

# Introduction

The Field Training Manual Guide has been developed with the needs of the Trainer, Trainee, Field Training Supervisor, and organization in mind. It will provide the trainer with the necessary tools and information to complete their task as a trainer. Sections of this program will require instructions and/or an explanation prior to implementation to insure a thorough understanding of the program.

The Field Training Officer is the most important person in the trainee's career. The Field Training Officer has the power to assist the trainee in developing their skills and abilities to their maximum potential. The trainee relies upon the Training Officer for guidance and support in overcoming the hurdles commonly encountered during a training program. In many ways, the trainer has a direct impact on the future career of the trainee.

This manual is intended to guide the trainer through the ups and downs of on-the-job training and evaluations. As you read through this manual, remember your own experience as a trainee. Actively seek alternatives to training that you have considered to be detrimental to this program. Identify and enhance those areas that were beneficial and meaningful to you as a trainee and you will earn the respect of your trainees, peers and your supervisors.

# Conduct for Field Training Officers

## **Field Training Officers:**

An officer who becomes a Field Training Officer (FTO), must commit him or herself to the philosophy of teaching. They must realize that training is the first priority and the evaluation is secondary. The FTO should be willing to bear the responsibility for the progress of the trainee, or lack of it, until they are sure the other non-controllable factors are the cause of the trainee's performance.

FTOs will keep in mind at all times the FTO program philosophy, which states the FTO personnel will make every effort to train and to direct each trainee in ways that maximize the opportunities for success. They must remember to ensure each new trainee receives the maximum opportunity to show they can do the job. The FTO Supervisor, and FTOs will always attempt to set a positive training atmosphere for the new trainee, in which learning is maximized and the trainee will be able to perform to the best of their ability. As much as possible, any stress felt by the trainee should be caused by the task being taught and not from any non-related comments or actions on the part of the FTO. It is impossible to entirely eliminate stress caused by evaluation but it should be minimized as much as possible.

FTOs must conduct themselves in a professional manner at all times. They must teach department policies and procedures. FTOs should set an example by virtue of their knowledge and their appearance. They should remember the new trainee will be a product of what they are taught and of the behavior that is demonstrated to them. For the FTO to say, "Do as I say and not as I do," is not acceptable. FTOs should attempt to be above standard in all areas of their performance.

## **Use of Non-FTOs in Field Training:**

Non-FTOs will not be utilized to train a new trainee in the field, unless an FTO, with the FTO Supervisor's approval, has set-up this training for a specific purpose. In the event an FTO is sick and an alternant FTO cannot be utilized, the trainee can be trained by the on-duty sergeant; however, if the sergeant is unable to perform this function, then the trainee will ride, as an observer only, with a regular officer. A DOR will be completed by the FTO, on the following regularly scheduled day which will reflect no training was done and why.

## **Daily Observation Reports:**

The Daily Observation Report (DOR), will be completed at the end of the shift worked by the trainee and FTO. When completing the DOR, the FTO will follow the established guidelines to ensure a standardization of evaluations in this program. The department form control number for this form is PPD 241 and the instructions guideline is PPD 241.1.

### **Evaluations:**

All evaluations will be completed at the end of the shift worked. The on-duty Watch Commander for the shift worked will initial the DOR near the FTO's signature to verify the Watch Commander reviewed the DOR. FTOs will not discuss a new trainee's progress with other department personnel other than those who have a need and a right to know. Evaluations will be given in honest, straightforward manner, which stresses positive as well as negative performance.

Sergeants involved in evaluations, as well as the FTOs, will ensure positive as well as negative aspects of a new trainee's performance are discussed. They will also ensure the comments are based on direct observations and not on speculations. All reports written by the trainee will be reviewed by the FTO who will then initial the bottom left corner of the report after any/all corrections are made. A photocopy of the original report (before corrections are made) will be attached to the DOR to show the trainee's progress. If a report is taken by the FTO, the report will be shown to the trainee who will then initial the bottom left corner of the report.

All reports taken by either the trainee or the FTO will be recorded on the DOR by writing the case number on the back side of the DOR. Where a Most Satisfactory Area and Least Satisfactory Area relates to a specific incident, the incident number or case number will be recorded in these areas on the DOR.

### **Court Appearance:**

While the trainee is in the Field Training Program, s/he will attend any court appearance the FTO is required to attend, which is a result of a police-related matter. If the trainee receives a subpoena for court and is required to go while in the training program, the FTO will also attend. The FTO will utilize the court appearances to demonstrate, train, and evaluate the trainee in courtroom demeanor. Attendance and performance in court will be documented on the proper DOR.

### **Solo-Beat Officer Concept:**

While a trainee is in training, s/he will be considered by all concerned (i.e.- dispatchers, watch commanders, and fellow officer) as a solo officer. A trainee will not be allowed to work as a solo officer for any reason while in the Field Training Program until **ALL** functional areas of the training manual have been completed. The only exception to this will be made by the Field Training Supervisor on a case-by-case basis.

### **The Field Training Program:**

The Field Training Program is designed around a fourteen (14) week training period and will be conducted in phases. All phases will be in three week blocks, except for the final phase which is two weeks. The first four phases will have testing process as well as the daily instructions and/or a mixture of training scenarios. Training scenarios will be completed with the approval of the on-duty watch commander, as

the daily activity of the shift may prevent the removal of the trainee from service for the period of time to complete the training. The fifth phase will require the FTO to rind in plain-clothes and act as a "Citizen Observer". DORs will still be completed; however, report review will no longer take place by the FTO. The FTO will not assist the trainee, unless there is an officer safety issue, an emergency, or a liability issue. The FTO will never leave a trainee at any time while out on the streets.

The trainee will be responsible for the Training Manual and will have in his/her possession at all times. Daily Observation Reports will be completed for each day of training. A test will also be completed by the end of each phase, which will cover the information during that portion of the training.

At the end of each phase, the trainee will sign each page of the Field Training Manual to indicate all the information on that page was covered and understood.

Trainees will always be told when a training situation is a mock scenario and loaded weapons **will never** be used in the training scenarios. FTOs will not attempt nor will they agitate or anger citizens for the purpose of seeing how the trainee deals with conflict. Handcuffed prisoners **will never** be released in order to see how the trainee would handle a physical confrontation.

If the trainee is a lateral officer and s/he is able to progress at a faster pace in this training program due their experiences and training, then the training process can be completed in less than fourteen weeks. The FTO will notify the FTO Supervisor and a reasonable timetable will be established based up the progress of the trainee.

### **Relationships between the FTO and Trainee:**

The relationship between the FTO and the trainee will be a teacher-student and/or a supervisor-subordinate relationship. As part of this relationship, the following is expected:

- The hallmark of this relationship will be one of mutual respect. Trainees will not be harassed, intimidated, intentionally embarrassed, or treated in a demeaning manner. Name calling or use of derogatory terms by the FTO is not acceptable. FTOs will try not to show their anger or frustration while they are working with the trainee. Remember: praise in public, correct in private.
- While trainees are going through the Field Training Program, FTOs are prohibited from socializing with trainees while they are off-duty. Any relationship with the trainee shall be strictly professional.
- FTO personnel are prohibited from dating trainees while they are in the Field Training Program. If a Sergeant or FTO is related to the trainee, or if they have a special relationship that had started before the trainee was hired by the City of Pinole, then the FTO Supervisor will be advised.

### **Responsibilities of the FTO Supervisor:**

The FTO Supervisor can have the dual responsibility of supervising the day-to-day operations of the personnel assigned to his/her shift as well as monitoring the training progress of the new trainee. S/He is responsible for maintaining the integrity of the training program and providing praise and discipline as warranted.

The Field Training Sergeant Supervisor has the following specific roles:

1. Be an objective observer of the training and evaluation process.
2. Be an evaluator of the trainee and the trainer, including completion of evaluations and any related documentation.
3. Be a resource provider for the trainer and the trainee.
4. Review the program and provide revisions recommendations.

As an objective observer, the supervisor is responsible for overseeing the trainer's work with the trainee and staying abreast of the trainee's progress. The sergeant will insure the trainer maintains their objectivity and has appropriately documented deficiencies and above standard performances.

As an evaluator, the supervisor will maintain open verbal communications with the trainer and the trainee. This is essential for positive motivation, employee development and accurate evaluations. The supervisor is also responsible for evaluating the performance of the trainer and insuring their performance is held to the highest standards. Evaluations will be completed at the end of a training session and they will be based on interaction with the trainee, conversations with the trainer, and all related training materials and the sergeant's own observations. The supervisor will also review the DORs submitted by the trainer for content, neatness, attention to detail, punctuation and grammar. S/He will also insure the trainer is providing training in accordance with the training program guidelines.

The supervisor will make every effort to assist the trainer by readily allotting the time and resources required to accomplish the necessary training. The supervisor must routinely review the training program for occasional revision and reorganization. The supervisor will constantly strive to improve the overall operation of the program and will work with all FTOs towards the goal of organizational excellence.

### **Training Rules for the Trainee:**

The FTO's direction is to be accepted and followed at all times. If a trainee believes a specific order or instruction is improper or an evaluation is not fair, they shall discuss it with the FTO. If the trainee is unable to resolve the issue, s/he can ask for a meeting with the on-duty sergeant and his/her decision is final. If no sergeant is on-duty at the time, this option is not valid. The DOR will be signed and the trainee can request a meeting with the Field Training Supervisor to resolve the issue at his/her earliest convenience.

The trainee shall complete all assignments in a timely manner. S/he shall follow all policies and procedures as outlined in the Policy and Procedures, Special Orders, and City Rules and Regulations.

While off-duty, trainees shall not respond to police calls or become involved in police matters unless the situation is life threatening and being a "good witness" would not suffice.

The trainee shall be receptive to criticism given by his/her FTO. The trainee may verbalize an explanation for his/her action; however, repeated rationalization, excessive contradictions and hostility is not acceptable.

Trainees are reminded participation in hazardous extracurricular activities (i.e.- baseball, football, etc.) is discouraged. Any injury a trainee receives causing a disability could have an adverse effect on his/her employment.

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Field Training Officer/ID#/Date

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Trainee Officer/ID#/Date

## **Field Training and Evaluation Program** **Standardized Evaluation Guidelines**

### **SEVEN-POINT SCALE**

#### **Instructions:**

The following "1", "4", and "7" scale value definitions are to be used when rating a trainee officer's behavior in each of the performance categories, as listed on the PPD 241 [Daily Observation Report (DOR)]. It is through the use of these guidelines that a standardization and rating consistency can be achieved in this Field Training and Evaluation Program. These reports will be numbered for each day of training, and a report will be filled out in the absence of the trainee as well. The watch worked refers to the patrol shift (i.e.-P5, etc.), and the rating scale will require the numbered circled by the Field Training Officer (FTO) as well as the numbers written in the box on the left side of the page by the trainee. A comment is required every day for the categories: **Most Satisfactory** and **Least Satisfactory**, and any other area of evaluation that receives a rating of 2 or less and 6 or above.

### **ATTITUDE**

- 1. ACCEPTANCE OF FEEDBACK FROM FTO/FTO PROGRAM** - Evaluates the way the trainee accepts criticism and how that feedback is used to further learn and improve performance.

**(1) Unacceptable** - Rationalizes mistakes, denies that errors were made; is argumentative, refuses to, or does not attempt to, make corrections. Considers criticism personal.

**(4) Acceptable** - Accepts criticism in a positive way and applies it to improve performance and further learning.

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

- 2. ATTITUDE TOWARD THE JOB** - Evaluates how the trainee views the new career in terms of personal motivation, goals and his/her acceptance of the job responsibilities.

**(1) Unacceptable** - Sees career only as a job, uses job to boost ego, abuses authority; demonstrates little dedication to the principles of the profession, and is disinterested and lacks motivation.

**(4) Acceptable** - Demonstrates an active interest in new career and in his/her responsibilities.

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

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

**(1) Unacceptable** – Accepts and employs a standard of mediocrity. Has no sense of accountability and/or responsibility to department or community.

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

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

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

**(1) Unacceptable** – Does not demonstrate strength of character by appropriate use of command presence. Does not prevent/reduce conflict. Fails to show empathy.

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

**(7) Superior** – Will not rationalize to compromise integrity. Has the courage to be flexible and employ discretion. Consistently demonstrates trust, respect, and genuineness.

## **APPEARANCE**

**5. GENERAL APPEARANCE** - Evaluates physical appearance, dress, demeanor and equipment.

**(1) Unacceptable** - Overweight (in comparison to hiring standard), dirty shoes, and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair not groomed and/or in violation of Department regulation. Weapon and/or equipment is dirty. Equipment is missing or inoperative. Offensive body odor and/or breath.

**(4) Acceptable** - Uniform neat, clean. Uniform fits and is properly worn. Weapon, leather, and equipment is clean and operative. Hair is within regulations, and shoes and brass are shined.

**(7) Superior** - Uniform is neat, clean and tailored. Leather gear is shined, and shoes are spit-shined. Displays command bearing.



## **RELATIONSHIPS**

**6. RELATIONSHIP WITH CITIZENS/COMMUNITY** - Evaluates the trainee's ability to interact with citizens (including suspects) in an appropriate, efficient manner.

**(1) Unacceptable** - Abrupt, belligerent, overbearing, arrogant, uncommunicative. Overlooks or avoids "service" aspects of the job. Introverted, insensitive and uncaring. Poor "non-verbal" skills.

**(4) Acceptable** - Courteous, friendly and empathetic. Communicates in a professional, unbiased manner. Is service oriented. Good "non-verbal" skills.

**(7) Superior** - Is very much at ease with citizen and suspect contacts. Quickly establishes rapport and leaves people with the feeling that the officer was interested in providing service to them. Is objective in all contacts. Excellent "non-verbal" skills.

**7. RELATIONSHIP WITH DEPARTMENT MEMBERS (SPECIFY)** - Evaluates the trainee's ability to effectively interact with other Department members of various ranks and in various capacities.

**(1) Unacceptable** - Patronizes FTO/Superiors/Peers or is antagonistic to them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instruction. Considers self superior, belittles others, and is not a "team player". Fawns on others.

**(4) Acceptable** - Adheres to the Chain of Command and accepts his/her role in the organization. Good FTO, Superior, Peer, relationship and is accepted as a member of the group.

**(7) Superior** - Is at ease in contact with all members of the organization while displaying proper consideration for their position. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others. Loyal to the agency.

**8. COMMUNITY ORGANIZING-** Evaluates the manner in which the trainee assists members of the community in handling neighborhood issues.

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

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

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

## **PERFORMANCE**

**9. DRIVING SKILLS: NORMAL CONDITIONS** - Evaluates trainee's skill in the operation of department vehicles under normal and routine driving conditions.

**(1) Unacceptable** - Frequently violates traffic laws. Involved in chargeable accidents. Fails to maintain control of vehicle or displays poor manipulative skills in vehicle operation. Drives too fast or too slowly for conditions.

**(4) Acceptable** - Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining an alertness to surrounding activity. Drives defensively.

**(7) Superior** - Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio, checking hot sheet, etc. Is a superior defensive driver.

**10. DRIVING SKILL: MODERATE AND HIGH STRESS CONDITIONS** - Evaluates trainee's skill in vehicle operation in emergency situations and under conditions calling for other than normal driving skill.

**(1) Unacceptable** - Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for conditions/situation. Loses control of vehicle.

**(4) Acceptable** - Maintains control of vehicle and evaluates driving conditions/situation properly.

**(7) Superior** - Displays high degree of reflex ability and driving competence. Anticipates driving situation in advance and acts accordingly. Practices defensive driving techniques continually. Responds very well relative to the degree of stress present.

**11. ORIENTATION/RESPONSE TIME TO CALLS** -Evaluates trainee's awareness of surroundings, ability to find locations and arrive at destination within an acceptable amount of time.

**(1) Unacceptable** - Unaware of location on patrol. Does not properly use beat map. Unable to relate location to destination. Gets lost. Expends too much time getting to destination.

**(4) Acceptable** - Is aware of location while on patrol. Properly uses beat map. Can relate location to destination. Arrives within reasonable amount of time.

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

**12. ROUTINE FORMS: ACCURACY COMPLETENESS** - Evaluates trainee's ability to properly utilize the forms that the agency uses to accomplish reporting obligations.

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

**(4) Acceptable** - Knows of the commonly used forms and understands their use. Completes them with reasonable accuracy and thoroughness.

**(7) Superior** - Consistently makes accurate form selection and rapidly completes detailed forms without assistance. Displays high degree of accuracy in form completion.

**13. REPORT WRITING: ORGANIZATION & DETAILS** - Evaluates the trainee's ability to prepare written/computerized reports accurately reflecting the situation and in a detailed, organized manner.

**(1) Unacceptable** - Unable to organize information and reproduce it in the required format. Leaves out pertinent details. Report is inaccurate and/or incorrect.

**(4) Acceptable** - Completes reports, organizing information in a logical manner. Reports contain the required and necessary information and details.

**(7) Superior** - Reports are a complete and detailed accounting of events from beginning to end, written and organized so that any reader understands what occurred.

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

**(1) Unacceptable** - Reports are illegible. Reports contain an excessive number of misspelled words. Sentence structure and/or word usage is incorrect or incomplete.

**(4) Acceptable** - Reports are legible and grammar is at an acceptable level. Spelling is acceptable and errors are rare. Errors, if present, do not distract from understanding the report.

**(7) Superior** - Reports are very neat and legible. Contain no spelling or grammatical errors.

**15. REPORT WRITING: APPROPRIATE TIME USED** - Evaluates the trainee's efficiency relative to the amount of time taken to accurately complete a report writing assignment.

**(1) Unacceptable** - Requires an excessive amount of time to complete a report. Takes three or more times the amount of time the average tenured officer would take for a similar report.

**(4) Acceptable** - Completes reports within a reasonable amount of time as compared to the amount of time the average tenured officer would take for a similar report

**(7) Superior** - Completes reports very quickly, as quickly as a skilled, veteran officer.

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

**(1) Unacceptable** - Becomes confused and disoriented when confronted with routine, non-stress tasks. Does not or cannot complete task. Takes wrong course of action or avoids taking action.

**(4) Acceptable** - Properly assesses aspects of routine situations, determines appropriate action and takes same.

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

**17. FIELD PERFORMANCE: STRESS CONDITIONS** - Evaluates the trainee's ability to perform in high and moderately high stress conditions.

**(1) Unacceptable** - Becomes emotional, panic stricken, unable to function. Holds back, loses temper or displays cowardice. Over or under reacts.

**(4) Acceptable** - Maintains calm and self-control in most situations, determines proper course of action and takes it. Does not allow a situation to further deteriorate. Reaction is acceptable.

**(7) Superior** - Maintains calm and self-control in even the most extreme situations. Quickly restores control of the situation and takes command. Course of action taken is best possible.

**18. INVESTIGATIVE SKILL** - Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigatory procedures.

**(1) Unacceptable** - Does not conduct a basic investigation or conducts investigations improperly. Unable to accurately diagnose offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or submitting evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.

**(4) Acceptable** - Follows proper investigatory procedure in routine cases. Is generally accurate in diagnosis of nature of offense committed. Collects, tags, logs, and submits evidence properly. Connects evidence with suspect when apparent. Collects "readable" fingerprints from most surfaces when available.

**(7) Superior** - Always follows proper investigatory procedure and always accurate in diagnosis of offense committed. Connects evidence with suspect even when not apparent. Has "Evidence Technician" level skill in the collection and identification of evidence. Collects "readable" fingerprints from any possible surface when available.

**19. INTERVIEW/INTERROGATION SKILL** - Evaluates trainee's ability to use proper questioning techniques; to vary techniques to fit persons being interviewed/interrogated; to follow proper and lawful procedure.

**(1) Unacceptable** - Fails to use proper questioning techniques. Does not elicit and/or record available information. Does not establish appropriate rapport with subject and/or does not control interrogation of suspect. Fails to follow department and/or legal procedures.

**(4) Acceptable** - Generally uses proper questioning techniques. Elicits most available information and records same. Establishes proper rapport with most victims/witnesses. Controls the interrogation of most suspects. Follows procedure and issues a proper Miranda admonition.

**(7) Superior** - Always uses proper questioning techniques. Establishes rapport with victims/witnesses under the most difficult circumstances. Controls the interrogation of suspects. Conducts stressful interrogations.

1. **SELF-INITIATED FIELD ACTIVITY** - Evaluates trainee's interest and ability to initiate police-related activity. Recognizes activity and takes action.

**(1) Unacceptable** - Does not see or avoids activity. Fails to follow up. Rationalizes away suspicious circumstances. Does not have a broad orientation to the job.

**(4) Acceptable** - Recognizes and identifies police-related activities. Has a broad orientation to the job including activity with a low priority. Develops cases from observed activity. Displays inquisitiveness.

**(7) Superior** - Seldom misses observable, police-related activity. Maintains "Watch Bulletins" and information provided at roll call. Uses the information as "probable cause" to initiate activity. Makes quality contacts and/or arrests from observed activity. "Sees" beyond the obvious.

2. **OFFICER SAFETY: GENERAL** - Evaluates trainee's ability to perform police activity without injuring him/herself or others. Assesses his/her ability to perform without exposing self or others to potential danger and/or unnecessary risk.

**(1) Unacceptable** - Fails to follow acceptable safety procedures. Fails to exercise officer safety in the following, and other, situations:

- A. Exposes weapon to suspect (handgun, baton, mace, etc.).
- B. Fails to keep weapon hand free in enforcement situation.
- C. Stands in front of violator's vehicle door.
- D. Fails to control suspect's movements.
- E. Fails to use illumination when necessary or uses it improperly.
- F. Does not keep violator/suspect in sight.
- G. Fails to advise Communications when leaving vehicle.
- H. Fails to maintain good physical condition.
- I. Fails to properly maintain safety equipment and weapon.
- J. Does not anticipate potentially dangerous situations.
- K. Stands too close to passing vehicular traffic.
- L. Fails to position vehicle properly on car stops.
- M. Stands in front of door when making contact w/occupants
- N. Fails to cover other officers or maintain awareness of their activity.
- O. Fails to search police vehicle prior to duty and after transporting other than police personnel.

**(4) Acceptable** Follows acceptable safety procedures. Understands and applies them.

**(7) Superior** - Always works safely. Foresees dangerous situations and prepares for them. Keeps partner informed and determines best position for self and partner. Is not overconfident. Serves as an "officer safety" model for others without conveying a message of paranoia.

## **22. OFFICER SAFETY: SUSPICIOUS PERSONS, SUSPECTS, AND PRISONERS**

Evaluates the trainee's ability to perform police-related tasks safely while dealing with suspicious persons, suspects and prisoners.

**(1) Unacceptable** - Violates officer safety practices as outlined in SEG 21 (above). Additionally, fails to "pat search," allows people to approach while seated in patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position that would prevent attack or escape.

**(4) Acceptable** - Follows acceptable safety procedures with suspicious persons, suspects, and prisoners.

**(7) Superior** - Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most difficult situations. Is alert to changing situations and prevents opportunities for danger from developing. Serves as an "officer safety" role model without conveying a message of paranoia.

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

**(1) Unacceptable** - Speaks too softly or timidly, speaks too loudly, confuses or angers listener by what is said and/or how it is said. Fails to use "voice skills" when appropriate or speaks when inappropriate.

**(4) Acceptable** - Speaks with authority in a calm, clear voice. Proper selection of words. Displays knowledge of how and when to speak. Commands usually result in compliance.

**(7) Superior** - Completely controls situations with voice tone, word selection, inflection and body language which supports what is said. Restores order in even the most trying situation through voice and language usage.

## **24. CONTROL OF CONFLICT: PHYSICAL SKILL** - Evaluates the trainee's ability to use the proper level of force for the given situation.

**(1) Unacceptable** - Uses too little or too much force for the given situation. Is physically unable to perform the task. Does not use proper restraints or is unable to properly use restraints.

**(4) Acceptable** - Obtains and maintains control through use of the proper degree of force application in routine situations. Uses restraints effectively. Unlikely to lose control.

**(7) Superior** - Excellent knowledge and skill level in use of restraints. Extremely adept in the proper use of force for the given situation. Does not lose control regardless of conditions present.

**25. PROBLEM SOLVING/DECISION MAKING** - Evaluates the trainee's performance in terms of ability to perceive accurately, form valid conclusions, arrive at sound judgments, and make proper decisions.

**(1) Unacceptable** - Acts without thought or good reason. Is indecisive, naïve. Is unable to reason through a problem and come to a conclusion. Cannot recall previous solutions and apply them in like situations.

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

**(7) Superior** - Able to reason through even the most complex situations. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to current problems.

**26. PROBLEM-SOLVING TECHNIQUES** - Evaluates the trainee's ability to recognize problems and generate possible solutions.

**(1) Unacceptable** - Avoids problems. Demonstrates a failure to understand problem solving techniques by not using them or not applying them effectively. Fails to ask the right questions. Is unable to choose alternative solutions. Does not assess a proper or effective response to the problem.

**(4) Acceptable** - Is capable of explaining what a problem-solving model is. Generates proper questions designed to identify problem. Generally able to choose a solution. Analyzes response for further action.

**(7) Superior** - When confronted with a problem, uses SARA (Scan-Analyze-Respond-Assess) problem-solving model. Identifies root causes of problems, not just symptoms. Selects workable solution. Properly assesses response and plans for follow-up.

## **COMMUNICATIONS**

**27. COMMUNICATIONS: APPROPRIATE USE OF CODES/PROCEDURE** -

Evaluates the trainee's use of communications equipment in accordance with Department policy and procedure.

**(1) Unacceptable** - Violates policy concerning use of communications equipment. Does not follow procedures or follows wrong procedures. Does not understand or use proper codes/language

**(4) Acceptable** - Follows policy and accepted procedures. Has good working knowledge of most-often-used sections of the codes/language.

**(7) Superior** - Always follows proper procedure. Adheres to policy in every instance. Has superior working knowledge of all codes/language and applies that knowledge.



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

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

**(4) Acceptable** - Copies own radio transmissions and is normally aware of radio traffic directed to adjoining beats.

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

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

**(1) Unacceptable** - Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapidly or too slowly.

**(4) Acceptable** - Uses proper procedure with clear, concise and complete transmissions. Few complaints from communication center regarding articulation skill.

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

**30. MDC: USE/COMPREHENSION/ARTICULATION** - Evaluates the trainee's ability to operate the terminal and receive and send clear communications via MDC.

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

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

**(7) Superior** - Consistently recalls dispatch information without running summaries. Can make rarely used free format inquiries from memory. Understands CAD, DMV, and CLETS error messages. Proficient in use of all function keys and in multiple administrative messages and BOLO file retrieval.

## **KNOWLEDGE**

**31. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES** - Evaluate trainee's knowledge of department policies and procedures and ability to apply this knowledge under field conditions.

### **Reflected by Testing**

**(1) Unacceptable** - When tested, verbally or in written form, answers with less than 70% accuracy.

**(4) Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.

**(7) Superior** - When tested, verbally or in written form, answers with 100% accuracy.

### **Reflected in Field Performance**

**(1) Unacceptable** - Fails to display knowledge of Department policies, regulations, and/or procedures, or violates same.

**(4) Acceptable** - Familiar with most commonly applied Department policies, regulations and/or procedures, and complies with same.

**(7) Superior** - Has an excellent working knowledge of Department policies, regulations and/or procedures, including those lesser known and seldom used.

**32. KNOWLEDGE OF CRIMINAL STATUTES** - Evaluates trainee's knowledge of the criminal statutes and his/her ability to apply them in field situations.

### **Reflected by Testing**

**(1) Unacceptable** - When tested, verbally or in written form, answers with less than 70% accuracy.

**(4) Acceptable** - When tested, verbally or in written form, answers with 70% accuracy.

**(7) Superior** - When tested, verbally or in written form, answers with 100% accuracy.

### **Reflected in Field Performance**

**(1) Unacceptable** - Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered or makes mistakes relative to whether or not crimes have been committed and, if so, which crimes.

**(4) Acceptable** - Recognizes commonly encountered criminal offenses and applies appropriate section of the code. Recognizes differences between criminal and non-criminal activity.

**(7) Superior** - Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual activity.

**33. KNOWLEDGE OF CODES OF CRIMINAL PROCEDURE** - Evaluates trainee's knowledge of Criminal Procedures including laws of arrest, search and seizure, warrants, and juvenile law, etc.. Evaluates ability to apply those procedures in field situations.

**Reflected by Testing**

**(1) Unacceptable** - When tested, verbally or in written form, answers with less than 70% accuracy.

**(4) Acceptable** - When tested, verbally or in written form, answer with 70% accuracy

**(7) Superior** - When tested, verbally or in written form, answers with 100% accuracy.

**Reflected in Field Performance**

**(1) Unacceptable** - Violates procedural requirements. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally and arrest unlawfully.

**(4) Acceptable** - Follows required procedure in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within guidelines.

**(7) Superior** - Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence, release of information and effecting arrests.

PHASE

1

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Phase One	FTO's Initials & Date		
<b>Agency Orientation / Department Policies</b>	Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<p><u><b>Agency-Specific Training</b></u></p> <p>During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have been scheduled for and successfully completed the following training prior to starting the uniformed patrol training program:</p> <p>1.1.01     Firearms/Weapons qualification for both on and off duty.               (Range Master to list each type of weapon used)</p> <p>1.1.02     Arrest and control techniques.</p> <p>1.1.03     Impact weapon(s) qualification.               (weapon instructor to indicate each type of impact weapon used)</p> <p><u><b>Agency Orientation</b></u></p> <p>1.1.04     The trainee will discuss his/her duties and obligations and demonstrate a working knowledge of the agency's organization, functions, work schedule, chain of command, and rules and regulations.</p> <p>1.1.05     The trainee shall review and briefly explain agency directives, general orders, rules, and regulations pertaining to:</p> <p style="margin-left: 40px;">A. Standard of conduct on and off duty (values, ethics, principles) B. Rules governing outside employment C. Regulations on carrying carrying weapons off duty D. Hours of all shifts and absence reporting requirements E. Interaction with associated law enforcement agencies F. News media release laws, rules and regulations G. Security of agency facilities</p>			

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<b>Phase One</b>		<b>FTO's Initials &amp; Date</b>		
<b>Agency Orientation / Department Policies</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.1.06	<p>The trainee shall review and explain department General Orders related to:</p> <ul style="list-style-type: none"> <li>A. Use of Force</li> <li>B. Use and Discharge of Firearms</li> <li>C. Domestic Violence</li> <li>D. Emergency Vehicle Operations</li> <li>E. Sexual Harassment</li> <li>F. Use of Less-Lethal Weapons</li> <li>G. Protective Orders</li> <li>H. Hate Crimes</li> <li>I. Child Abuse Investigations</li> </ul>			
1.1.07	<p>The trainee shall be oriented to the work area, including:</p> <ul style="list-style-type: none"> <li>A. Introductions to key personnel</li> <li>B. Equipment and supply locations</li> </ul>			
1.1.08	The trainee shall know the operation of and agency policy regarding authorized personal equipment, safety equipment, and agency equipment used by officers in the field.			
1.1.09	The trainee shall review and explain what constitutes unauthorized equipment.			
1.1.10	The trainee shall review and explain agency policy on uniforms and equipment damage.			
1.1.11	<p>The trainee shall demonstrate the procedures for obtaining and using the following items:</p> <ul style="list-style-type: none"> <li>A. Vehicle</li> <li>B. Portable radio</li> <li>C. Firearms/Weapons</li> <li>D. Ammunition</li> <li>E. Special equipment (i.e., helmet, mace, gas mask, vest, etc.)</li> <li>F. Report forms</li> <li>G. flares</li> </ul>			

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Agency Orientation / Department Policies		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Community Orientation / Geographic Locations</u>				
1.1.12	The trainee shall know the following locations within the agency's jurisdiction:  A. Hospital(s) B. Firehouse(s) C. Restaurants, Bars and "hot" spots D. Schools E. Community service organizations F. Parks and recreation areas G. Hazardous material/priority locations (refineries, WMD potential targets, etc.)			
1.1.13	The trainee shall know the names and locations of important types of roadways in the community or assigned area. These shall include:  A. Major arteries B. "Through streets" C. Dead-end streets D. Freeways E. Fire trails or other special access routes			
1.1.14	The trainee shall know the jurisdictional boundaries, beats, districts, or sector assignments utilized by the agency.			
<u>Support Services</u>				
1.1.15	The trainee shall identify the location and general function of each of the following:  A. City Hall or County Administration Building B. Municipal, Superior, and Juvenile Courts C. District Attorney's Office D. Probation Department E. Health Department and/or Coroner's Office F. Emergency Hospital (including emergency entrance, psychiatric facilities and entrance, police parking area, and any other agency-utilized rooms or departments) G. County/City Jail(s)			

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<p style="text-align: center;"><b>Agency Orientation / Department Policies</b></p> <p>H. Welfare Department</p> <p>I. Juvenile Hall</p> <p>J. State and Federal law enforcement agencies, including:</p> <ol style="list-style-type: none"> <li>1. California Highway Patrol – CHP</li> <li>2. Department of Motor Vehicles – DMV</li> <li>3. Federal Bureau of Investigations – FBI</li> <li>4. Postal Inspectors</li> <li>5. Bureau of Narcotic Enforcement – BNE</li> <li>6. Secret Service</li> <li>7. Immigration and Naturalization Service – INS</li> <li>8. Bureau of Alcohol, Tobacco, and Firearms – ATF</li> <li>9. Military Police</li> <li>10. U.S. Marshall Service</li> <li>11. Railroad Police</li> </ol> <p>K. Additional support services (Service Centers, Child Protective Services, etc.)</p> <p>1.1.16 The trainee shall explain the proper utilization of agency special teams/units, including:</p> <ol style="list-style-type: none"> <li>A. SRT/SWAT</li> <li>B. K-9</li> <li>C. Search and Rescue</li> <li>D. Additional Agency-specific units (Mental Health Units/Liaisons; Bomb Squads, etc.)</li> </ol> <p style="text-align: center;"><b>Officer Safety</b></p> <p><b><u>Contact and Cover (Primary/Back-up)</u></b></p> <p>1.2.01 The trainee shall explain and demonstrate contact officer tactics and responsibilities to include:</p> <ol style="list-style-type: none"> <li>A. Primary responsibility dealing with situation/suspect(s)/victim(s)/witness(es)/RP's</li> <li>B. Records incident information (FI's)</li> <li>C. Performs pat down and custody search of suspect(s)</li> <li>D. Issues all citations</li> <li>E. Recovers evidence and contraband</li> </ol>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.



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Phase One		FTO's Initials & Date		
Officer Safety		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<p>F. Handles routine radio communications</p> <p>G. Relays pertinent information to cover officer and medical personnel</p> <p>H. Watches hand movement of subject(s)</p>				
<p>1.2.02 The trainee shall explain and demonstrate cover officer tactics and responsibilities to include:</p> <p>A. Approach</p> <p>B. Cover positions with vehicle(s) and person(s)</p> <p>C. Position of advantage</p> <p>D. What to watch for:</p> <ol style="list-style-type: none"> <li>1. Hands in pockets or otherwise concealed</li> <li>2. Weapons or contraband</li> <li>3. Hostility or anger</li> <li>4. The approach of other persons or vehicles</li> <li>5. Symptoms of intoxication or illness</li> <li>6. Potential reactions and escape</li> </ol> <p>E. Communications with contact officer/danger signals</p> <p>F. Position of assistance, if needed, during arrest</p> <p>G. Provides assistance as directed by contact officer</p>				
<p>1.2.03 The trainee shall discuss the roles of the contact and cover officers during and after a pursuit, "High-risk" car stop, or foot chase. These shall include:</p> <p>A. Radio responsibilities</p> <p>B. Firearms/Weapons systems</p> <p>C. Position to assume after the vehicle or person is stopped</p> <p>D. Officer-to-officer communication</p>				

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Officer Safety		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<p>1.2.04 The trainee shall safely and effectively demonstrate the responsibilities of both the contact and cover officer positions during:</p> <ul style="list-style-type: none"> <li>A. Calls for service</li> <li>B. "In-progress" calls</li> <li>C. Pedestrian stops</li> <li>D. Traffic stops</li> <li>E. High-speed pursuit, "High-risk" stop, and/or foot chase</li> </ul>				
<b><u>Body Armor</u></b>				
<p>1.2.05 The trainee shall discuss benefits, limitations, and characteristics of protective body armor, including:</p> <ul style="list-style-type: none"> <li>A. Benefits for wearing</li> <li>B. Types of body armor</li> <li>C. Department policy on replacement</li> <li>D. Level of protection against firearms, knives, and other penetrating weapons</li> </ul>				
<b><u>Officer Survival</u></b>				
<p>1.2.06 The trainee shall identify and explain the importance of physical, mental, and emotional conditioning in officer survival. These shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Concept of tactical retreat <ul style="list-style-type: none"> <li>1. Pre-planning (mental scenarios)</li> <li>2. Reduction of unnecessary risks (stress management, "keeping your cool")</li> </ul> </li> <li>B. Mental conditioning <ul style="list-style-type: none"> <li>1. Will to live</li> <li>2. Continue to fight, regardless of odds</li> <li>3. Mental alertness</li> <li>4. Self-confidence</li> </ul> </li> </ul>				

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<p style="text-align: center;"><b>Officer Safety</b></p> <p>C. Physical conditioning</p> <ol style="list-style-type: none"> <li>1. Agency policy on physical fitness and officer standards</li> <li>2. Role of good health and nutrition</li> </ol> <p>D. Weapon retention</p> <p style="text-align: center;"><b>Ethics</b></p> <p>1.3.01 The trainee shall identify law enforcement ethical standards (Law Enforcement Code of Ethics, Oath of Honor, and the Code of Conduct) and explain or demonstrate how they apply to ethical decision-making.</p> <p>1.3.02 The trainee shall demonstrate the ability to accept responsibility for his/her actions.</p> <p>1.3.03 The trainee shall illustrate, through explanation or example, the following aspects of ethical conduct:</p> <ol style="list-style-type: none"> <li>A. An officer shall not engage in any conduct or activities on or off duty that reflect discredit on the officer, bring the department into disrepute, or impair its efficient and effect operation.</li> <li>B. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy, and professionalism in their dealings with one another.</li> <li>C. Officers shall not use language in acts that demean, harass, or intimidate another. (Refer to agency policy)</li> <li>D. Officers shall conduct themselves toward the public in a civil and professional manner that implies a service orientation and that will foster public respect and cooperation.</li> <li>E. Officers shall treat violators with respect and courtesy, guard against employing an officious or overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that unnecessarily delays the performance of duty.</li> <li>F. While recognizing the need to demonstrate authority and control over criminal suspects and prisoners, officers shall adhere to the department's use-of-force policy and shall observe the civil rights and protect the well being of those in their charge.</li> </ol>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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Phase One		FTO's Initials & Date		
Ethics		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.3.04	The trainee shall recognize his/her responsibility to intervene to stop offenses (unlawful/unethical acts) by other officers in order to maintain or restore professional control over a given situation or to improve the professional quality of future interactions.			
1.3.05	The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of a fellow officer.			
1.3.06	The trainee shall identify and discuss problems associated with some common ethical decisions, including:  A. Non-enforcement of specific laws by personal choice B. Acceptance of gratuities C. Misuse of sick time, etc.			
1.3.07	The trainee shall review and explain the General Orders and/or policy and procedures associated with conduct both on and off duty.			
<b><u>Decision Making</u></b>				
1.3.08	The trainee shall explain the most common limitations of their discretionary authority, to include:  A. Law B. Departmental policy and procedure C. Departmental goals and objectives D. Community expectations E. Officer safety			

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Phase One		FTO's Initials & Date		
Ethics		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.3.09	<p>The trainee shall identify the potential consequences of inappropriate discretionary decision making, including:</p> <ul style="list-style-type: none"> <li>A. Death or injury</li> <li>B. Additional crime</li> <li>C. Civil and vicarious liability</li> <li>D. Discipline</li> <li>E. Embarrassment to department</li> <li>F. Relationship with the community</li> </ul>			
1.3.10	<p>Given various scenarios, simulated incidents, or calls for service the trainee shall identify and conclude which of the following are acceptable decisions:</p> <ul style="list-style-type: none"> <li>A. Arrest</li> <li>B. Cite and Release</li> <li>C. Referral</li> <li>D. Verbal warning</li> <li>E. No action</li> </ul>			
Use of Force				
<u>Legal and Ethical Issues</u>				
1.4.01	<p>The trainee shall review and discuss the legal and ethical considerations pertaining to the use of force, including "reasonable force."</p> <p><i>Reference:</i> 835 PC; 835a PC; 843 PC; 198 PC</p>			
1.4.02	<p>The trainee shall explain agency policy, legal ramifications, and civil liabilities attached to both the officer and the agency through the use of physical force or deadly force.</p>			

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<b>Use of Force</b>		Instructed by <u>FTO.</u>	Demo'd by <u>FTO.</u>	Performed by <u>trainee.</u>
<p>1.4.03 The trainee shall identify and evaluate situations that justify the use of deadly force and those situations that do not justify such use.</p> <p><i>Reference: 196 PC; 198 PC; 835a PC; 843 PC</i></p> <p><b><u>Force Options</u></b></p> <p>1.4.04 The trainee shall explain what is meant by 'force options' and provide examples of each that would fall within legal and moral limits, to minimally include:</p> <ul style="list-style-type: none"> <li>A. Non-verbal / police presence</li> <li>B. Verbal (Tactical communication)</li> <li>C. Physical (Weaponless)</li> <li>D. Less lethal weapons, including:</li> </ul> <p style="margin-left: 40px;"><b>CHEMICAL AGENTS</b></p> <p>The trainee shall explain the regulations governing the use of chemical agents, including the follow-up procedures for persons who have had it applied to them, and the reporting procedures in cases where it is used.</p> <p style="margin-left: 40px;"><b>IMPACT WEAPONS</b></p> <ul style="list-style-type: none"> <li>1. The trainee shall know when and how to effectively use the police baton / impact weapon in an authorized manner.</li> <li>2. The trainee shall identify the vital points and bone edges recognized as baton / impact weapon "target" areas.</li> <li>3. The trainee shall identify those body points that are potentially lethal when struck by a baton / impact weapon.</li> </ul> <p style="margin-left: 40px;"><b>ADDITIONAL AGENCY APPROVED LESS-LETHAL WEAPONS</b> (including Stun Guns, Tasers, Pepper Ball and /or Bean Bag Weapons, etc.)</p>				

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<p style="text-align: center;"><b>Use of Force</b></p> <p>E. Deadly Force</p> <p>The trainee shall explain considerations to be made when determining whether or not to resort to the use of deadly force. These considerations shall minimally include:</p> <ol style="list-style-type: none"> <li>1. Type of crime and suspect(s) involved</li> <li>2. Threat to the lives of innocent persons</li> <li>3. Law and agency policy</li> <li>4. Officer's present capabilities</li> <li>5. Capabilities of officer's weapon</li> </ol> <p style="text-align: center;"><b>Patrol Vehicle Operations</b></p> <p><u><b>Patrol Vehicle Inspection</b></u></p> <p>1.5.01 The trainee shall explain the purposes of a vehicle inspection prior to driving. These shall minimally include:</p> <ol style="list-style-type: none"> <li>A. Prevention of accidents</li> <li>B. Promotion of operational efficiency</li> <li>C. Reduction of maintenance and repair costs</li> <li>D. Location of contraband, evidence, or property</li> </ol> <p>1.5.02 The trainee shall point out the location and describe the use of the following:</p> <ol style="list-style-type: none"> <li>A. Rear door locks</li> <li>B. Trunk and hood release</li> <li>C. Firearms/weapon release systems</li> <li>D. Emergency lights and siren switches</li> <li>E. Flares</li> <li>F. First aid equipment</li> <li>G. Radio</li> </ol>	Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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Patrol Vehicle Operations		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
H. Spare tire I. Engine fluid compartments and dip sticks				
1.5.03	The trainee shall explain agency policy regarding proper maintenance of the police vehicle. This explanation shall minimally include:  A. The procedure for regular maintenance and service of patrol vehicles B. The procedure for turning in a damaged or mechanically deficient vehicle for repair C. The proper documentation to be completed			
1.5.04	The trainee shall explain agency policy regarding requests for vehicle service in the field.			
1.5.05	The trainee shall conduct a patrol vehicle pre-shift inspection, to include:  A. Visual check of vehicle exterior for damage and the tires for wear and proper inflation B. An inspection of the trunk for required equipment C. An operations check of the vehicle equipment (lights, horn, etc.) and the emergency equipment (light bar, siren, public address system, etc.) D. An inspection of the firearms/weapons and release systems E. An inspection of vehicle interior that includes checking behind the sun visors, in the glove box, and beneath seats for contraband, evidence, property, or other items left from a previous shift			
<b><u>Patrol Vehicle Operation Safety</u></b>				
1.5.06	The trainee shall review and explain agency policy on approved driving techniques, including:  A. Backing B. Parking C. Right-of-way violations D. Passing E. Excessive speeds			



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Patrol Vehicle Operations		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.5.07	<p>The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:</p> <ul style="list-style-type: none"> <li>A. Driver condition</li> <li>B. Vehicle condition</li> <li>C. Environmental conditions, including road surfaces</li> <li>D. Vehicle speed</li> <li>E. Reaction time and distance</li> <li>F. Braking distance</li> <li>G. Knowledge of anti-lock brake systems</li> </ul>			
1.5.08	<p>The trainee shall identify the components of "defensive driving." These shall include:</p> <ul style="list-style-type: none"> <li>A. Driver attitude</li> <li>B. Driver skill</li> <li>C. Vehicle capability</li> <li>D. Seat belt usage</li> </ul>			
1.5.09	<p>The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:</p> <ul style="list-style-type: none"> <li>A. Over-confidence</li> <li>B. Impatience (including "road rage")</li> <li>C. Self-righteousness</li> </ul>			
1.5.10	<p>The trainee shall discuss the effects of driver fatigue, including:</p> <ul style="list-style-type: none"> <li>A. Lower visual efficiency</li> <li>B. Slower reaction time</li> </ul>			
1.5.11	<p>The trainee shall drive the vehicle in a safe and alert manner complying with all laws, regulations, and policies.</p>			

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<b>Patrol Vehicle Operations</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u><b>Emergency Vehicle Operations/Pursuits</b></u>				
1.5.12	The trainee shall review and explain the agency's policy concerning pursuits and code-three driving.			
1.5.13	The trainee shall identify the tactics that should be utilized by the driver of an emergency vehicle while in a pursuit or any other emergency response. These tactics shall minimally include: <ul style="list-style-type: none"> <li>A. Slowing for intersections</li> <li>B. Careful observation at cross streets</li> <li>C. Caution when passing other vehicles</li> <li>D. Constant alertness for any unforeseen hazard</li> <li>E. Using a well-planned route of travel in emergency response situations</li> </ul>			
1.5.14	The trainee shall discuss those factors to consider in determining whether to continue or abandon a pursuit. These factors shall minimally include: <ul style="list-style-type: none"> <li>A. Amount of other traffic, both vehicular and pedestrian</li> <li>B. Road hazards and road conditions</li> <li>C. Environmental conditions</li> <li>D. Capability and condition of patrol vehicle and driver</li> <li>E. Seriousness of the crime(s) in relation to potential likelihood of causing injury to innocent persons or damage to property</li> <li>F. Whether vehicle or driver can be identified</li> </ul>			
1.5.15	Given a simulated or an actual emergency response or pursuit, the trainee shall demonstrate safe and effective driving practices.			
<u><b>Vehicle Operation Liability</b></u>				
1.5.16	The trainee shall discuss how an officer operating a law enforcement vehicle under non-emergency conditions is subject to the same "rules of the road" as any other driver.  <i>Reference: 21052 VC</i>			

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Patrol Vehicle Operations		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.5.17	<p>The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:</p> <ul style="list-style-type: none"> <li>A. Responding to an emergency call</li> <li>B. Engaged in a rescue operation</li> <li>C. In pursuit of a violator</li> <li>D. Responding to a fire alarm</li> </ul>			
1.5.18	The trainee shall explain the exemption requirements of the Vehicle Code regarding the use of red lights and siren, under Sections 21055(b) and 21807.			
1.5.19	<p>The trainee shall explain the conditions under which he/she or their agency may be held liable for deaths, injury, or property damage which occur while an emergency vehicle is being operated with red lights and siren (Code 3), including:</p> <ul style="list-style-type: none"> <li>A. Failure to drive with due regard for the safety of all persons described in VC Section 21056</li> <li>B. When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7</li> <li>C. A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001</li> <li>D. When not in immediate pursuit of an actual or suspected violator or responding to a bona fide emergency as described in VC Section 17004</li> </ul>			
<b>Community Relations / Professional Demeanor</b>				
<u>Community Relations and Service</u>				
1.6.01	The trainee shall explain the agency's responsibilities to community service.			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase One	FTO's Initials & Date		
Community Relations / Professional Demeanor	Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<p>1.6.02 The trainee shall identify roles encompassed in the agency's responsibilities to provide community service. Those roles may include:</p> <ul style="list-style-type: none"> <li>A. Protect life and property</li> <li>B. Maintain order</li> <li>C. Crime prevention</li> <li>D. Public education</li> <li>E. Delivery of service</li> <li>F. Enforcement of law(s)</li> <li>G. Community partnerships, such as: <ul style="list-style-type: none"> <li>1. COPS</li> <li>2. PAL</li> <li>3. DARE</li> <li>4. Any other agency-specific programs</li> </ul> </li> </ul>			
<u>Professional Demeanor and Communications</u>			
<p>1.6.03 The trainee shall identify the basic principles of a profession and discuss the professional aspects of law enforcement.</p>			
<p>1.6.04 The trainee shall explain the various methods by which citizens evaluate law enforcement agencies and their officers.</p>			
<p>1.6.05 The trainee shall identify verbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> <li>A. Profanity</li> <li>B. Derogatory language</li> <li>C. Ethnically offensive terminology</li> </ul>			
<p>1.6.06 The trainee shall identify non-verbal factors which could contribute to a negative response from the public, including:</p> <ul style="list-style-type: none"> <li>A. Officious and disrespectful attitude</li> <li>B. Improper use of body language</li> <li>C. Improper cultural response</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

<b>Phase One</b>		<b>FTO's Initials &amp; Date</b>		
<b>Community Relations / Professional Demeanor</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.6.07	The trainee shall discuss why it may be beneficial to explain the reasons for actions taken to inquiring citizens.			
1.6.08	The trainee shall conduct telephone conversations in a professional manner.			
1.6.09	<p>The trainee shall demonstrate the ability to communicate with any segment of the public in such a way as to enhance police service and community attitudes toward the police. This can be demonstrated through:</p> <ul style="list-style-type: none"> <li>A. Community contacts</li> <li>B. Business contacts</li> <li>C. Community involvement</li> <li>D. Positive role modeling</li> <li>E. Mentoring</li> </ul>			
<b><u>Cultural Diversity</u></b>				
1.6.10	The trainee shall explain how the culture of the community can have an affect on the community's relationship with his/her agency.			
1.6.11	The trainee shall identify cultural motivations and biases that may affect professional ethics and the law.			
1.6.12	The trainee shall assess and explain ways in which he/she can increase the trust of the community he/she serves.			
<b><u>Racial Profiling</u></b>				
1.6.13	The trainee shall distinguish that effective police work profiles behavior rather than race.			
1.6.14	The trainee shall recognize that 13519.4 PC states, "a law enforcement officer shall not engage in racial profiling, " and that it applies to all protected classes including gender and religion.			

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Phase One		FTO's Initials & Date		
<b>Community Relations / Professional Demeanor</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.6.15	The trainee shall explain the 4 <sup>th</sup> and 14 <sup>th</sup> amendments of the US Constitution and how they define law enforcement activities that pertain to racial profiling.			
1.6.16	The trainee shall discuss how the history of the community can have an affect on the community's relationship with his/her agency.			
1.6.17	The trainee shall be able to summarize and apply the agency's policy regarding racial profiling.			
<b><u>Crime Prevention</u></b>				
1.6.18	The trainee shall demonstrate the knowledge and skills necessary to gain citizen support and participation in the prevention of crime.			
1.6.19	The trainee shall give examples of general forms of crime prevention, including: <ul style="list-style-type: none"> <li>A. Advice concerning mechanical devices (alarms, locks, and target hardening)</li> <li>B. Control of conditions (lighting, access, and architecture)</li> <li>C. Public awareness</li> <li>D. Property identification</li> <li>E. Neighborhood watch programs</li> </ul>			
<b><u>Community/Problem-Oriented Policing</u></b>				
1.6.20	The trainee shall review and explain the agency's concept of community/problem-oriented policing as it relates to community priorities and needs, focusing on specific violations, crimes, or circumstances.			
1.6.21	The trainee shall explain the crime triangle (offender, victim, and location)			
1.6.22	The trainee shall describe the advantages of working with the community to find solutions to problems related to community safety and quality of life issues.			

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Phase One		FTO's Initials & Date		
<b>Community Relations / Professional Demeanor</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.6.23	The trainee shall demonstrate leadership by becoming a facilitator who assists and motivates the community to develop solutions to their problems.			
1.6.24	The trainee shall explain the agency's problem-solving model (e.g. SARA) and be able to: <ul style="list-style-type: none"> <li>A. Learn the service needs and demands in their patrol area</li> <li>B. Devise ways to manage information gleaned from various community sources</li> <li>C. Learn how to identify crime and disorder problems and distinguish them from incidents</li> <li>D. Develop plans with citizens to address crime and disorder problems</li> <li>E. Work with citizens to assess the results of their efforts</li> </ul>			
<b>Radio Communications</b>				
<u>Radio Communications</u>				
1.7.01	The trainee shall review and briefly summarize agency policy on communications control and coordination and radio call numbers.			
1.7.02	The trainee shall memorize the phonetic alphabet and agency brevity radio codes, including commonly used Penal Code Section numbers and codes for dispatching emergency vehicles.			
1.7.03	The trainee shall demonstrate knowledge of agency radio procedures and proficient use of the radio including: <ul style="list-style-type: none"> <li>A. Waiting until the air is clear before pressing the transmit button</li> <li>B. Pressing the transmit button firmly and speaking calmly and clearly into the microphone</li> <li>C. Avoiding over-modulation by speaking moderately into the microphone</li> <li>D. Knowing the meaning of "emergency traffic only" and always saving routine and non-emergency transmissions until the termination of "emergency traffic only" status</li> <li>E. Knowing the call signs, assignments, and beat locations of other units in the area</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

<b>Phase One</b>		<b>FTO's Initials &amp; Date</b>		
<b>Radio Communications</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
1.7.04	<p>Given a situation in which there is one or more suspect description(s), the trainee shall properly utilize the radio to complete a crime broadcast. This description shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Type of incident and number of suspects</li> <li>B. Complete known description of suspect(s), including height, weight, hair color and style, eye color, clothing description, and distinguishing characteristics</li> <li>C. Loss (if any), including approximate value and denomination of bills</li> <li>D. Weapon(s) used</li> <li>E. Vehicle(s) used</li> <li>F. Direction(s) of flight</li> </ul>			
1.7.05	<p>The trainee shall explain the proper use of the police radio and transmissions to maintain control of a vehicle pursuit. Appropriate transmissions shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Identification of the vehicle in pursuit</li> <li>B. What the vehicle or occupant(s) is wanted for</li> <li>C. Complete description of the vehicle, including license number</li> <li>D. Number of occupants and possibility of weapons</li> <li>E. Direction of travel</li> <li>F. Approximate speed</li> <li>G. Conditions (light or moderate traffic, dry or wet pavement, damage to suspect vehicle, etc.)</li> <li>H. Necessity for backup and number of units needed</li> <li>I. Location of stop</li> </ul>			
1.7.06	<p>Given a situation involving an in-progress assignment, the trainee shall use the police radio to maintain control of the situation. This shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Voice control so as not to escalate the situation</li> <li>B. Control of possible escape routes and establishment of perimeter</li> <li>C. Control of response of other police units</li> </ul>			



**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

<b>Phase One</b>		<b>FTO's Initials &amp; Date</b>		
<b>Radio Communications</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Information Systems/Telecommunications</u></b>				
1.7.07	The trainee shall give examples where inquiries into a law enforcement information system would be necessary. These may include: <ul style="list-style-type: none"> <li>A. To locate information on lost, stolen, or recovered property (including vehicles)</li> <li>B. To establish probable cause for a search or an arrest</li> <li>C. To verify the validity of a driver's license, vehicle registration, or occupational license</li> <li>D. To determine if a person is wanted</li> <li>E. To verify the validity of a warrant</li> <li>F. To determine the status of a person on parole or probation</li> <li>G. To report or locate a missing person</li> </ul>			
1.7.08	The trainee shall be able to identify the law enforcement information systems used by the agency including: <ul style="list-style-type: none"> <li>A. Automated Property System (APS)</li> <li>B. Stolen Vehicle System (SVS)</li> <li>C. Wanted Persons System (WPS)</li> <li>D. Automated Firearms System (AFS)</li> <li>E. Domestic Violence Restraining Order System (DVROS)</li> <li>F. Missing Unidentified Person System (MUPS)</li> </ul>			
1.7.09	Given an incident in which information is required to complete an investigation, the trainee shall demonstrate a knowledge of the minimum information requirements for generating a system inquiry related to the following categories: <ul style="list-style-type: none"> <li>A. Wanted persons</li> <li>B. Property, vehicles, and firearms</li> <li>C. Criminal histories</li> <li>D. DMV information</li> <li>E. Miscellaneous information</li> </ul>			
1.7.10	The trainee shall review and explain agency policy regarding the proper use and/or misuse of Mobile Data Terminals (MDT's) and on-board laptop computers.			
1.7.11	The trainee shall identify inappropriate use(s) of law enforcement information systems according to agency policy and law.			

# Pinole Police Department

Report #: \_\_\_\_\_

Date: \_\_\_\_\_

Field Training and Evaluation Program

DAILY OBSERVATION REPORT

Trainee's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

FTO's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

RATING INSTRUCTIONS: Rate observed behavior with reference to the Standard Evaluation Guidelines. A narrative evaluation must be attached (back page). Use the category numbers below to reference your comments. The trainee is required to verify, in writing, the rating in the left-hand column. Check the "N.O." box if not observed. If the trainee fails to respond to training, check the "N.R.T." box and comment on the back. List minutes of remedial training in the right-hand column. **Note:** a rating of "4" indicates a trainee has progressed to a minimum acceptable standard and performed at a solo-patrol officer standard in corresponding category this shift.

Team  
Worked: \_\_\_\_\_

FTO  
Phase: \_\_\_\_\_

Rating Scale											Assignment or Reason for no Evaluation	
Unacceptable by FTP Standards		Acceptable Level					Superior by FTP Standards					
		1	2	3	4	5	6	7	NO	NRT		
											<b>ATTITUDE</b>	RT
1	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	1	Acceptance of feedback [ ]
2	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	2	Attitude toward police work [ ]
3	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	3	Integrity/Ethics [ ]
4	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	4	Leadership [ ]
											<b>APPEARANCE</b>	
5	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	5	General Appearance [ ]
											<b>RELATIONSHIPS</b>	
6	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	6	With citizens/community [ ]
7	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	7	With other department members [ ]
8	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	8	Community organizing [ ]
											<b>PERFORMANCE</b>	
9	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	9	Driving skill: normal conditions [ ]
10	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	10	Driving skill: moderate/high stress conditions [ ]
11	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	11	Use of map book: orientation/response time [ ]
12	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	12	Routine forms: accuracy/completeness [ ]
13	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	13	Report writing: organization/details [ ]
14	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	14	Report writing: grammar/spelling/neatness [ ]
15	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	15	Report writing: appropriate time used [ ]
16	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	16	Field performance: non-stress conditions [ ]
17	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	17	Field performance: stress conditions [ ]
18	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	18	Investigative skills [ ]
19	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	19	Interview/interrogation skills [ ]
20	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	20	Self-initiated field activity [ ]
21	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	21	Officer Safety: general [ ]
22	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	22	Officer Safety: suspicious sub/suspect/prisoner [ ]
23	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	23	Control of conflict: voice command [ ]
24	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	24	Control of conflict: physical skill [ ]
25	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	25	Problem-solving/decision-making [ ]
26	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	26	Problem-solving: techniques [ ]
27	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	27	Communication: use of codes/procedure [ ]
28	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	28	Radio: listens and comprehends [ ]
29	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	29	Radio: Articulation of transmissions [ ]
30	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	30	MDC: use/comprehension/articulation [ ]
											<b>KNOWLEDGE</b>	
31	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	31	Department policies and procedures: Reflected by verbal/written/simulated testing [ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance [ ]
32	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	32	Knowledge of the criminal statutes: Reflected by verbal/written/simulated testing [ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance [ ]
33	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	33	Knowledge of the criminal procedure: Reflected by verbal/written/simulated testing [ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance [ ]

FIELD TRAINING PROGRAM  
**END OF PHASE REPORT (EPR)**

**Pinole Police Department**

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
FTO

**Phase:** \_\_\_\_\_ **Date Phase Began:** \_\_\_\_\_ **Date Phase Ended:** \_\_\_\_\_

**Significant Strengths:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Significant Weaknesses:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Additional Training/Remedial Efforts:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional Comments:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This trainee is in the \_\_\_\_\_ week of training.

In my judgment, this trainee is actually in the \_\_\_\_\_ week of training in terms of performance.

The trainee is / is not performing at a solo patrol officer level.

\_\_\_\_\_  
Trainee Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTO Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTP SAC Signature (Name, Badge #, and Date)

PHASE

2

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Two		FTO's Initials & Date		
Leadership		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Leadership</u>				
2.8.01	The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.			
2.8.02	<p>The trainee shall illustrate through explanation or example how each of the following leadership competencies can affect his/her skills and abilities as an officer:</p> <ol style="list-style-type: none"> <li>1. Integrity</li> <li>2. Credibility</li> <li>3. Trust</li> <li>4. Discretion</li> <li>5. Duty</li> <li>6. Loyalty</li> <li>7. Honesty</li> </ol>			
2.8.03	The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's vision, mission, and values statement.			
<b>California Codes and Law</b>				
<u>Criminal Law</u>				
2.9.01	<p>The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:</p> <ol style="list-style-type: none"> <li>A. Accessory</li> <li>B. Accomplice</li> <li>C. Criminal negligence</li> <li>D. Corpus delicti</li> <li>E. Entrapment</li> <li>F. Implied intent</li> <li>G. Principal</li> <li>H. Specific intent</li> <li>I. Transferred intent</li> </ol>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Two		FTO's Initials & Date		
California Codes and Law		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.9.02	<p>The trainee shall identify the elements of a crime. These shall include:</p> <ul style="list-style-type: none"> <li>A. Any act or omission</li> <li>B. By a person</li> <li>C. In violation of statutory law</li> <li>D. For which there is punishment</li> </ul>			
2.9.03	<p>The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).</p>			
2.9.04	<p>Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:</p> <ul style="list-style-type: none"> <li>A. Obstruction of justice</li> <li>B. Homicide</li> <li>C. Robbery</li> <li>D. Assaults</li> <li>E. Criminal threats (formerly Terrorist threats)</li> <li>F. Stalking</li> <li>G. Restraining order violations</li> <li>H. Cruelty to animals</li> <li>I. Crimes against children</li> <li>J. Sex crimes</li> <li>K. Disturbing the peace</li> <li>L. Burglary</li> <li>M. Trespassing</li> <li>N. Arson</li> <li>O. Vandalism</li> <li>P. Theft (including Identify Theft)</li> <li>Q. Forgery and check offenses</li> <li>R. Disorderly conduct</li> <li>S. Control and use of dangerous weapons</li> <li>T. Use, possession, and sales of dangerous drugs (including under the influence)</li> <li>U. Receiving or possession of stolen property (including alteration of serial numbers)</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Two		FTO's Initials & Date		
California Codes and Law		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Probable Cause</u>				
2.9.05	The trainee shall identify and explain the following elements of "reasonable suspicion" as those required to lawfully stop, detain, or investigate a person:  A. Specific and articulable facts B. Crime related activity that has occurred, is occurring, or is about to occur C. Involvement by the person to be detained in a crime-related activity			
2.9.06	The trainee shall recognize and explain the police officer's right to search a person when probable cause to arrest exists.			
2.9.07	Given various scenarios, simulated incidents, or calls for service depicting instances where probable cause for police action may or may not exist, the trainee shall recognize its presence or absence and explain the reasons behind that decision.			
<u>Laws of Arrest</u>				
2.9.08	The trainee shall explain a peace officer's authority to make an arrest.  <i>Reference: 836 PC; 40300.5 through 40302</i>			
2.9.09	The trainee shall explain the various requirements related to arrests, to minimally include:  A. Time of day or night that an arrest may be made B. The information the person arrested must be provided and at what time it must be provided C. What must be done with the person arrested  <i>Reference: 825 PC; 840 PC; 841 PC; 848 PC; 849 PC; 851.5 PC; 853.5 PC; 853.6 PC</i>			
2.9.10	The trainee shall explain the requirements placed upon a private person making the arrest of another and be able to determine if the "private persons" arrest is legal.  <i>Reference: 837 PC; 847 PC</i>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Two		FTO's Initials & Date		
California Codes and Law		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.9.11	The trainee shall explain the requirements for advising a person of his/her Miranda rights.			
2.9.12	The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.  <i>Reference: 844 PC</i>			
2.9.13	The trainee shall explain the amount of force that may be used when effecting an arrest.  <i>Reference: 835 PC; 843 PC</i>			
2.9.14	The trainee shall explain the term "reasonable" as it applies to the use of force.  <i>Reference: 835 PC</i>			
2.9.15	The trainee shall review and explain California law and department policy concerning the use of physical force and deadly force.			
2.9.16	The trainee shall explain instances where he/she is not civilly liable for false imprisonment arising out of an arrest.  <i>Reference: 142(c) PC; 836.5 PC; 847 PC</i>			
2.9.17	The trainee shall explain situations where legal exceptions to an arrest might exist, including:  A. Diplomatic immunity (22 U.S. Const. 252) B. Stale misdemeanor rule (Hill v. Levy, 117 CA 2 <sup>nd</sup> , 667) (Roynin v. Battin, 55 CA 2 <sup>nd</sup> 861) C. Congressional exceptions (Art. 1, Section 6, US Const.) (Art. 4, Section 2, Cal. Const.)			



**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Two		FTO's Initials & Date		
California Codes and Law		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Juvenile Law and Procedure</u>				
2.9.18	<p>The trainee shall explain applicable laws pertaining to the investigation of juvenile offenses and to the apprehension and detention of juvenile offenders. These shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Miranda advisement</li> <li>B. 300 W&amp;I; 305 W&amp;I; 601 W&amp;I; 602 W&amp;I; 625 W&amp;I; 627 W&amp;I; 707 W&amp;I; and any additional local ordinances/curfews</li> <li>C. Laws pertaining to schools, including 626 PC sections and Ed. Code sections 48906, 48260-66, etc.</li> <li>D. Secure/Non-secure detention of juveniles (206 W&amp;I; 207.1 W&amp;I; and 207.2 W&amp;I)</li> </ul>			
<u>Additional Laws</u>				
2.9.19	<p>The trainee shall recognize violations of the Alcoholic Beverage Control Act and, given a copy of that act, will locate the applicable sections including those prohibiting:</p> <ul style="list-style-type: none"> <li>A. After-hours sale/consumption of alcoholic beverages on licensed premises</li> <li>B. Selling/providing alcoholic liquor to any person under the age of 21 years</li> <li>C. Selling/providing alcoholic liquor to a person who is visibly intoxicated</li> </ul>			
2.9.20	<p>The trainee shall review and explain the laws regarding parole and probation violations, searches, and holds including:</p> <ul style="list-style-type: none"> <li>A. 3056 PC</li> <li>B. 1203.2 PC</li> </ul>			
2.9.21	<p>The trainee shall recognize violations of local ordinances and, given reference text, will locate the applicable sections.</p>			
2.9.22	<p>The trainee shall recognize the basic rights of all persons as granted by the United States Constitution and shall at all times adhere to those rights granted by the following amendments:</p> <ul style="list-style-type: none"> <li>A. First – Freedom of religion, speech, press, and public assembly</li> <li>B. Fourth – Search and seizure only by warrant or good cause</li> <li>C. Fifth – Right to trial; no double jeopardy; no self incrimination; no punishment without due process; and no confiscation without compensation</li> </ul>			

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<p style="text-align: center;"><b>California Codes and Law</b></p> <p>D. Sixth – Right to a speedy trial, impartial jury E. Eighth – Excessive bail prohibited, cruel and unusual punishment F. Fourteenth – Civil rights (see 18 USC, 242 – Color of law/authority)</p> <p>2.9.23 The trainee shall review, explain, and/or give examples of any new/revised state legislative mandates.</p> <p><i>Reference:</i> POST Legislative Update Telecourses and CD ROMS</p> <p style="text-align: center;"><b>Search and Seizure</b></p> <p><u>Search Concepts</u></p> <p>2.10.01 The trainee shall review and explain the following terms relative to searches:</p> <p>A. Consent B. Scope of searches C. Contemporaneous D. Probable cause E. Instrumentalities of a crime F. Contraband G. Knock and notice H. Container search doctrine</p> <p>2.10.02 The trainee shall recognize and explain the circumstances under which the following types of legally authorized searches may be made. These circumstances shall minimally include:</p> <p>A. Pat searches for weapons B. Consent searches C. Probable cause searches D. A search warrant E. Plain sight F. Incident to arrest G. Exigent circumstances H. Probation/parole search</p> <p>2.10.03 The trainee shall identify those items for which an officer may legally search. These items shall minimally include:</p> <p>A. Dangerous weapons</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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<p style="text-align: center;"><b>Search and Seizure</b></p> <p>B. Fruits of the crime C. Instruments of the crime D. Contraband E. Suspects F. Additional victims</p> <p>2.10.04 The trainee shall discuss the limits of searches when conducted with persons, vehicles, and buildings including:</p> <p>A. Protective sweeps B. Closed containers C. Inventory searches</p> <p>2.10.05 The trainee shall explain the "exclusionary rule" and its effect upon police action and procedures including:</p> <p>A. Court filings B. Prosecution of suspects</p> <p><b><u>Seizure Concepts</u></b></p> <p>2.10.06 The trainee shall review and explain the concept of lawful evidence seizure, including instances where force may be justified, such as:</p> <p>A. Preventing a suspect from swallowing evidence B. Inducing a suspect to vomit C. Extracting blood evidence from a suspect D. Extracting fingerprint evidence from a suspect</p> <p><b><u>Warrants</u></b></p> <p>2.10.07 The trainee shall explain the laws and procedures for obtaining search or arrest warrants, to minimally include:</p> <p>A. Probable cause necessity B. Allowable exclusions (including hot pursuit and emergency situations) C. Process for obtaining warrants during and after business hours</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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<b>Search and Seizure</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.10.08	The trainee shall describe the process for serving search and arrest warrants, including: <ul style="list-style-type: none"> <li>A. Hours of service for felony arrest warrants</li> <li>B. Hours of service for misdemeanor arrest warrants</li> <li>C. Hours of service for search warrants</li> <li>D. Knock and notice for search warrants and exceptions to</li> <li>E. "Signing off" warrants/return</li> </ul>			
2.10.09	Given an incident and necessary probable cause that calls for a search or arrest warrant, the trainee shall follow agency procedures for obtaining and serving the appropriate warrant(s)			
<b>Report Writing</b>				
<u>Field Notes and Notebook</u>				
2.11.01	The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include: <ul style="list-style-type: none"> <li>A. Date, day, time, vehicle number</li> <li>B. Name of partner, supervisor or dispatcher</li> <li>C. Type of incident</li> <li>D. Pertinent information</li> <li>E. Names of suspects, victims, witnesses, and reporting persons</li> </ul>			
2.11.02	The trainee shall recognize that the contents of field notes and notebooks are discoverable in a court proceeding.			
2.11.03	The trainee shall explain the necessity for field notes. The explanation shall minimally include: <ul style="list-style-type: none"> <li>A. Reference for future investigation</li> <li>B. Reference for future court appearance</li> <li>C. Beat or area information</li> </ul>			
2.11.04	Given an incident, the trainee shall properly use field notes or a notebook to record pertinent information.			

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Report Writing		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Report Writing</u>				
2.11.05	The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.			
2.11.06	The trainee shall give the location of the report depository.			
2.11.07	The trainee shall describe the function for the records unit in the reporting process.			
2.11.08	The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.			
2.11.09	<p>The trainee shall discuss the importance of police reports, including these uses:</p> <ul style="list-style-type: none"> <li>A. Recording facts to a permanent record</li> <li>B. Providing coordination of follow-up activities</li> <li>C. Providing investigative leads</li> <li>D. Providing statistical data</li> <li>E. Providing a source for trainee evaluation</li> <li>F. Providing reference material</li> </ul>			
2.11.10	<p>The trainee shall explain the qualities of a good police report. These shall include:</p> <ul style="list-style-type: none"> <li>A. Accuracy</li> <li>B. Brevity</li> <li>C. Completeness</li> <li>D. Clarity</li> <li>E. Legibility/Neatness</li> <li>F. Objectivity</li> <li>G. Grammatical and structure correctness</li> <li>H. Timely</li> <li>I. First person/active voice/past tense</li> </ul>			
2.11.11	The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing persons, DUI, found property, etc.)			

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<b>Report Writing</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.11.12	Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.			
2.11.13	<p>The trainee shall prepare a report that minimally includes:</p> <ul style="list-style-type: none"> <li>A. Organizing facts in chronological order</li> <li>B. Relating facts in appropriate sentence form</li> <li>C. Correctly filing in all appropriate boxes</li> <li>D. Properly establishing who, what, where, when, why, how and how many</li> <li>E. Properly establishing the elements of the crime(s), when appropriate</li> </ul>			
2.11.14	<p>Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:</p> <ul style="list-style-type: none"> <li>A. The elements constituting the offense</li> <li>B. A complete documentation of reasonable/probable cause to arrest</li> <li>C. A complete description of all physical evidence, where it was found, and its disposition</li> <li>D. A complete listing of all suspects, including whether or not they are in custody</li> </ul> <p style="text-align: center;"><b>Control of Persons / Prisoners / Mentally ILL</b></p> <p><b><u>Control / Searching of Persons</u></b></p>			
2.12.01	The trainee shall be able to safely and effectively control (verbally and physically), one or more suspects, applying all officer safety tactics.			
2.12.02	<p>The trainee shall be able to demonstrate effective search techniques for both male and female suspects, including:</p> <ul style="list-style-type: none"> <li>A. Constant alertness, including keeping hands in view</li> <li>B. Maintaining control and position of advantage</li> <li>C. Standing, kneeling, and prone position searches</li> <li>D. Safeguarding of weapons</li> </ul>			
2.12.03	The trainee shall review and explain agency policy regarding searching individuals of the opposite sex.			

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<b>Control of Persons / Prisoners / Mentally ILL</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Handcuffing</u></b>				
2.12.04	The trainee shall identify the purposes for handcuffing. These purposes shall minimally include the temporary restraint of a suspect to prevent: <ul style="list-style-type: none"> <li>A. Attack</li> <li>B. Escape</li> <li>C. The destruction or concealment of evidence or contraband</li> </ul>			
2.12.05	The trainee shall discuss various handcuffing principles, which should be met in order to reasonably guarantee the temporary restraint of a suspect. The principles shall minimally include: <ul style="list-style-type: none"> <li>A. Control of the suspect(s) and the handcuffs</li> <li>B. Proper positioning of the suspect's hands, key outlets, and double locking mechanisms</li> <li>C. Reasonable degree of tightness</li> <li>D. Observation of restrained suspects</li> <li>E. Other approved restraint devices (i.e. flex cuffs, hobbles, etc.)</li> <li>F. Safe and controlled removal of handcuffs and other restraint devices</li> </ul>			
2.12.06	The trainee shall review and explain the agency policy regarding the handcuffing of prisoners, including males, females, juveniles, mentally ill, pregnant females, and all other types of detainees/prisoners.			
2.12.07	The trainee shall be able to safely and effectively handcuff single or multiple suspects and, if necessary, transport single or multiple suspects away from an arrest scene.			
<b><u>Legal Responsibilities and Requirements with Prisoners</u></b>				
2.12.08	The trainee shall review and explain the legal responsibilities for protecting prisoners.			
2.12.09	The trainee shall discuss the legal responsibilities for providing prisoners with shelter, food, and medical care.			
2.12.10	The trainee shall review and explain prisoner's rights to telephone calls.			
<i>Reference: 851.5 PC</i>				

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<b>Control of Persons / Prisoners / Mentally ILL</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.12.11	The trainee shall explain the requirements for issuing property receipts.			
2.12.12	The trainee shall review and explain local policy and the legal aspects pertaining to the rights and privileges of prisoners, including the constitutional rights of prisoners while in custody.			
2.12.13	The trainee shall identify the provisions of Penal Code Section 147 pertaining to willful inhumanity or oppression toward prisoners in the custody of an officer.			
2.12.14	The trainee shall identify the provisions of Penal Code Section 149 pertaining to assaulting a prisoner "under color of authority."			
<b><u>Transportation of Prisoners</u></b>				
2.12.15	<p>The trainee shall review and explain the agency's policy regarding the transportation of prisoners. This explanation shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Prisoners restrained with specialty devices (i.e. hobble, expectorant shields, the wrap, etc.)</li> <li>B. Sick, injured, mentally ill, physically challenged, or pregnant prisoners</li> <li>C. Juveniles with/without adults</li> <li>D. Females</li> <li>E. Use of seat belts</li> <li>F. A search of the area in which the prisoner is about to be placed prior to transportation</li> <li>G. A search of the area where the prisoner has been following transportation</li> <li>H. The proper positioning of the officer(s) and the prisoner(s) within the vehicle</li> <li>I. Close and constant observation of the prisoner(s)</li> </ul>			
2.12.16	Given a situation in which prisoner(s) must be transported in a patrol vehicle, the trainee shall safely place the <u>handcuffed</u> (if according to agency policy) prisoner(s) into the vehicle and safely transport the prisoner(s) to the predetermined destination.			
2.12.17	The trainee will review and explain the legal constraints, agency policy and procedure, and custody facility requirements relative to medical clearance/approval prior to booking.			



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<b><u>Booking Prisoners</u></b>				
2.12.18	<p>The trainee shall explain how to properly book a juvenile prisoner in conformance with agency policy, legal codes, and minimum jail standards, including:</p> <ul style="list-style-type: none"> <li>A. Miranda advisement</li> <li>B. Right to phone calls</li> <li>C. What notifications are required</li> <li>D. Secure/Non-secure detention of juveniles</li> <li>E. Strip search of juveniles</li> <li>F. Requirements pertaining to the confinement of a child under 16 years of age with an adult accused or convicted of a crime</li> <li>G. Custody alternatives</li> </ul> <p><i>Reference: 206 W&amp;I; 207.1-2 W&amp;I; 625 W&amp;I; 626 W&amp;I; 626.5 W&amp;I; 273b PC; 4030 PC</i></p>			
2.12.19	The trainee shall acquire (preferably through a tour) an understanding of the basic functions, layout, organization, and staffing of the jail facility his/her agency utilizes most often.			
2.12.20	The trainee shall review and explain reasons and procedures for securing his/her weapon prior to entering any custody facility.			
2.12.21	<p>The trainee shall explain his/her responsibilities to provide proper documentation to book an inmate into a facility, including:</p> <ul style="list-style-type: none"> <li>A. Complete and accurate Pre-booking form, Receiving Sheet, and/or Probable Cause Statements to include charges and sub-sections</li> <li>B. Confirm arrestee is adult versus juvenile</li> <li>C. Valid court and/or warrant paperwork</li> <li>D. Inmate is medically screened and has medical clearance/approval form</li> <li>E. Physical condition as to injuries and/or current medical problems (DT's, heart problems, etc.)</li> </ul>			

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<b>Control of Persons / Prisoners / Mentally ILL</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.12.22	<p>The trainee shall explain how to properly book adult prisoners in conformance with agency policies, legal codes, and minimum jail standards, including notifications and procedures for the following:</p> <ul style="list-style-type: none"> <li>A. Alcoholics</li> <li>B. Narcotic/Drug users</li> <li>C. Mentally ill</li> <li>D. Sex offenders</li> <li>E. Escape risks</li> <li>F. Non-conformists</li> <li>G. Civil bookings</li> </ul>			
2.12.23	<p>The trainee shall identify other prisoners who may warrant special considerations, including:</p> <ul style="list-style-type: none"> <li>A. Injured or sick</li> <li>B. Females (including pregnant females)</li> <li>C. Elderly</li> <li>D. Gang members or police informants</li> <li>E. Current or former police officers, judges, etc.</li> <li>F. High-profile prisoners</li> <li>G. Any other prisoner(s) who may need specialized classification/housing needs</li> </ul>			
2.12.24	<p>The trainee shall explain the concept of inmate classification, to include:</p> <ul style="list-style-type: none"> <li>A. Sex</li> <li>B. Age</li> <li>C. Criminal sophistication</li> <li>D. Seriousness of offense</li> <li>E. Assaultive behavior</li> <li>F. Medical disabilities</li> <li>G. Gang Affiliation</li> <li>H. Overt sexual behavior</li> </ul>			
2.12.25	<p>The trainee shall review and explain the legalities of prisoner/inmate searches, including:</p> <ul style="list-style-type: none"> <li>A. Search by same sex</li> <li>B. Clothes search</li> <li>C. Strip or skin search, including documentation</li> </ul>			

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2.12.26	The trainee shall review and explain methods and procedures for releasing a prisoner per 849(b) P.C.			
2.12.27	<p>The trainee shall discuss his/her agency's response, if any, to a jail emergency, including:</p> <ul style="list-style-type: none"> <li>A. Fire</li> <li>B. Earthquake</li> <li>C. Civil disorder</li> <li>D. Escape</li> </ul>			
<b><u>People with Disabilities</u></b>				
2.12.28	<p>The trainee shall recognize that the ADA (Americans with Disabilities Act) also covers people with developmental and mental impairments and impacts law enforcement as follows:</p> <ul style="list-style-type: none"> <li>A. Requires reasonable adjustments and modifications in policies and practices or procedures, on a case-by-case basis.</li> <li>B. Prohibits the arrest of an individual for behavioral manifestations of a disability that is not criminal in nature.</li> <li>C. Requires that the safety and civil rights of people with disabilities be protected during transport and while detained.</li> <li>D. Requires officers to make accommodations for persons with disabilities, except where safety is compromised.</li> </ul>			
2.12.29	The trainee shall acknowledge that some disabilities (including mental retardation, cerebral palsy, epilepsy, autism, and other neurological conditions) are not readily apparent and that sometimes people with developmental or cognitive disabilities may have little or no conscious ability to control their behavior.			
2.12.30	<p>The trainee shall recognize and demonstrate effective communications for persons with cognitive impairments, to minimally include:</p> <ul style="list-style-type: none"> <li>A. Give one direction or ask one question at a time.</li> <li>B. Allow the person to process what you have said and respond (10-15 seconds, then repeat).</li> <li>C. Avoid questions that tell the person the answer you expect (avoid questions with yes/no answers).</li> <li>D. Repeat questions from a slightly different perspective, if necessary.</li> </ul>			

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<p style="text-align: center;"><b>Control of Persons / Prisoners / Mentally ILL</b></p> <p>E. Avoid questions about time, complex sequences, or reasons for behavior. F. Use concrete terms and ideas. Avoid jargon or figures of speech.</p> <p>2.12.31 The trainee shall explain how non-compliance is a warning sign that indicates a person may need more time to mentally grasp and respond to what is being said or asked of them and that it may be due to fear, confusion, auditory hallucinations, etc., rather than defiance.</p> <p>2.12.32 Recognizing that safety (officer safety, public safety, and the safety of the person in crisis) is always the top priority when dealing with impaired people, the trainee shall explain and demonstrate standard tactical assessments and safeguards, including:</p> <p>A. His/her own abilities to physically control the person B. Escape routes C. Use of cover D. Call for backup E. The T.A.C.T. Model</p> <p>Tone (Present a calm and firm demeanor/Maintain respect and dignity) Atmosphere (Reduce distractions/Respect personal space) Communication (Establish contact/Develop rapport) Time (Slow down/Reassess)</p> <p><i>Reference: POST Field Guide – Police response to people with mental illness or developmental disability</i></p> <p><b><u>Mental Illness Cases</u></b></p> <p>2.12.33 The trainee shall review and explain state law and agency policy regarding mental illness cases</p> <p>2.12.34 The trainee shall identify considerations to be made when handling and dealing with mentally ill or emotionally disturbed persons. These considerations shall minimally include:</p> <p>A. Ignoring verbal abuse B. Avoiding excitement C. Avoiding unnecessary deception D. Requesting backup to minimize resistance E. Requesting ambulance prior to confronting subject, if necessary</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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<b>Control of Persons / Prisoners / Mentally ILL</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
F. Keeping the disturbed person in sight constantly G. Continual alertness H. Seizing firearms for safekeeping				
2.12.35	The trainee shall identify the appropriate mental health facility or regional center within the agency's jurisdiction to be used for evaluation, treatment, counseling, or referral.			
2.12.36	The trainee shall identify and explain the criteria as set forth in the Welfare and Institutions Code by which an individual may be committed for a 72-hour hold:  A. Danger to himself/herself B. Danger to others C. Gravely disabled			
2.12.37	The trainee shall explain procedures required of officers for safeguarding the rights of a person detained under the authority of Section 5150 of the Welfare and Institutions Code, including:  A. The circumstance under which the person's condition was called to their attention and the observation constituting probable cause for detention must be recorded on the application for 72-hour Detention For Evaluation and Treatment. B. Advisement of Miranda rights, as appropriate, when criminal action is involved. C. Reasonable precaution must be made to safeguard personal property in the possession of or on the premises occupied by the person. D. The person must be informed of the officer's name and agency and the reason the person is being detained. E. If taken into custody at a residence, inform person of personal items that may be brought along (with approval), right to a telephone call, and right to leave a note to friends or family.			
2.12.38	The trainee shall discuss appropriate alternative methods for handling the situation if involuntary detention for evaluation and treatment is NOT appropriate, including:  A. Urgent medical attention B. Arrest C. Referral for mental health services D. Referral to local developmental disabilities agency E. No police action required			

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2.12.39	The trainee shall explain in the warrant process for mentally ill persons. This discussion shall minimally include:  A. Affidavit (who makes it, where, and to whom) B. Notice to Appear papers C. Commitment papers (warrant)			
2.12.40	The trainee shall identify the agency and mental health (if required) reports involved in a mental illness arrest both with and without a warrant.			
2.12.41	Given a scenario or actual incident involving a mentally ill or emotionally disturbed person, the trainee shall take all necessary precautions in dealing with the person, safely take the person into custody (if necessary), assure safe transportation of the person, and properly complete all necessary forms and reports.			
<b>Patrol Procedures – Part 1</b>				
<b><u>Police Patrol Techniques</u></b>				
2.13.01	The trainee shall explain the principle types of police (preventative, directed enforcement, etc.) and their respective impacts on community relations.			
2.13.02	The trainee shall review and explain basic preventative patrol methods utilized by an officer:  A. Frequent checks and contacts with business premises B. Frequent checks of suspicious persons C. Fluctuating patrol patterns D. Maintenance of visibility and personal contact E. Daily individual patrol and community action plan			
2.13.03	The trainee shall discuss the advantage(s) of foot patrol and bicycle patrol, including:  A. Increased personal contact between police and citizens B. Increased observation ability C. Increased ability to gather information			

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<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.04	The trainee shall discuss the advantage(s) of motorized patrol, including:  A. Increased speed and mobility B. Increased conspicuousness C. Availability of additional equipment D. Increased transportation capability E. Decreased response time F. Communications			
2.13.05	The trainee shall explain the importance of positive daily personal contact with citizens.			
<b><u>Observations Skills</u></b>				
2.13.06	The trainee shall identify methods by which perception skills may be improved and demonstrate the ability to describe scene activity, persons, and vehicles with acceptable accuracy.			
<b><u>Preventing and Detecting Crime</u></b>				
2.13.07	The trainee shall explain and demonstrate techniques and procedures that improve a patrol officer's capabilities in preventing and detecting crime.			
2.13.08	The trainee shall identify factors to be considered in becoming familiar with the community:  A. General population information B. Appropriate geographic information C. Recent criminal activity D. Specific factors that may influence patrol functions (i.e., location of emergency hospitals, high-crime areas, community habits, etc.)			
2.13.09	The trainee shall explain and demonstrate how to prepare for a normal patrol shift:  A. Gathering information through crime reports and briefings B. Gathering needed materials (i.e., report forms, citation books, etc.) C. Obtaining and checking equipment D. Planning work around identified priorities E. Preparing daily patrol and community action plan			

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<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.10	The trainee shall identify those locations and/or situations that exist in a "patrol area" that warrant frequent checks.			
2.13.11	<p>The trainee shall explain and demonstrate what an officer on nighttime patrol should be looking for:</p> <ul style="list-style-type: none"> <li>A. Broken glass</li> <li>B. Open doors and windows</li> <li>C. Pry marks</li> <li>D. Suspicious vehicles</li> <li>E. Persons on foot</li> <li>F. Differences in normal lighting (on or off)</li> <li>G. Unusual sounds</li> <li>H. Access to rooftop or upper floors</li> </ul>			
2.13.12	The trainee shall identify ways to determine if a parked vehicle has been recently operated.			
2.13.13	<p>The trainee shall describe and/or demonstrate how to conduct surveillance, including:</p> <ul style="list-style-type: none"> <li>A. Invisible deployment</li> <li>B. Radio security</li> <li>C. Use of surveillance/vision devices</li> </ul>			
2.13.14	The trainee shall be able to locate the vehicle identification number (VIN) of various vehicles (i.e., auto, trucks, trailers, motorcycles, and bicycles)			
<b><u>Additional Patrol Safety</u></b>				
2.13.15	<p>The trainee shall explain and/or demonstrate how to react when encountering a plain-clothes officer in the field:</p> <ul style="list-style-type: none"> <li>A. No display of recognition until presence acknowledged by plain-clothes officer</li> <li>B. In the absence of acknowledgement, reaction should be identical to any other citizen</li> </ul>			



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<b>Patrol Procedures – Part 1</b>		<u>Instructed by FTO.</u>	<u>Demo'd by FTO.</u>	<u>Performed by trainee.</u>
2.12.16	The trainee shall explain and/or demonstrate how to react to uniformed officers if the trainee makes a plain-clothes or off-duty arrest.			
2.12.17	The trainee shall explain and/or demonstrate ways to avoid the hazards of "silhouetting."			
2.12.18	The trainee shall explain and/or demonstrate how to avoid making telltale "police noises," such as:  A. Vehicle(s) B. Radio noises C. Key and whistle noises			
2.12.19	The trainee shall explain the importance of always keeping a subject's hands in view.			
2.12.20	The trainee shall explain and/or demonstrate safe and effective tactics for initiating a foot pursuit of a fleeing suspect.			
2.12.21	The trainee shall review and explain departmental policies on mutual aid and jurisdictions, including:  A. Use of official vehicles outside the agency's jurisdiction B. Responding to calls for assistance outside the agency's jurisdiction C. Assisting other agencies with arrests within agency jurisdiction			
<b><u>Pedestrian Stops</u></b>				
2.12.22	The trainee shall explain the concepts of consensual encounter and probable and reasonable cause to stop and detain.			
2.12.23	The trainee shall explain the circumstances of making a lawful pedestrian stop. This explanation shall minimally include:  A. The existence of suspicious activity B. The time of day or night C. Reasonable suspicion to believe that the person being stopped may be involved in criminal activity.			

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<b>Phase Two</b>		<b>FTO's Initials &amp; Date</b>		
<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.24	<p>The trainee shall identify and discuss those tactical variables to consider when encountering a person on foot. The discussion shall minimally include determining:</p> <ul style="list-style-type: none"> <li>A. Whether or not to stop the person</li> <li>B. When and where to stop the person</li> <li>C. Methods to utilize in stopping the person (approach on foot vs. in the vehicle)</li> </ul>			
2.13.25	The trainee shall describe and demonstrate positions that one or two officers can take while interviewing one or more suspicious persons to minimize the possibility of attack.			
2.13.26	The trainee shall properly and legibly complete the field interview (FI) report form.			
2.13.27	The trainee shall explain the role and use of CLETS in determining a person's wanted status.			
2.13.28	Given a situation involving one or more suspicious persons on foot, the trainee shall, having assessed sufficient probable cause, safely and effectively approach, contact, interview, and complete a field interview (FI) report or make any other proper disposition of the person(s).			
<b><u>Searching Persons</u></b>				
2.13.29	<p>The trainee shall identify and explain the basic degrees of searches of person(s). These shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Visual/cursory search</li> <li>B. Pat-down search</li> <li>C. Field search (standing, kneeling, prone)</li> <li>D. Strip search</li> <li>E. Body cavity search</li> </ul>			
2.13.30	<p>The trainee shall explain the common principles of the search of an individual. These principles shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Constant alertness</li> <li>B. Maintain control and position of advantage (contact &amp; cover)</li> <li>C. Thoroughness of the search</li> <li>D. Safeguarding weapon(s)</li> </ul>			

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<b>Phase Two</b>		<b>FTO's Initials &amp; Date</b>		
<b>Patrol Procedures – Part 1</b>		<b>Instructed by FTO.</b>	<b>Demo'd by FTO.</b>	<b>Performed by trainee.</b>
2.13.31	The trainee shall identify those places on the person of both male and females where dangerous weapons or contraband may be concealed.			
2.13.32	The trainee shall safely and effectively conduct a legal pat-down search of one or more suspect(s).			
2.13.33	The trainee shall safely and effectively conduct a field search (standing, kneeling, or prone) of one or more suspect(s).			
2.13.34	The trainee shall explain the responsibilities of the back-up officer during a person(s) search. The responsibilities should minimally include: <ul style="list-style-type: none"> <li>A. Protecting the searching officer from outside interference and from those being searched</li> <li>B. Assisting in control of the person(s) being searched, as needed</li> <li>C. Continuous observation of the person(s) being searched</li> </ul>			
2.13.35	The trainee shall safely and effectively serve as a back-up officer while another officer conducts a search of one or more suspect(s).			
<b><u>Vehicle Stops</u></b>				
2.13.36	The trainee shall explain various types of vehicle stops to minimally include: <ul style="list-style-type: none"> <li>A. Traffic violations</li> <li>B. Investigative</li> <li>C. High risk</li> </ul>			
2.13.37	The trainee shall identify and discuss the following elements to be considered when selecting the proper location for a vehicle stop.			
2.13.38	The trainee shall explain the advantages of recording the license plate number and description of the vehicle prior to the stop.			

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Phase Two		FTO's Initials & Date		
Patrol Procedures – Part 1		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.39	<p>The trainee shall demonstrate the proper distance from which the stop of another vehicle should be initiated. The distance should be:</p> <ul style="list-style-type: none"> <li>A. Not so great as to encourage the driver to attempt to escape</li> <li>B. Not so close as to present a hazard due to erratic actions of the driver</li> <li>C. Enough to create a safety corridor (patrol car off-set left or right) for the safety of the officer(s) and vehicle occupant(s).</li> </ul>			
2.13.40	<p>The trainee shall identify techniques for gaining the attention of the driver when making a vehicle stop. Techniques shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Use of emergency lights</li> <li>B. Use of headlights</li> <li>C. Use of horn</li> <li>D. Use of siren</li> <li>E. Use of hand signals</li> <li>F. Use of public address system</li> <li>G. Proper use of spotlight to include: <ul style="list-style-type: none"> <li>1. Not blinding the driver while the vehicle is moving</li> <li>2. Illuminating the interior of the stopped vehicle</li> <li>3. Focusing on the rear and side mirrors to blind the occupants of the officer's approach</li> </ul> </li> </ul>			
2.13.41	<p>The trainee shall identify the inherent hazards involved when an officer conducts a vehicle stop. These hazards shall minimally relate to the:</p> <ul style="list-style-type: none"> <li>A. Location of the stop</li> <li>B. Reason for the stop</li> <li>C. Officer's approach</li> <li>D. Position the officer takes</li> <li>E. Contact with the violator</li> <li>F. Visibility</li> </ul>			
2.13.42	<p>The trainee shall identify the consequences of failing to closely watch the movements of the occupants of a vehicle prior to, during, and after the stop. These minimally include:</p> <ul style="list-style-type: none"> <li>A. Attack from suspects</li> <li>B. Destruction or concealment of evidence</li> <li>C. Escape of occupants</li> </ul>			

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<b>Phase Two</b>		<b>FTO's Initials &amp; Date</b>		
<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.43	The trainee shall explain the advantages, disadvantages, and legal aspects of directing the occupants to remain in or to exit the vehicle during a stop.			
2.13.44	<p>The trainee shall explain and/or safely demonstrate how to safely stop and approach vehicles other than automobiles:</p> <ul style="list-style-type: none"> <li>A. Motorcycles and bicycles</li> <li>B. Campers and vans</li> <li>C. Buses</li> <li>D. Trucks</li> </ul>			
2.13.45	<p>The trainee shall identify common violator reactions and shall discuss techniques for acceptably dealing with those reactions which may include:</p> <ul style="list-style-type: none"> <li>A. Embarrassment</li> <li>B. Anger</li> <li>C. Fear</li> <li>D. Rationalization or excuse for violation</li> <li>E. Refusal to sign citation</li> </ul>			
2.13.46	The trainee shall explain why an officer should not argue with a violator.			
2.13.47	The trainee shall explain discretion in a car stop situation by giving examples of traffic situations in which an officer feels that a warning would be more beneficial.			
2.13.48	<p>The trainee shall explain the advantages of the following procedures:</p> <ul style="list-style-type: none"> <li>A. Obtaining the violator's driver's license, vehicle registration, and proof of insurance as soon as possible after the stop is made</li> <li>B. Not accepting the violator's wallet in response to a request for a driver's license</li> <li>C. Checking the validity and authenticity of a driver's license (including picture) and vehicle registration</li> <li>D. Checking the signature of the violator on the citation</li> <li>E. Issuing the proper copy of the citation to the violator</li> </ul>			
2.13.49	The trainee shall recognize that the required signature of a motorist on a citation is not an admission of guilt but a promise to appear (PTA)			

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<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.50	Given an incident involving a traffic violation, the trainee shall safely and effectively conduct a traffic stop and assess whether to issue a citation or warning in a manner that promotes a positive police image.			
<b><u>Felony/High –Risk Vehicle Stops</u></b>				
2.13.51	The trainee shall identify and discuss the important considerations taken when about to make a felony/high-risk vehicle stop. These elements shall minimally include:  A. Seriousness of the crime(s) B. Availability of back-up C. Location at which to make the stop D. Tactics to be used after making the stop E. Number of suspects involved			
2.13.52	The trainee shall discuss the proper positioning of the police vehicle for a felony/high-risk vehicle stop.			
2.13.53	The trainee shall discuss the advantages of verbally ordering the removal of the suspect(s) from the vehicle prior to approaching on foot.			
2.13.54	The trainee shall explain verbal commands that should be used when removing suspect(s) from a vehicle prior to approaching on foot. These commands shall minimally include having the suspect:  A. Keep hands insight at all times B. Exit the vehicle (according to agency policy) C. Assume position of disadvantage outside the vehicle			
2.13.55	The trainee shall discuss the advantages of waiting for additional back-up before approaching the vehicle or the occupants.			
2.13.56	The trainee shall explain the roles of both the primary and back-up officer(s) before, during, and after the stop. This discussion shall minimally include which officer:  A. Has the radio responsibilities B. Assumes the MP-5 responsibilities C. Communicates to the occupants D. Searches the occupants and/or the vehicle			

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<b>Patrol Procedures – Part 1</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
2.13.57	Given an incident involving a felony/high-risk vehicle stop, the trainee shall safely stop the vehicle, remove the occupant(s), and place the occupant(s) in a position of disadvantage without the officer(s) being placed in an inherently dangerous position.			
<u><b>Searching Vehicles</b></u>				
2.13.58	The trainee shall identify and explain principles of a safe and effective search of a vehicle. These principles shall minimally include:  A. Proper removal and control of occupants B. A systematic method of search			
2.13.59	Given an incident, the trainee shall safely and effectively conduct a vehicle search.			
<u><b>Searching Buildings/Areas</b></u>				
2.13.60	The trainee shall identify and explain the principles of a safe and effective search of a building that may contain a suspect. These principles shall minimally include:  A. Containment of the building B. Containment of area(s) already searched C. Utilization of a systematic method D. Safe searching techniques E. Appropriate use of canine or specialized assistance			
2.13.61	Given an incident, the trainee shall safely and effectively conduct a building/area search.			
<u><b>Handling Crimes in Progress</b></u>				
2.13.62	The trainee shall explain agency policy and factors to consider when responding to a crime in progress. These may include:  A. Proceeding directly to scene as quickly and silently as possible B. Proceeding directly to scene utilizing emergency lights and/or siren C. Proceeding to the location most likely to intercept fleeing suspects D. Proceeding to scene and coordinating arrival and/or deployment with other units E. Distance to location			

**PINOLE POLICE DEPARTMENT**  
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Phase Two		FTO's Initials & Date		
<p style="text-align: center;"><b>Patrol Procedures – Part 1</b></p> <p>F. Availability of assisting units G. Nature of crime H. Traffic and environmental conditions I. Concern for possible lookouts J. Watch for fleeing suspects K. Parking and securing vehicle L. Apprehension of suspect(s) M. Broadcasting additional information N. Securing the scene</p>		Instructed by <u>FTO.</u>	Demo'd by <u>FTO.</u>	Performed by <u>trainee.</u>
2.13.63	<p>The trainee shall explain agency policy and procedures to be followed when responding to a prowler call. These may include:</p> <p>A. Coordination of responding units B. Utilization of a quiet and possibly “blacked-out” approach C. Containment of the area D. Parking and securing the vehicle E. Immediate contact of the informant or RP (advantages and disadvantages) F. Controlled search of area or location G. Inspection for telltale signs, footprints, barking of dogs, etc. H. Locate “warm” vehicles</p>			



# Pinole Police Department

Report #: \_\_\_\_\_

Date: \_\_\_\_\_

Field Training and Evaluation Program

DAILY OBSERVATION REPORT

Trainee's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

FTO's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

RATING INSTRUCTIONS: Rate observed behavior with reference to the Standard Evaluation Guidelines. A narrative evaluation must be attached (back page). Use the category numbers below to reference your comments. The trainee is required to verify, in writing, the rating in the left-hand column. Check the "N.O." box if not observed. If the trainee fails to respond to training, check the "N.R.T." box and comment on the back. List minutes of remedial training in the right-hand column. **Note:** a rating of "4" indicates a trainee has progressed to a minimum acceptable standard and performed at a solo-patrol officer standard in corresponding category this shift.

Team  
Worked:

FTO  
Phase:

Rating Scale											Assignment or Reason for no Evaluation	
Unacceptable by FTP Standards		Acceptable Level					Superior by FTP Standards					
		1	2	3	4	5	6	7	NO	NRT		
<b>ATTITUDE</b>												
1	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	1	Acceptance of feedback
2	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	2	Attitude toward police work
3	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	3	Integrity/Ethics
4	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	4	Leadership
<b>APPEARANCE</b>												
5	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	5	General Appearance
<b>RELATIONSHIPS</b>												
6	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	6	With citizens/community
7	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	7	With other department members
8	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	8	Community organizing
<b>PERFORMANCE</b>												
9	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	9	Driving skill: normal conditions
10	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	10	Driving skill: moderate/high stress conditions
11	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	11	Use of map book: orientation/response time
12	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	12	Routine forms: accuracy/completeness
13	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	13	Report writing: organization/details
14	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	14	Report writing: grammar/spelling/neatness
15	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	15	Report writing: appropriate time used
16	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	16	Field performance: non-stress conditions
17	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	17	Field performance: stress conditions
18	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	18	Investigative skills
19	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	19	Interview/interrogation skills
20	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	20	Self-initiated field activity
21	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	21	Officer Safety: general
22	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	22	Officer Safety: suspicious sub/suspect/prisoner
23	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	23	Control of conflict: voice command
24	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	24	Control of conflict: physical skill
25	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	25	Problem-solving/decision-making
26	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	26	Problem-solving: techniques
27	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	27	Communication: use of codes/procedure
28	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	28	Radio: listens and comprehends
29	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	29	Radio: Articulation of transmissions
30	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	30	MDC: use/comprehension/articulation
<b>KNOWLEDGE</b>												
31	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	31	Department policies and procedures:
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance
32	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	32	Knowledge of the criminal statutes:
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance
33	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	33	Knowledge of the criminal procedure
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance

FIELD TRAINING PROGRAM  
**END OF PHASE REPORT (EPR)**

**Pinole Police Department**

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
FTO

**Phase:** \_\_\_\_\_ **Date Phase Began:** \_\_\_\_\_ **Date Phase Ended:** \_\_\_\_\_

**Significant Strengths:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Significant Weaknesses:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Additional Training/Remedial Efforts:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional Comments:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This trainee is in the \_\_\_\_\_ week of training.

In my judgment, this trainee is actually in the \_\_\_\_\_ week of training in terms of performance.

The trainee is / is not performing at a solo patrol officer level.

\_\_\_\_\_  
Trainee Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTO Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTP SAC Signature (Name, Badge #, and Date)

# PHASE

## 3

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Domestic Violence</u>				
3.13.64	<p>The trainee shall explain the legal issues and a law enforcement officer's duties in response to a domestic violence situation to minimally include:</p> <ul style="list-style-type: none"> <li>A. Difference between domestic violence and a domestic dispute</li> <li>B. Impact of domestic violence on victims, children, and the batters</li> <li>C. Essential elements of Penal Code Sections 13700 and 13519</li> <li>D. Duty to provide maximum protection to the victim from abuse (emergency protective order)</li> <li>E. Provide safety to other persons and property</li> <li>F. Verification and enforcement of court orders (restraining and stay-away orders)</li> <li>G. Responsibility and authority with tenancy issues related to domestic violence</li> <li>H. Determine if a crime has been committed and if arrest is mandatory</li> <li>I. Completion of appropriate documentation and required reports</li> <li>J. Making appropriate victim's assistance information referrals for medical aid, personal safety, community resources, legal options, and the District Attorney's Office</li> <li>K. The safekeeping of firearms</li> </ul>			
3.13.65	The trainee shall recognize the inherent dangers to an officer who enters the home of a family involved in a dispute.			
3.13.66	The trainee shall discuss the advantages and disadvantages of separating parties in a domestic dispute and gathering information from them individually.			
3.13.67	The trainee shall explain the differences between criminal and civil law that apply during domestic dispute situations.			
3.13.68	The trainee shall discuss mandatory custody arrest requirements.			
3.13.69	The trainee shall review and explain the law and procedures relating to enforcement of active restraining orders, stay-away orders, and emergency protective orders.			
3.13.70	Given a domestic dispute or domestic violence incident, the trainee shall be able to assess and handle the situation in a safe and effective manner.			

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Phase Three		FTO's Initials & Date		
Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Victims of Violent Crimes</u>				
3.13.71	The trainee shall examine and explain the California requirements upon law enforcement officers to notify victims of violent crimes and/or their families of the availability of state funds and other assistance (California Government Code Sections 13959-13969). This description shall minimally include:  A. Who is eligible for such aid B. The time limitations upon the victim infilling a claim C. Whom to contact			
3.13.72	The trainee shall explain the proper handling of cases of child abuse, neglect, or sexual exploitation of children, including:  A. Initial receipt and evaluation of information B. Preliminary investigative procedures C. Reporting laws D. Follow-up investigative procedures E. Referral to additional support agencies (CPS, Social Services, etc.)			
3.13.73	The trainee shall explain the proper handling of cases of elder abuse, neglect, or sexual or fiduciary exploitation, including:  A. Initial receipt and evaluation of information B. Preliminary investigative procedures C. Reporting laws D. Follow-up investigative procedures E. Referral to additional support agencies (Adult Protective Services, Public Guardian, etc.)			
3.13.74	The trainee shall identify the authorities and procedures for the confiscation and holding of firearms or other dangerous weapons, including:  A. 12028.5 PC B. 12028.7 PC C. 12029 PC D. 8102 W&I			

**PINOLE POLICE DEPARTMENT**  
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Phase Three		FTO's Initials & Date		
Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u><b>Hate Crimes</b></u>				
3.13.75	The trainee shall recognize indicators of hate-related crimes including: <ul style="list-style-type: none"> <li>A. Anti-religious symbols/slurs</li> <li>B. Racial/sexual/ethnic slurs</li> <li>C. Racist symbols</li> <li>D. Hate group symbols</li> <li>E. Anti-gay/lesbian slurs</li> </ul>			
3.13.76	The trainee shall identify and discuss the possible consequences of hate crimes including: <ul style="list-style-type: none"> <li>A. Psychological effect on victim</li> <li>B. Denial of basic constitutional rights</li> <li>C. Divisiveness in the community</li> <li>D. Potential escalation of violence</li> </ul>			
3.13.77	The trainee shall identify and explain the legislative mandates and agency policy and procedures related to the enforcement of hate crimes.  <i>Reference: 422.6 PC</i>			
3.13.78	The trainee shall recognize and be able to effectively deal with hate crimes motivated by race, ethnicity, religion, or sexual orientation.			
<u><b>Gang Awareness</b></u>				
3.13.79	The trainee shall discuss the characteristics of gangs and the importance of recognizing gangs in terms of officer safety and the investigation of criminal activity.			
3.13.80	The trainee shall identify types of gangs that represent law enforcement concerns, including: <ul style="list-style-type: none"> <li>A. Street gangs</li> <li>B. Motorcycle gangs</li> <li>C. Prison gangs</li> <li>D. Cult/Ritualistic gangs</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
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Phase Three		FTO's Initials & Date		
Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.13.81	The trainee shall discuss primary reasons for gang membership, including:  A. Peer pressure B. Common interest C. Protection/Safety			
3.13.82	The trainee shall discuss characteristics that are common to most gangs, including:  A. Cohesiveness B. Code of silence C. Rivalries D. Revenge			
3.13.83	The trainee shall identify methods that gangs use to distinguish their members from members of other gangs, including:  A. Tattoos B. Attire and accessories C. Use of monikers D. Use of hand signs			
3.13.84	The trainee shall identify gang graffiti factors significant to law enforcement, including:  A. Identifying individuals and/or a specific gang B. Identifying gang boundaries C. Indications of pending and/or past gang conflicts			
3.13.85	The trainee shall discuss types of criminal activities as those commonly engaged in by gangs, including:  A. Sale and use of narcotics B. Physical violence C. Auto theft/burglary from vehicles			

**PINOLE POLICE DEPARTMENT**  
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Phase Three		FTO's Initials & Date		
Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.13.86	<p>The trainee shall explain law enforcement methods used to reduce gang activity, including:</p> <ul style="list-style-type: none"> <li>A. Identification of gang activity</li> <li>B. Coordination with allied agencies</li> <li>C. Reduction of the opportunity for criminal activities</li> </ul>			
<u>Missing Persons</u>				
3.13.87	<p>The trainee shall review and explain state law (including statutory reporting requirements) and the agency's policies and procedures for handling missing persons, both adult and juvenile.</p> <p><i>Reference: 784.5 PC; 14205 (a) PC; 14205 (b) PC; 14206 (a)(1) PC; 14207 (a)-(c) PC</i></p>			
3.13.88	The trainee shall explain the agency's policy regarding search procedures for missing persons.			
3.13.89	The trainee shall explain the reasons for making a thorough search of a "missing" child's home and nearby area at the outset of the investigation.			
3.13.90	Given an incident involving a missing person, the trainee shall properly apply the agency's policies and procedures in reporting the situation and, if necessary, initiating search procedures.			
<u>Fires</u>				
3.13.91	<p>The trainee shall identify the following types of fires and the best methods to deal with each:</p> <ul style="list-style-type: none"> <li>A. Dry combustibles</li> <li>B. Flammable liquids</li> <li>C. Electrical</li> <li>D. Combustible metals</li> </ul>			
3.13.92	<p>The trainee shall identify and discuss the initial steps to be taken when confronted with a fire in a building. These steps shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Request for fire department</li> </ul>			



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<p style="text-align: center;"><b>Patrol Procedures – Part 2</b></p> <p>B. Request for further law enforcement assistance, if necessary C. Immediate evacuation of any occupants D. Isolation of the immediate area E. Establishment of a perimeter for crowd control</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.13.93	The trainee shall identify and discuss the best methods of conducting a safe and effective search for victims in a burning building.			
3.13.94	The trainee shall recognize signs that indicate a burning building is unsafe to enter.			
3.13.95	Given a scenario or an actual incident involving fire, the trainee shall perform all the necessary steps to safely and effectively manage the situation.			
<b><u>Hazardous Occurrences/Major Disasters</u></b>				
3.13.96	The trainee shall review and explain the responsibilities and actions required of an agency whose jurisdiction is the scene of a hazardous material incident, disaster, potential disaster, or chemical spill (including ICS – Incident Command System and OES – Officer of Emergency Services).			
3.13.97	The trainee shall review and explain the agency's policy on hazardous substances or chemical spills (HAZMAT).			
3.13.98	<p>The trainee shall explain responsibilities and considerations of a first responder to a hazardous materials incident, including:</p> <p>A. Recognition B. Safety/Isolation/Area containment C. Notification to proper agencies D. Basic first responder limitations</p>			
3.13.99	<p>The trainee shall identify and explain the initial responsibilities of the first unit to arrive at a major vehicle accident or other disaster scene. These responsibilities shall minimally include:</p> <p>A. Requesting needed assistance and equipment B. Providing for emergency medical aid C. Undertaking immediate coordination with appropriate outside agencies</p>			

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<p style="text-align: center;"><b>Patrol Procedures – Part 2</b></p> <p>D. Establishing a security perimeter</p> <p>E. Establishing ingress and egress corridors</p> <p>F. Identifying and admitting only authorized personnel</p> <p>G. Dealing with the media</p> <p>3.13.100 The trainee shall discuss procedures to be used when confronted with other unusual or hazardous occurrences. These occurrences shall minimally include:</p> <p>A. Electrical wires down</p> <p>B. Malfunctioning traffic signals</p> <p>C. Hazards on the roadway</p> <p>D. Damage to fire hydrants</p> <p>E. Gas leaks</p> <p>F. Chemical spills conditions caused by inclement weather such as fog, snow, ice, flooding, and mud slides</p> <p>G. Military incidents requiring police intervention</p> <p><b><u>Bombs/Explosive Devices</u></b></p> <p>3.13.101 The trainee shall review and explain the agency's policy and procedures for handling explosives.</p> <p>3.13.102 The trainee shall explain tactical considerations upon arrival at the scene of a suspected or actual explosive device. The considerations shall minimally include:</p> <p>A. Hazards of using the police radio and/or cellular phone</p> <p>B. Request for a technician or E.O.D.</p> <p>C. Isolation of the device and the area</p> <p>D. Evacuation of civilian personnel</p> <p>E. Possibility that more than one explosive device exists</p> <p>3.13.103 Given a simulated or actual disaster, potential disaster, chemical spill, or bomb scene, the trainee shall assess and perform all necessary responsibilities and actions in a safe and effective manner.</p> <p><b><u>Aircraft Crashes</u></b></p> <p>3.13.104 The trainee shall review and explain the agency's policy on aircraft crashes.</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.13.105	<p>The trainee shall discuss factors associated with the handling of an aircraft crash, including:</p> <p>A. Civilian Aircraft</p> <ol style="list-style-type: none"> <li>1. Federal Aviation Agency (FAA) and/or National Transportation Safety Board (NTSB) will investigate.</li> </ol> <p>B. Military Aircraft</p> <ol style="list-style-type: none"> <li>1. Military authorities are in charge</li> <li>2. There may be dangerous weapons issues</li> <li>3. There may be classified materials present</li> <li>4. Police cannot authorize news media to enter</li> </ol>			
<u>First Aid</u>				
3.13.106	The trainee shall possess the knowledge and skills needed to administer necessary first aid during emergency situations.			
3.13.107	The trainee shall review and explain the agency's policy on administering first aid.			
3.13.108	The trainee shall discuss why a law enforcement officer is morally, ethically, and legally (Section 217 Health and Safety Code) required to maintain proficiency in first aid techniques.			
3.13.109	The trainee shall explain why the <u>improper</u> application of first aid techniques could conceivably result in civil action against the officer and the agency.			
3.13.110	Given any emergency situation in which some form of first aid becomes a necessity, the trainee shall properly administer the necessary first aid technique(s) following the summoning of professional emergency assistance.			
3.13.111	The trainee shall explain the agency's plan for the management of occupational exposure to blood and airborne pathogens (i.e., AIDS, Hepatitis, TB, etc.)			

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Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Sick, Injured, or Deceased Persons</u></b>				
3.13.112	The trainee shall review and explain department policies concerning providing first aid and transportation to sick or injured persons.			
3.13.113	<p>The trainee shall review and explain California law and department procedures concerning death investigations that must be handled by the medical examiner:</p> <ul style="list-style-type: none"> <li>A. Apparent homicide, suicide, or occurring under suspicious circumstances</li> <li>B. Resulting from the use of dangerous or narcotic drugs</li> <li>C. The death of any person who is incarcerated in any jail, correctional facility, or who is in police custody</li> <li>D. Apparently accidental or following an injury</li> <li>E. By disease, injury, or toxic agent during or arising from employment</li> <li>F. While not under the care of a physician during the period immediately previous to death</li> <li>G. Death related to disease that might constitute a threat to public health</li> </ul>			
3.13.114	<p>The trainee shall review and explain legal requirements concerning the removal of a human body from the death scene, including:</p> <ul style="list-style-type: none"> <li>A. Limits to which an officer may search a dead person</li> <li>B. Legalities involved in transporting an obviously dead person in an ambulance</li> </ul> <p><i>Reference: Gov. Code Sec. 27491.3 &amp; 27491c; 13 Cal. Admin. Code, Section 1101</i></p>			
<b><u>Lost, Found, and Recovered Property</u></b>				
3.13.115	<p>The trainee shall review and explain California law and department policies and procedures concerning the disposition of property other than evidence including:</p> <ul style="list-style-type: none"> <li>A. Property recovered by trainee</li> <li>B. Property found by citizen</li> <li>C. Property (real or personal) of injured, ill or deceased persons</li> <li>D. How Law Enforcement Data Systems (LEDS) can assist in determining property status.</li> </ul>			

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Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u><b>Crowd Control</b></u>				
3.13.116	The trainee shall explain the basic principles of crowd control and riot tactics and shall be able to participate effectively as a team member in crowd control situations.			
3.13.117	The trainee shall define and describe basic crowd and riot control formations.			
3.13.118	The trainee shall explain the use of the authorized baton/impact weapon when an officer is involved in any of the basic crowd control formations and explain the use and maintenance of the remaining riot gear.			
<u><b>News Media Relations</b></u>				
3.13.119	The trainee shall discuss the most common law enforcement practices as to who may release information to the news media and the notification procedures utilized.			
3.13.120	The trainee shall recognize press credentials most commonly honored by law enforcement agencies.			
3.13.121	The trainee shall identify the provisions of California law pertaining to the authorization of news media representatives to enter areas otherwise closed to the public.  <i>Reference: 409.5 PC</i>			
3.13.122	The trainee shall discuss types of information that could prejudice the rights of an individual if furnished to the news media, including: <ul style="list-style-type: none"> <li>A. Statements as to the character or reputation of an accused person or prospective witness</li> <li>B. Admissions, confessions, or alibis attributed to an accused person</li> <li>C. Results, performance, or refusal of a suspect or witness to take any test(s)</li> <li>D. The believed credibility of an accused person or witness</li> <li>E. The probability of an accused person entering a guilty plea</li> <li>F. The opinioned value of evidence against an accused person</li> </ul>			

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<p style="text-align: center;"><b>Patrol Procedures – Part 2</b></p> <p>G. Information prohibited by agency policy H. Information that would be detrimental to the investigation of the case I. Information that may jeopardize the rights of the individual</p> <p><b><u>Hostage/Barricaded Suspect</u></b></p> <p>3.13.123 The trainee shall explain and/or demonstrate tactical considerations in dealing with hostage/barricaded suspect situations, including:</p> <p>A. Safe approach B. Containment of the scene C. Requesting the appropriate assistance (i.e., hostage negotiator, specialized unit(s), etc.) D. Evacuation E. Communication/negotiation with the suspect</p> <p><b><u>Sniper Attack</u></b></p> <p>3.13.124 The trainee shall explain those steps which should be immediately taken when confronted with a "set-up", ambush, or sniper situation including:</p> <p>A. Cover/concealment B. Calling for assistance C. Isolation and clearing D. Determining possible location of assailants</p> <p>3.13.125 The trainee shall discuss tactical actions that can be taken by the driver of a vehicle that comes under sniper attack:</p> <p>A. Acceleration/Reversal out of the "Kill zone" B. Turning into nearest available cover C. Abandonment of target vehicle D. Awareness of possible secondary ambush</p> <p>3.13.126 The trainee shall discuss tactics that should be used when the police vehicle has been hit with a firebomb:</p> <p>A. Acceleration B. Roll-up windows C. Abandon vehicle (after initial flame burst, if vehicle is incapacitated)</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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Patrol Procedures – Part 2		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Animal Control</u>				
3.13.127	The trainee shall explain the agency's policy and procedures when confronted with different types of animal control situations. These types of situations shall minimally include:  A. Injured animals B. Dead animals C. Rabid animals D. Noisy animals E. Stray animals F. Wild animals G. Nuisances created by unsanitary keeping of animals H. Protective custody of animals I. Animal bites			
3.13.128	The trainee shall explain the agency's policy and procedures when it is determined that a vicious, dangerous, or injured animal must be killed/destroyed. This explanation shall minimally include:  A. Whom to notify prior to killing the animal B. Who may shoot the animal C. What report should be completed following the shooting of the animal D. How disposal of the dead animal is handled			
3.13.129	Given an incident, the trainee shall effectively assess and handle an animal control situation.			
<b>Investigations / Evidence</b>				
<u>Interviewing</u>				
3.14.01	The trainee shall explain the systematic steps he/she should take in preparing for an interview.			
3.14.02	The trainee shall discuss basic rules in statement taking and interviewing. These rules shall minimally include:  A. Asking direct and brief questions. Let the person being interviewed do the majority of the talking.			

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<p>B. Controlling the interview. Avoid rambling by the person being interviewed.</p> <p>C. Avoiding leading questions except when absolutely necessary.</p> <p>D. Putting the person being interviewed at ease.</p> <p>E. Writing statements verbatim (when appropriate) from the person being interviewed, not improvising or making assumptions.</p>				
3.14.03	<p>The trainee shall describe the content of a good statement. These contents shall minimally include:</p> <p>A. What happened</p> <p>B. When it happened</p> <p>C. Where it happened</p> <p>D. Who it happened to</p> <p>E. How it happened</p> <p>F. Why it happened</p> <p>G. How many are involved</p>			
3.14.04	The trainee shall explain the ramifications of the Miranda warning and shall describe when, where, and why it should/should not be used during interviews.			
3.14.05	Given a situation in which a statement should be taken, the trainee shall properly conduct an interview and satisfactorily summarize the information on the appropriate form.			
<b><u>Investigating "Cold" Crimes</u></b>				
3.14.06	The trainee shall demonstrate the ability to conduct thorough and complete preliminary investigations.			
3.14.07	The trainee shall discuss factors which must be determined when interviewing complainants, reporting persons, and witnesses.			
3.14.08	The trainee shall describe situations where the skills of an evidence technician or criminalist are required.			
3.14.09	The trainee shall properly obtain all information necessary for the completion of a thorough preliminary investigation of a "cold" crime.			



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Investigations / Evidence		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Crimes Against Property</u></b>				
3.14.10	The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against property. These responsibilities should minimally include: <ul style="list-style-type: none"> <li>A. Identity or description of suspect(s)</li> <li>B. Description of loss</li> <li>C. Direction of flight of suspect(s)</li> <li>D. Possibility of weapons being involved</li> <li>E. Radio broadcasts of all known and important information</li> <li>F. Pursuit and/or apprehension of suspects, if possible.</li> </ul>			
3.14.11	Given an in-progress or fresh incident involving a crime against property, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).			
<b><u>Crimes against Persons</u></b>				
3.14.12	The trainee shall review and explain an officer's responsibilities associated with the preliminary investigation and reporting of in-progress or fresh crimes against persons.			
3.14.13	The trainee shall explain the steps to take while investigating the following crimes: <ul style="list-style-type: none"> <li>A. Rape/Sexual assault</li> <li>B. Felonious assault</li> <li>C. Robbery</li> <li>D. Kidnapping</li> </ul>			
3.14.14	The trainee shall discuss the steps to take initially at a scene where a serious injury or death has occurred. These steps shall minimally include: <ul style="list-style-type: none"> <li>A. Preserving the scene, including the restriction of unauthorized police personnel</li> <li>B. Determining the need for first aid and summoning medical assistance</li> <li>C. Identifying and apprehending suspect(s), if possible</li> <li>D. Making proper notifications</li> </ul>			

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<p style="text-align: center;"><b>Investigations / Evidence</b></p> <p>E. Locating visible physical evidence</p> <p>F. Locating and interviewing witnesses as appropriate</p> <p>3.14.15 Given an in-progress or fresh incident involving a crime against a person, the trainee shall properly assess and perform all the objectives necessary to satisfactorily complete the preliminary investigation, including the satisfactory completion of the proper report(s).</p> <p><b><u>Burden of Proof</u></b></p> <p>3.14.16 The trainee shall define the term "burden of proof" and determine, in the following situations, whether the "burden of proof" falls upon the prosecution or defense during a criminal trial:</p> <p>A. Criminal guilt (Evidence Code Section 520)</p> <p>B. Corpus delicti (Evidence Code Section 550)</p> <p>C. Jurisdiction (Evidence Code Section 666)</p> <p>D. Double jeopardy as a defense (Evidence Code Section 500)</p> <p>E. Self-defense as a defense (Evidence Code Section 500)</p> <p><i>Reference:</i> Evidence Code sections 500; 520; 550; 666</p> <p><b><u>Concepts of Evidence</u></b></p> <p>3.14.17 The trainee shall recognize the concepts of evidence as defines and used in California law, including:</p> <p>A. Evidence</p> <p>B. Direct evidence</p> <p>C. Circumstantial evidence</p> <p>3.14.18 The trainee shall identify the following types of evidence or material relate to the introduction of evidence in court and shall give an example of each:</p> <p>A. Fruits of a crime</p> <p>B. Instrumentalities of a crime</p> <p>C. Contraband</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.

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Investigations / Evidence		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.14.19	<p>The trainee shall explain the purposes for offering evidence in court, including:</p> <ul style="list-style-type: none"> <li>A. As an item of proof</li> <li>B. To impeach a witness</li> <li>C. To rehabilitate a witness</li> <li>D. To assist in determining sentence</li> </ul>			
3.14.20	<p>The trainee shall explain the tests which an item of evidence must successfully pass before it may be admitted into any criminal court. (Evidence Code Section 210)</p> <ul style="list-style-type: none"> <li>A. The evidence must be <u>relevant</u> to the matter in issue</li> <li>B. The evidence must be <u>competently presented</u> in court</li> <li>C. The evidence must have been <u>legally obtained</u></li> </ul>			
3.14.21	<p>The trainee shall identify at least three of the following as qualifications that must be met by a witness before he/she may testify in a criminal trial in the State of California.</p> <ul style="list-style-type: none"> <li>A. The witness must know the difference between right and wrong</li> <li>B. The witness must possess the ability to understand</li> <li>C. The witness must possess the ability to express himself/herself</li> <li>D. With the exception of those areas covered by the Hearsay Rule, the witness must testify only to those facts that are personal knowledge</li> </ul>			
3.14.22	<p>The trainee shall explain the privileged communication rule and provide examples to include:</p> <ul style="list-style-type: none"> <li>A. Husband and wife</li> <li>B. Attorney and client</li> <li>C. Clergyman and confessor</li> <li>D. Physician and patient</li> </ul> <p><i>Reference:</i> Evidence Code sections 950; 970; 980; 990; 1030</p>			
<u>Rules of Evidence</u>				

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Investigations / Evidence		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.14.23	<p>The trainee shall describe the effects of the "exclusionary rule" upon police actions and procedures in the following areas:</p> <ul style="list-style-type: none"> <li>A. Civil rights</li> <li>B. Inadmissible evidence</li> <li>C. Possibility of false arrest</li> </ul> <p><i>Reference:</i> Evidence Code; Case Law</p>			
3.14.24	<p>The trainee shall define the Hearsay Rule and give examples of exceptions to the rule, including:</p> <ul style="list-style-type: none"> <li>A. Spontaneous statements</li> <li>B. Admissions</li> <li>C. Confessions</li> <li>D. Dying declarations</li> </ul> <p><i>Reference:</i> Evidence Code sections 1200; 1220</p>			
<b><u>Evidence Collection and Preservation</u></b>				
3.14.25	<p>The trainee shall search a crime scene and locate physical evidence through the use of an organized method which may include:</p> <ul style="list-style-type: none"> <li>A. Strip</li> <li>B. Spiral</li> <li>C. Quadrant</li> </ul>			
3.14.26	<p>The trainee shall explain and/or demonstrate the methods for preserving evidence at a crime scene in fair and inclement weather.</p>			
3.14.27	<p>The trainee shall demonstrate the ability to preserve evidence in such a way as to ensure it is received by the examining authority or court in as near to the same condition as it was found.</p>			
3.14.28	<p>The trainee shall review and explain, as well as apply, the agency's policies on:</p> <ul style="list-style-type: none"> <li>A. Handling controlled substances</li> <li>B. Depositing property, evidence, and money</li> <li>C. Withdrawing and returning property</li> <li>D. Depositing firearms, miscellaneous weapons, and explosives</li> </ul>			

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3.14.29	The trainee shall explain the provisions of the agency's rules, policies, and procedures regarding the storage of evidence.			
3.14.30	The trainee shall review and explain the agency's policies and procedures regarding the taking of evidence to laboratory examination facilities and court.			
3.14.31	The trainee shall explain "chain of custody" or "chain of evidence."			
3.14.32	Given a crime situation in which any form of evidence is recovered, the trainee shall collect, preserve, and deliver the evidence, and properly complete all necessary forms (property reports, evidence tags, etc.) in order to ensure the chain of custody.			
<u>Line Ups</u>				
3.14.33	The trainee shall explain technical methods for identifying suspects, including: <ul style="list-style-type: none"> <li>A. Field show-up</li> <li>B. Photo identification</li> <li>C. Identification kit</li> <li>D. Artist's conception</li> </ul>			
3.14.34	The trainee shall review and explain the agency policy and procedure(s), including admonitions, for conducting the following types of "line ups." <ul style="list-style-type: none"> <li>A. In custody</li> <li>B. In the field</li> <li>C. Photographic</li> </ul>			
3.14.35	The trainee shall explain and/or demonstrate the following procedures for a photographic identification: <ul style="list-style-type: none"> <li>A. Use of multiple photos</li> <li>B. Instructions to witness (es)</li> <li>C. Control of the situation</li> <li>D. Similar appearances</li> </ul>			

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<b>Investigations / Evidence</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Sources of Information</u></b>				
3.14.36	The trainee shall discuss the importance of identifying and developing sources of information through networking with persons in the community.			
3.14.37	The trainee shall describe techniques for identifying and developing "informants" and the: <ul style="list-style-type: none"> <li>A. Hazards of divulging too much information to informants</li> <li>B. Danger of breaking confidentialities</li> </ul>			
3.14.38	The trainee shall explain the types of public and private records that may be of assistance when collecting investigative information.			
<b><u>Subpoenas</u></b>				
3.14.39	The trainee shall review and explain the agency's practices and policies concerning the subpoena process.			
3.14.40	The trainee shall define the term "subpoena" and describe the authority and immunities associated with the subpoena, including: <ul style="list-style-type: none"> <li>A. Who may exercise the power of a subpoena</li> <li>B. Who may serve a subpoena</li> <li>C. How a subpoena is served</li> <li>D. Who is subject to the power of a subpoena</li> <li>E. What immunities from arrest are granted to a person traveling in answer to a subpoena</li> <li>F. How a subpoena is enforced</li> </ul>			
<b><u>Courtroom Testimony and Demeanor</u></b>				
3.14.41	The trainee shall explain the value of impressive and professional courtroom demeanor and appearance.			

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Investigations / Evidence		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.14.42	<p>The trainee shall explain the value of a pre-trial conference with the prosecuting attorney. This shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Refreshing the officer's memory</li> <li>B. Coordination of efforts</li> </ul>			
3.14.43	<p>The trainee shall identify and explain principles of effective testimony. These principles shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Honesty</li> <li>B. Clarity</li> <li>C. Brevity</li> <li>D. Objectivity</li> <li>E. Poise</li> </ul>			
3.14.44	<p>The trainee shall explain the value of furnishing testimony in a professional manner, even when confronted with a variety of attorney personalities including:</p> <ul style="list-style-type: none"> <li>A. Irrate</li> <li>B. Offensive</li> <li>C. Threatening</li> <li>D. Argumentative</li> <li>E. Overly friendly</li> </ul>			
3.14.45	<p>The trainee shall become familiar with local courtroom security policies and procedures such as:</p> <ul style="list-style-type: none"> <li>A. Prisoner escort</li> <li>B. Prisoner restraint</li> <li>C. Screening of courtroom audience</li> <li>D. Disturbance procedures</li> </ul>			
3.14.46	<p>The trainee shall demonstrate the ability to prepare and furnish courtroom testimony in such a manner as to promote professionalism and the administration of justice.</p>			

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<b>Tactical Communication / Conflict Resolution</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u><b>Tactical Communication</b></u>				
3.15.01	The trainee shall discuss how tactical communication involves both professional demeanor and words (verbal and non-verbal cues).			
3.15.02	The trainee shall identify the benefits of tactical communication including: <ul style="list-style-type: none"> <li>A. Enhanced safety (reduces likelihood of physical confrontation and injury)</li> <li>B. Enhanced professionalism (decreases citizen complaints, civil liability, personal, and professional stress)</li> </ul>			
3.15.03	The trainee shall demonstrate an ability to perform in a calm, professional demeanor while de-escalating hostilities or conflicts (i.e., without resorting to physical force).			
3.15.04	The trainee shall explain and demonstrate the ability to use deflection techniques in response to verbal abuse. Every word that follows "but" is a professional language that is goal directed. Examples might include: <ul style="list-style-type: none"> <li>A. I appreciate that, but I need to see your driver's license.</li> <li>B. I understand that, but I need you to sign the citation.</li> </ul>			
3.15.05	Given a scenario or an actual incident involving an uncooperative subject(s), the trainee shall be able to generate voluntary compliance using the 5-step process: <ul style="list-style-type: none"> <li>A. Ask (Ethical Appeal) – The subject is given an opportunity to voluntarily comply by simply being asked to comply</li> <li>B. Set Context (Reasonable Appeal) – The "why" questions are answered by the identification or explanation of the law, policy, or rationale that applies to the situation</li> <li>C. Present Options (Personal Appeal) – Explain possible options</li> <li>D. Confirm (Practice Appeal) – Provides one last opportunity for voluntary compliance; "Is there anything I can say to earn your cooperation at this time?"</li> <li>E. ACT – (Take appropriate action)</li> </ul>			



**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
Tactical Communication / Conflict Resolution		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u>Handling Disputes</u>				
3.15.06	<p>The trainee shall explain an officer's basic responsibilities at the scene of a dispute. These responsibilities shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Remaining impartial</li> <li>B. Preserving the peace</li> <li>C. Determining whether or not a crime has been committed</li> <li>D. Conducting an investigation if a crime has been committed</li> <li>E. Providing safety to individuals and property</li> <li>F. Suggesting solutions to the problem</li> <li>G. Offering names of referral agencies</li> <li>H. Considering arrest as a viable alternative if a crime has been committed</li> </ul>			
3.15.07	<p>The trainee shall identify various social service organizations that are available within the city or county to render assistance in dispute situations. These organizations shall minimally include those dealing with:</p> <ul style="list-style-type: none"> <li>A. Public health</li> <li>B. Alcohol problems</li> <li>C. Family counseling and child guidance</li> <li>D. Drug problems</li> <li>E. Humane society/SPCA</li> <li>F. Any additional city/county agencies or organizations</li> </ul>			
3.15.08	The trainee shall explain the inherent dangers to an officer who enters the home of a family involved in a dispute.			
3.15.09	The trainee shall explain the advantages and disadvantages of separating parties in a dispute and gathering information from them individually.			
3.15.10	The trainee shall explain citizen arrest procedures to consider at disputes.			
3.15.11	<p>The trainee shall assess and explain different techniques to use in given situations. These situations shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Family disputes</li> <li>B. Neighbor disputes</li> <li>C. Juvenile disputes</li> <li>D. Loud parties</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
<b>Tactical Communication / Conflict Resolution</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.15.12	Given a scenario or an actual incident involving a dispute, the trainee shall assess and handle the dispute in a safe, efficient, reasonable, and discretionary manner.			
<u>Civil Disputes (including Landlord/Tenant and Labor)</u>				
3.15.13	The trainee shall review and explain the agency's policy on handling landlord-tenant disputes.			
3.15.14	<p>The trainee shall identify and explain California civil and criminal law and agency procedures applicable to situations that arise from landlord-tenant disputes. These situations shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Evictions</li> <li>B. Lockouts</li> <li>C. Trespasses</li> <li>D. Confiscation of property</li> </ul> <p><i>Reference:</i> Civil Code sections 1161; 1161a; 1162; 1861a; 1946</p>			
3.15.15	The trainee shall review and explain the agency's policy on labor-management disputes.			
3.15.16	<p>The trainee shall explain agency policy and procedures relative to typical policing problems that occur during labor-management disputes. These problems shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Obstruction or ingress or egress</li> <li>B. Blocking of sidewalks and roadways</li> <li>C. Outside agitators</li> <li>D. Violence and vandalism</li> </ul>			
3.15.17	The trainee shall explain the role of the small claims court.			
3.15.18	Given any situation involving a civil dispute, the trainee shall assess and handle the situation in a safe and effective manner, consistent with agency policy and state law.			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
<b>Tactical Communication / Conflict Resolution</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<u><b>Repossessions</b></u>				
3.15.19	<p>The trainee shall explain the general rules that pertain to the repossession of items. These rules shall minimally include:</p> <ul style="list-style-type: none"> <li>A. What property is subject to repossession</li> <li>B. Who may make a repossession</li> <li>C. To what lengths a reposessor may go</li> <li>D. When a repossession is complete</li> </ul>			
<b>Traffic</b>				
<u><b>Vehicle Code</b></u>				
3.16.01	The trainee shall discuss the California Vehicle Code laws that pertain to the operation of motor vehicles and shall be able to recognize violations.			
3.16.02	<p>The trainee shall define the following terms as used in the California Vehicle Code.</p> <ul style="list-style-type: none"> <li>A. Crosswalk</li> <li>B. Darkness</li> <li>C. Driver</li> <li>D. Highway</li> <li>E. Intersection</li> <li>F. Limit line</li> <li>G. Motor vehicle</li> <li>H. Roadway</li> <li>I. School bus</li> <li>J. Sidewalk</li> <li>K. Vehicle</li> </ul>			
3.16.03	<p>The trainee shall review and explain the elements of Vehicle Code sections giving authority to arrest.</p> <p><i>Reference:</i> 40300.5 through 40303; 40305</p>			
3.16.04	The trainee shall identify common California Vehicle Code violations by code number and classification. These violations shall minimally include those dealing with:			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
Traffic		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<ul style="list-style-type: none"> <li>A. Vehicle registration and insurance requirements</li> <li>B. Theft of and tampering with vehicles</li> <li>C. Driver's licenses and identification cards including suspensions</li> <li>D. Hit and run</li> <li>E. Traffic control signals</li> <li>F. Other traffic control devices</li> <li>G. Driving, overtaking, and passing</li> <li>H. Right-of-way</li> <li>I. Pedestrians</li> <li>J. U-turns</li> <li>K. Stopping, standing, and parking</li> <li>L. Driving under the influence</li> <li>M. Other public offenses</li> <li>N. Equipment violations</li> <li>O. Fleeing/evading an officer</li> <li>P. Reckless driving</li> <li>Q. Seat belt violations</li> </ul>				
3.16.05	<p>The trainee shall discuss enforcement options after observation of a traffic violation, including:</p> <ul style="list-style-type: none"> <li>A. Verbal warning</li> <li>B. Issuance of a citation</li> <li>C. Physical arrest</li> </ul>			
3.16.06	The trainee shall properly and legibly complete a citation, for an observed traffic offense, within a reasonable time frame.			
3.16.07	The trainee shall explain that the required signature of a violator on a citation is not an admission of guilt but a promise to appear.			
<b><u>Impounding / Storing Vehicles</u></b>				
3.16.08	The trainee shall review and explain the agency's policy regarding towing procedures.			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
Traffic		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.16.09	<p>The trainee shall identify/explain situations where he/she may have the authority to remove, store, and/or impound vehicles, including:</p> <ul style="list-style-type: none"> <li>A. Vehicle is abandoned (22669(a) VC)</li> <li>B. Vehicle is a traffic hazard (22651(b) VC)</li> <li>C. Incidental to an arrest (22651(h) VC)</li> <li>D. Vehicle is stored for safekeeping (22651(g) VC)</li> <li>E. Vehicle is stolen, recovered, and not released in the field (22651(c) and 22653(a) VC)</li> <li>F. Vehicle is held for investigation (22655.5 VC)</li> <li>G. Vehicle is involved in a hit and run (22655 or 22653(b) VC)</li> <li>H. Vehicle with VIN removed (10751 VC)</li> <li>I. Vehicle held for operation by unlicensed driver (22651(p) and 14602.6 VC)</li> </ul>			
3.16.10	The trainee shall discuss the legal authority for those instances when an officer may impound/store a vehicle from public and private property.			
3.16.11	<p>Given an incident in which a vehicle is to be impounded or stored, the trainee shall impound or store the vehicle in an authorized manner. This shall minimally include:</p> <ul style="list-style-type: none"> <li>A. Compliance with state law</li> <li>B. Compliance with agency policy</li> <li>C. Completion of all required reports in a satisfactory manner</li> </ul>			
<u>Vehicle Collisions</u>				
3.16.12	<p>The trainee shall discuss an officer's responsibilities in preventing accidents in the community, including:</p> <ul style="list-style-type: none"> <li>A. Education</li> <li>B. Enforcement</li> <li>C. Proactive engineering recommendations</li> <li>D. Patrol awareness (including assisting stranded motorists)</li> <li>E. Environmental factors that detract from traffic safety</li> <li>F. Development of positive interagency relationships with road/street department, public works, planning, and traffic safety commission.</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
	Traffic	Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.16.13	<p>The trainee shall explain the primary duties of an officer at any traffic accident scene, including:</p> <ul style="list-style-type: none"> <li>A. Determining injuries and need for emergency first aid treatment</li> <li>B. Protecting the scene, including persons and property involved</li> <li>C. Appropriate use of flares (spilled fuel)</li> <li>D. Ascertaining the need for fire department and/or ambulance service</li> <li>E. Considering the need for tow services</li> <li>F. Determining the need for further assistance</li> </ul>			
3.16.14	The trainee shall review and explain the agency's policy regarding traffic collision investigation and reporting.			
3.16.15	The trainee shall define the term vehicle collision.			
3.16.16	The trainee shall discuss advantages and disadvantages of immediately removing (or having removed) all vehicles involved in a traffic accident from the highway.			
3.16.17	<p>The trainee shall discuss the instances when a traffic accident must be investigated by law and agency policy. These instances shall minimally include any:</p> <ul style="list-style-type: none"> <li>A. Injury accident</li> <li>B. Hit and run accident</li> <li>C. Accident involving suspected drunk driving</li> <li>D. Accident involving city, county, or state property</li> </ul>			
3.16.18	The trainee shall define the term "Primary collision factor / PCF."			
3.16.19	The trainee shall define the term "area of impact / AOI" and explain and/or demonstrate how the area of impact is determined at both intersection and non-intersection accidents.			
3.16.20	The trainee shall define the term "coefficient of friction: as it pertains to roadways.			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
Traffic		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.16.21	<p>The trainee shall define terms relevant to traffic collision reports, to include:</p> <ul style="list-style-type: none"> <li>A. Accident or collision: an unintended event that causes damage, death, or injury.</li> <li>B. Classification of injuries: fatal injury; severe injury; other visible injuries; complaint of pain.</li> <li>C. Deliberate intent: an intentional act that directly or indirectly involves a motor vehicle in transport that purposely causes damage to property or injury to any person.</li> <li>D. In transport: this describes the state or condition of a vehicle when it is in use primarily for moving persons or property (including the vehicle itself) from one place to another.</li> <li>E. Other parties: a person other than the operator of the motor vehicle (includes driverless vehicle, a vehicle being towed by other than a rigid tow bar or tow truck, animal drawn conveyances, injured equestrians, injured parties in a train, airplane or cable car, or in highway construction equipment not in transport, injured parties in or upon a structure).</li> <li>F. Witness: a person other than an involved party or a passenger who can provide information relevant to the accident.</li> </ul>			
3.16.22	<p>The trainee shall identify the basic elements necessary to complete a factual diagram and/or sketch when investigating the scene of a traffic collision. The elements are:</p> <ul style="list-style-type: none"> <li>A. Indications of compass direction</li> <li>B. Measurements of the scene in proportion but not necessarily to scale</li> <li>C. Use of appropriate illustrations</li> <li>D. Determine the area of impact (A.O.I.) and the point of rest (P.O.R.)</li> </ul>			
3.16.23	<p>The trainee shall identify types of physical evidence which are used to determine the cause of a collision, including:</p> <ul style="list-style-type: none"> <li>A. Locked wheel skid, critical speed scuff, impeding skid, side skids, and acceleration scuff</li> <li>B. Debris, glass, vehicle parts, fluids, and other related property damage</li> <li>C. Photographs of the scene</li> </ul>			
3.16.24	<p>The trainee shall identify information to be obtained during a collision investigation interview, including:</p> <ul style="list-style-type: none"> <li>A. Identity of the involved parties and vehicle information</li> </ul>			

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
<p style="text-align: center;"><b>Traffic</b></p> <p>B. Time and location of collision events C. Chronology of collision events D. Elements unique to hit and run collisions, if applicable</p> <p>3.16.25 Given a traffic accident, the trainee shall respond in a safe, efficient, and effective manner, and shall properly and accurately report the accident according to agency policy, including identification of the primary collision factor, along with any associated collision factors.</p> <p><u><b>Traffic Control / Direction</b></u></p> <p>3.16.26 The trainee shall demonstrate recognized traffic hand signals for a driver to include:</p> <p>A. Stop B. Turn right C. Turn left D. Start E. Keep moving</p> <p>3.16.27 The trainee shall demonstrate a method for using the flashlight to direct traffic in the hours of darkness.</p> <p>3.16.28 The trainee shall explain flare patterns and be able to safely light and extinguish a flare.</p> <p>3.16.29 Given a handout or exercise depicting an accident scene, the trainee shall mark where to place particular types of traffic control devices that will best protect persons and property with regard to the presence of flammable materials and traffic flow.</p> <p><u><b>Driving Under the Influence / DUI</b></u></p> <p>3.16.30 The trainee shall recognize and explain the common driving conditions of a suspected DUI.</p> <p>3.16.31 The trainee shall explain and demonstrate the sobriety tests used by the agency.</p>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.



**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Three		FTO's Initials & Date		
	Traffic	Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
3.16.32	The trainee shall explain the law and agency policy regarding chemical tests, including how, when, where, and by whom these tests are given as well as the acceptable level of force which may be used to obtain the samples.			
3.16.33	The trainee shall explain the law and agency policy regarding processing persons who refuse chemical testing.			
3.16.34	The trainee shall identify the report forms to be used for driving under the influence cases.			
3.16.35	Given a situation where a vehicle operator may be DUI, the trainee shall demonstrate the ability to conduct the field and chemical test(s) in a safe and effective manner and shall properly and accurately report the incident.			

# Pinole Police Department

Report #: \_\_\_\_\_

Date: \_\_\_\_\_

Field Training and Evaluation Program

DAILY OBSERVATION REPORT

Trainee's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

FTO's Name (last, first)/Badge # \_\_\_\_\_

Date \_\_\_\_\_

RATING INSTRUCTIONS: Rate observed behavior with reference to the Standard Evaluation Guidelines. A narrative evaluation must be attached (back page). Use the category numbers below to reference your comments. The trainee is required to verify, in writing, the rating in the left-hand column. Check the "N.O." box if not observed. If the trainee fails to respond to training, check the "N.R.T." box and comment on the back. List minutes of remedial training in the right-hand column. **Note:** a rating of "4" indicates a trainee has progressed to a minimum acceptable standard and performed at a solo-patrol officer standard in corresponding category this shift.

Team  
Worked:

FTO  
Phase:

Rating Scale											Assignment or Reason for no Evaluation		
Unacceptable by FTP Standards		Acceptable Level					Superior by FTP Standards						
		1	2	3	4	5	6	7	NO	NRT			
											<b>ATTITUDE</b>	RT	
1	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	1	Acceptance of feedback	[ ]
2	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	2	Attitude toward police work	[ ]
3	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	3	Integrity/Ethics	[ ]
4	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	4	Leadership	[ ]
											<b>APPEARANCE</b>		
5	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	5	General Appearance	[ ]
											<b>RELATIONSHIPS</b>		
6	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	6	With citizens/community	[ ]
7	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	7	With other department members	[ ]
8	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	8	Community organizing	[ ]
											<b>PERFORMANCE</b>		
9	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	9	Driving skill: normal conditions	[ ]
10	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	10	Driving skill: moderate/high stress conditions	[ ]
11	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	11	Use of map book: orientation/response time	[ ]
12	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	12	Routine forms: accuracy/completeness	[ ]
13	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	13	Report writing: organization/details	[ ]
14	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	14	Report writing: grammar/spelling/neatness	[ ]
15	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	15	Report writing: appropriate time used	[ ]
16	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	16	Field performance: non-stress conditions	[ ]
17	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	17	Field performance: stress conditions	[ ]
18	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	18	Investigative skills	[ ]
19	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	19	Interview/interrogation skills	[ ]
20	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	20	Self-initiated field activity	[ ]
21	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	21	Officer Safety: general	[ ]
22	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	22	Officer Safety: suspicious sub/suspect/prisoner	[ ]
23	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	23	Control of conflict: voice command	[ ]
24	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	24	Control of conflict: physical skill	[ ]
25	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	25	Problem-solving/decision-making	[ ]
26	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	26	Problem-solving: techniques	[ ]
27	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	27	Communication: use of codes/procedure	[ ]
28	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	28	Radio: listens and comprehends	[ ]
29	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	29	Radio: Articulation of transmissions	[ ]
30	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	30	MDC: use/comprehension/articulation	[ ]
											<b>KNOWLEDGE</b>		
31	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	31	Department policies and procedures:	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]
32	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	32	Knowledge of the criminal statutes:	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]
33	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	33	Knowledge of the criminal procedure	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]

FIELD TRAINING PROGRAM  
**END OF PHASE REPORT (EPR)**

**Pinole Police Department**

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
FTO

**Phase:** \_\_\_\_\_ **Date Phase Began:** \_\_\_\_\_ **Date Phase Ended:** \_\_\_\_\_

**Significant Strengths:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Significant Weaknesses:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Additional Training/Remedial Efforts:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional Comments:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This trainee is in the \_\_\_\_\_ week of training.

In my judgment, this trainee is actually in the \_\_\_\_\_ week of training in terms of performance.

The trainee is / is not performing at a solo patrol officer level.

\_\_\_\_\_  
Trainee Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTO Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTP SAC Signature (Name, Badge #, and Date)

PHASE

4

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

<b>Phase Four</b>		<b>FTO's Initials &amp; Date</b>		
<b>Self-Initiated Activity</b>		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
<b><u>Primary FTO Observation Phase – (FTO works in plain clothes)</u></b>				
The trainee shall explain the necessity of and demonstrate proficiency in the performance of self-initiated activities to minimally include:				
4.17.01	Vehicle Stops:			
	A. Investigative			
	B. Traffic enforcement			
4.17.02	Pedestrian Stops:			
	A. Suspicious persons			
	B. Consensual encounters			
	C. Traffic enforcement			
4.17.03	Directed Patrol:			
	A. Gang area/activities			
	B. DUI enforcement			
	C. Illegal vendors			
	D. Pattern crimes			
	E. COPS, POP Projects, School programs, NPES			
4.17.04	Arrests:			
	A. Misdemeanor and felony			
	B. Other (i.e., Municipal codes, local ordinances)			
4.17.05	Other activities:			
	A. Field Interview (FI) cards			
	B. Bar checks			
	C. Curfew violators			
	D. Suspicious circumstances			
	E. Additional agency-specific activities (list)			
	1.			
	2.			
	3.			
	4.			

# Pinole Police Department

Report #: \_\_\_\_\_

Date: \_\_\_\_\_

Field Training and Evaluation Program

DAILY OBSERVATION REPORT

Trainee's Name (last, first)/Badge # \_\_\_\_\_ Date \_\_\_\_\_

FTO's Name (last, first)/Badge # \_\_\_\_\_ Date \_\_\_\_\_

RATING INSTRUCTIONS: Rate observed behavior with reference to the Standard Evaluation Guidelines. A narrative evaluation must be attached (back page). Use the category numbers below to reference your comments. The trainee is required to verify, in writing, the rating in the left-hand column. Check the "N.O." box if not observed. If the trainee fails to respond to training, check the "N.R.T." box and comment on the back. List minutes of remedial training in the right-hand column. **Note:** a rating of "4" indicates a trainee has progressed to a minimum acceptable standard and performed at a solo-patrol officer standard in corresponding category this shift.

Team  
Worked:

FTO  
Phase:

Rating Scale											Assignment or Reason for no Evaluation		
Unacceptable by FTP Standards		Acceptable Level					Superior by FTP Standards						
		1	2	3	4	5	6	7	NO	NRT			
											<b>ATTITUDE</b>	RT	
1	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	1	Acceptance of feedback	[ ]
2	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	2	Attitude toward police work	[ ]
3	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	3	Integrity/Ethics	[ ]
4	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	4	Leadership	[ ]
											<b>APPEARANCE</b>		
5	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	5	General Appearance	[ ]
											<b>RELATIONSHIPS</b>		
6	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	6	With citizens/community	[ ]
7	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	7	With other department members	[ ]
8	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	8	Community organizing	[ ]
											<b>PERFORMANCE</b>		
9	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	9	Driving skill: normal conditions	[ ]
10	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	10	Driving skill: moderate/high stress conditions	[ ]
11	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	11	Use of map book: orientation/response time	[ ]
12	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	12	Routine forms: accuracy/completeness	[ ]
13	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	13	Report writing: organization/details	[ ]
14	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	14	Report writing: grammar/spelling/neatness	[ ]
15	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	15	Report writing: appropriate time used	[ ]
16	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	16	Field performance: non-stress conditions	[ ]
17	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	17	Field performance: stress conditions	[ ]
18	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	18	Investigative skills	[ ]
19	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	19	Interview/interrogation skills	[ ]
20	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	20	Self-initiated field activity	[ ]
21	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	21	Officer Safety: general	[ ]
22	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	22	Officer Safety: suspicious sub/suspect/prisoner	[ ]
23	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	23	Control of conflict: voice command	[ ]
24	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	24	Control of conflict: physical skill	[ ]
25	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	25	Problem-solving/decision-making	[ ]
26	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	26	Problem-solving: techniques	[ ]
27	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	27	Communication: use of codes/procedure	[ ]
28	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	28	Radio: listens and comprehends	[ ]
29	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	29	Radio: Articulation of transmissions	[ ]
30	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	30	MDC: use/comprehension/articulation	[ ]
											<b>KNOWLEDGE</b>		
31	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	31	Department policies and procedures:	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]
32	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	32	Knowledge of the criminal statutes:	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]
33	[ ]	1	2	3	4	5	6	7	[ ]	[ ]	33	Knowledge of the criminal procedure	
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected by verbal/written/simulated testing	[ ]
	[ ]	1	2	3	4	5	6	7	[ ]	[ ]		Reflected in field performance	[ ]

FIELD TRAINING PROGRAM  
**END OF PHASE REPORT (EPR)**

**Pinole Police Department**

\_\_\_\_\_  
Trainee

\_\_\_\_\_  
FTO

**Phase:** \_\_\_\_\_ **Date Phase Began:** \_\_\_\_\_ **Date Phase Ended:** \_\_\_\_\_

**Significant Strengths:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Significant Weaknesses:** (use back of form if necessary)

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**Additional Training/Remedial Efforts:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Optional Comments:** (use back of form if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This trainee is in the \_\_\_\_\_ week of training.

In my judgment, this trainee is actually in the \_\_\_\_\_ week of training in terms of performance.

The trainee is / is not performing at a solo patrol officer level.

\_\_\_\_\_  
Trainee Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTO Signature (Name, Badge #, and Date)

\_\_\_\_\_  
FTP SAC Signature (Name, Badge #, and Date)

Pinole Police Department  
Field Training Program  
Completion Record

Trainee name	badge #	Date of Completion
Name of Field Training Officer	Shift Assignment	Field Training Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

-----

I have been instructed in all items recorded in this Field Training Manual

\_\_\_\_\_  
Signature of Trainee Date

-----

I certify Officer \_\_\_\_\_ has received the basic instruction as outlined in the Field Training Manual and that he/she understands and has satisfactorily performed in all the of the functional areas or categories. I also certify all tests have been completed in a satisfactory manner. I further certify the he/she is now prepared to work as a solo patrol officer.

\_\_\_\_\_  
Primary Field Training Officer Signature Date

\_\_\_\_\_  
Field Training Sergeant Signature Date

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I attest the above named trainee has satisfactorily completed the prescribed Field Training Program.

\_\_\_\_\_  
Field Operation Commander Signature Date



# PHASE

## 5

**PINOLE POLICE DEPARTMENT**  
**Field Training Manual**

Phase Five		FTO's Initials & Date		
Solo Patrol Officer / On Probation		Instructed by FTO.	Demo'd by FTO.	Performed by trainee.
5.18.01	Officer assumes solo patrol duties assigned to a shift with evaluations completed by his/her immediate supervisor every two months until the probation period is completed.			