - positive interaction with others

BETTER THAN ACCEPTABLE (#4)

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

- self reliant - decisive - self motivated - self starter- confident

FIELD TRAINING PROGRAM AND FTO CRITIQUE

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

Effective 02/2013, the Field Training Program Coordinator at the L.E In-Service Training Unit will provide the trainees with Critique Forms upon their completion of phase training. The trainee will return the completed Critique Forms to the Field Training Program Coordinator. 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 Field Training Program Coordinator will provide summarized critique feedback to the Station Training Sergeants for their use in evaluating their Field Training Program's effectiveness.

SAN DIEGO SHERIFF'S DEPARTMENT

FIELD TRAINING PROGRAM / FTO CRITIQUE FORM

In an effort to ensure that each Field Training Officer (FTO) maintains a high level of skill, performance, and interest, this critique form is to be completed by the trainee. The purpose of the form is to provide objective feedback to the FTOs so they can use the information to enhance their teaching/training skills. It is imperative these questions be answered honestly and directly. Field training officers will benefit by knowing the impression they have made on you, their trainee. Your comment in each category is important. Please take time to provide details about why you rated the FTO as you did. The more information that you can provide, the better the picture we will have of each FTO's level of skill and their continued suitability for the position.

The best Trainers welcome constructive and objective feedback. The overall benefit of honest evaluations to both the Field Training Program and the individual trainer is invaluable.

With this in mind, you are asked to honestly appraise and evaluate each of your FTOs. These critiques will be returned to the Field Training Program Coordinator at the L.E. In-Service Training unit. The Program Coordinator will make redacted copies available to the Training Sergeant at the station where the Phase Training occurred.

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

Your comments and opinions in each category are important. The Sheriffs' Department and the L.E. In-Service Training unit are constantly striving to provide the best training we can, and reviewing our Field Training Program and trainers, is an integral part of this.

This critique is for FTO: _____ Phase: _____

Using percentages, indicate how you think your FTO related to you (100% total)

I am one of a number of recruits ____% I am an individual ____%

1. What kind of example did this FTO set for you

POOR FAIR AVERAGE GOOD EXCELLENT

2. How would you describe this FTO's skills as an Instructor/Trainer

POOR FAIR AVERAGE GOOD EXCELLENT

3. Rate this FTO's communication skills, both with you, other staff, and the public

POOR FAIR AVERAGE GOOD EXCELLENT

4. Describe the FTO's overall attitude toward his/her role as a Training Officer

POOR FAIR AVERAGE GOOD EXCELLENT

5. Were there any conflicts between the FTO's training and your academy training? YES NO (Please explain)

6. Rate this FTO's honesty, fairness and objectivity in how they rated you.

POOR FAIR AVERAGE GOOD EXCELLENT

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

NEVER SELDOM OCCASIONALLY USUALLY ALWAYS

8. List the area(s) you consider to be the FTO's greatest strengths (training, officer safety, legal knowledge etc)

9. List the area(s) in which you feel the FTO needs improvement and why.

10. Did the program allow you sufficient time to train? YES NO (If no, how much more time?)

11. Any additional comments, questions or concerns.

12. Please provide an overall evaluation of the Departments Field Training Program, including deficiencies
