

SHPD MISSION STATEMENT

We the members of the Signal Hill Police Department are devoted to enhancing the quality of life in the City of Signal Hill by:

- Providing a proactive and professional level of police service*
 - Strengthening our partnership with the community*
 - Treating all persons with fairness, respect, and dignity*

LAW ENFORCEMENT CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the Constitutional rights of all men to liberty, equality and justice.

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

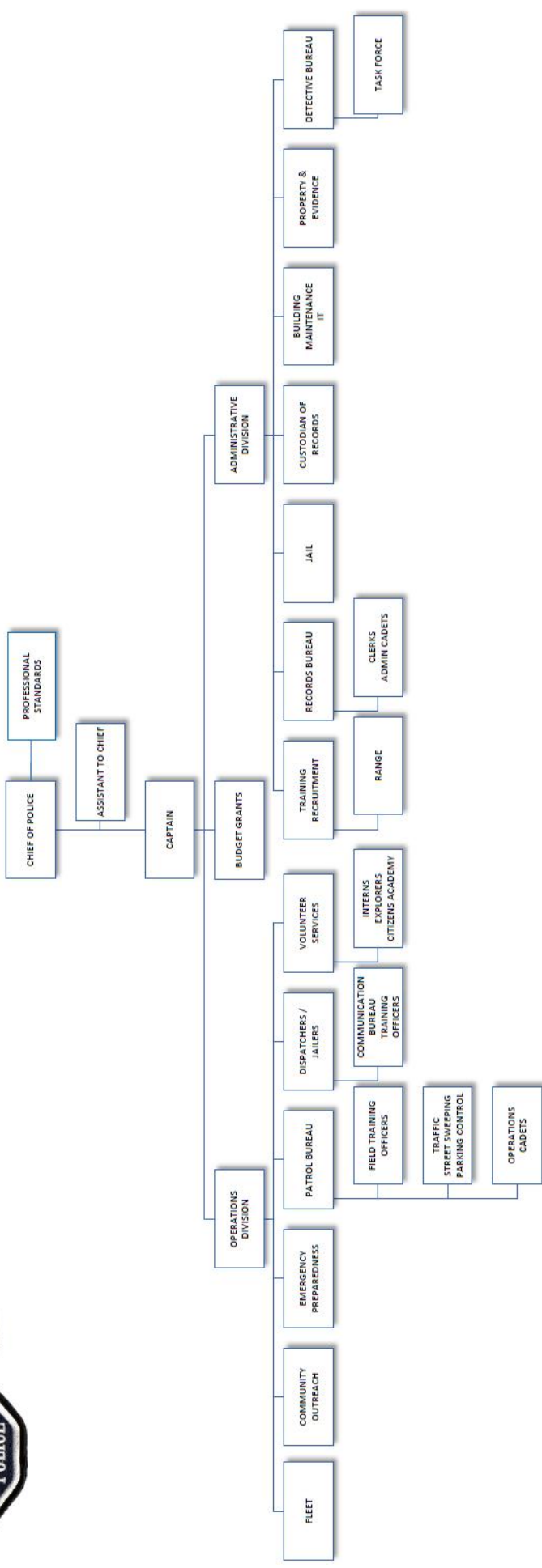
I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice of ill will, never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

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



SIGNAL HILL POLICE DEPARTMENT

ORGANIZATIONAL CHART



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SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

1.0 TRAINING POLICY

PURPOSE AND SCOPE

The policy of the Signal Hill Police Department is to administer a training program that will provide for the professional growth and continued development of its personnel. By so doing, the Police Department will ensure its personnel possesses the knowledge and skills necessary to provide a professional level of service that meets the needs of the community. Therefore, the Signal Hill Police Department has a structured 26-week Field Training Program. For the purpose and scope of the Field Training Officer Program, the Operations Captain has full authority to formulate, interpret and implement the policies and procedures contained herein as authorized by the Chief of Police.

PHILOSOPHY

The Signal Hill Police Department seeks to provide on-going training and encourages all personnel to participate in advanced training and formal education on a continual basis. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever possible, the Department will use courses certified by the California Commission on Peace Officer Standards and Training (POST).

OBJECTIVES

The objectives of the Signal Hill Police Department's training program are to:

- (A) Enhance the level of law enforcement service to the public
- (B) Increase the technical expertise and overall effectiveness of our personnel
- (C) Provide for continued professional development of department personnel

TRAINING PLAN

A training plan will be developed and maintained by the Operations Captain. It is the responsibility of the Administrative Lieutenant to maintain, review and update the Training Plan on an annual basis. The plan will address the following areas:

- (A) Legislative changes and case law
- (B) State mandated training
- (C) Critical issues training

TRAINING NEEDS ASSESSMENT

The Administrative Lieutenant will conduct an annual training-needs assessment of the Police Department. The needs assessment will be reviewed by the Police Department's staff. Upon approval of the staff, the needs assessment will form the basis for the Training Plan for the fiscal year.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

1.1 FIELD TRAINING OFFICER REQUIREMENTS AND SELECTION PROCESS

The following guidelines outline the minimum experience necessary for the selection process of Field Training Officer.

REQUIREMENTS

1. Must be off probation.
2. Must possess a Basic POST Certificate.
3. Must possess two years of patrol experience, with three years preferred. Investigative experience is desirable.
4. Successful completion of the POST Certified Field Training Officer Course prior to any Field Training assignment.

SELECTION PROCESS

1. Officers are asked to submit a memorandum to the Chief of Police outlining their qualifications and interest in the assignment.
2. Field supervisors are asked to make recommendations regarding the candidate's suitability for the assignment.
3. All of the candidates are discussed at a management staff meeting.
4. Final appointment is made by the Chief of Police, after considering input from the command staff.

1.2 FIELD TRAINING OFFICER (FTO) REQUIREMENTS

1. Complete POST – certified Field Training Officer Basic Course.
2. Complete 24-hour POST – certified FTO Update Course every three years.

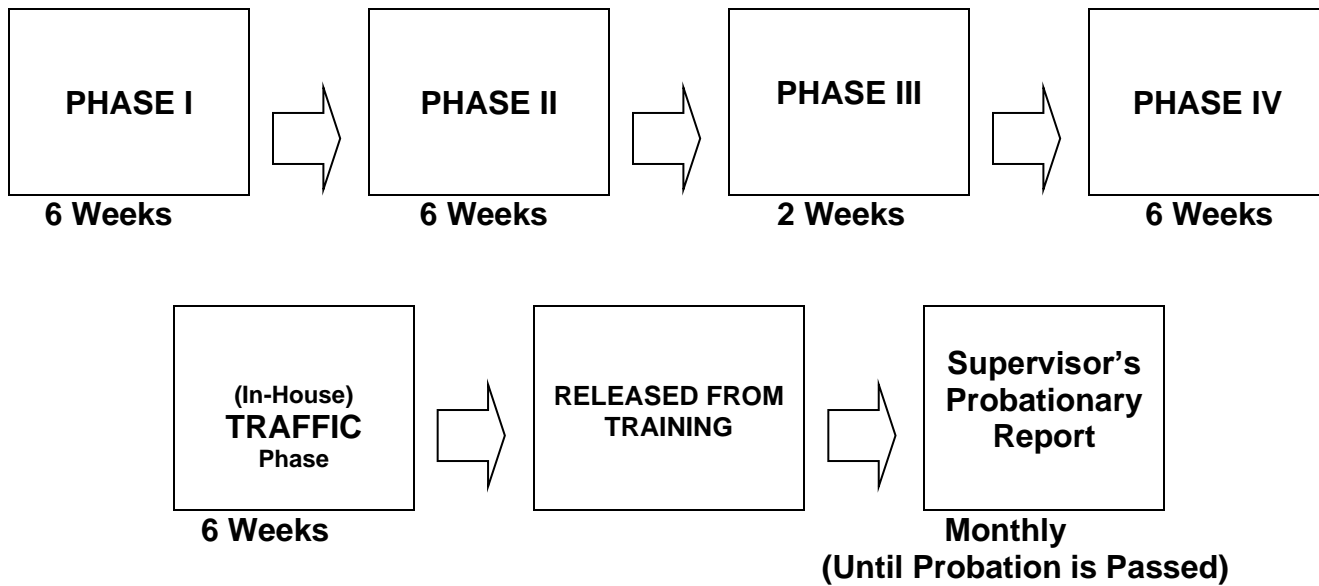
1.3 SUPERVISOR/COORDINATOR REQUIREMENTS

1. Shall successfully complete a POST-certified Field Training Supervisor/Administrator/Coordinator (SAC) Course prior to or within 12 months of the initial promotion, appointment, or transfer to such position.
2. Attend POST update training courses.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

2.0 PROGRAM PERSONNEL TRAINING

Flow Chart



SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

3.0 TRAINING PHASES

3.1 PHASE I (6 WEEKS)

Indoctrination of a new Police Officer into the operations and functions of a Signal Hill Police Department Police Officer.

Tasks should be demonstrated to the trainee to provide a clear understanding of the procedure for completing a given task. The trainee should begin to perform the task as soon as possible. These tasks include but are not limited to:

1. The trainee should be given copies of all the required report forms and other items commonly carried by patrol personnel.
2. Vehicle Inspection to include the required equipment and location and inspection of firearms.
3. Knowledge of the City to include street locations, address numbering and business locations. The trainee should be tested during the patrol shift as to his/her location and the quickest route to a dispatched location.
4. Preliminary information gathering such as F/I cards, crime report face pages, traffic citations and impound forms. The trainee should observe the FTO during report writing and may write "shadow" reports. Additionally, the trainee should know the elements of crime such as battery, domestic violence, shoplifting, burglary, etc.
5. Radio procedures with the ability to transmit clearly and understand/comprehend dispatches and other radio traffic.
6. Department Policies regarding patrol functions and personnel matters, (i.e. time sheets, overtime, vacation time, sick time and AO).
7. Basic MDC functions and operation of the same.
8. Vehicle operation, low speed driving, operation of the radio while driving, using the MDC and effecting traffic stops. The trainee may begin to drive when he/she has demonstrated the capacity to do so.
9. Effective communication, both with citizens and other departmental personnel.
10. Officer safety, courtesy, physical abilities and overall attitude towards police work, with corrections monitored closely.

The trainee may perform more advanced tasks when the FTO determines the trainee is capable. This includes bookings and use of the Datamaster, if needed

3.2 PHASE II (6 WEEKS)

Phase II is a continuation of Phase I with the Trainee expected to implement the skills learned and be proficient in the following areas:

1. Having a good working knowledge of the City.
2. Driving the entire shift, being able to perform a basic traffic stop and issue a citation with little assistance.
3. Capable of completing all face pages and bookings with little assistance.
4. Capable of taking a basic crime report and able to write the report, including the elements of the crime.
5. Advanced information gathering (such as more complicated reports with 2 or more witnesses), traffic collisions and other necessary reports.
6. Basic knowledge of Vehicle and Penal codes where trainee can identify infractions and begin using observation skills for enforcement.
7. Beginning to initiate his/her own activity, recognizing probable cause such as equipment violations, moving violations, penal codes, warrants, narcotics activity and SHMC. Trainee should be competent in vehicles searches and pat down/arrest searching.
8. Beginning to understand the most common calls such as shoplifters in custody, burglary reports, vehicle theft reports, etc. For more complicated reports the trainee has not seen or performed yet, the FTO may write the report having the trainee write a "shadow" report.
9. Patrol driving should be tailored to the area and include slow speeds, lights off for nighttime operations and high profile daytime patrol.
10. Familiar with most departmental policies and procedures as outlined in the FTO manual.
11. Able to recognize elements of more detailed crimes such as ID theft, commercial burglary, robbery, theft of services, drunk driving, etc.
12. Making decisions and committing to a plan of action.
13. Using the radio, MDC and unitrol proficiently.
14. Having all needed equipment readily available and knowing where it is, if needed.

3.3 PHASE III (6 WEEKS)

Phase III is a culmination of the previous two phases (including the Traffic Phase) with all tasks and skills applied with little or no input from the FTO, including:

1. Responding to calls, location of unit and deployment of cover units.
2. Procedures for responding to high-risk calls and high-risk traffic stops. If the trainee has not performed these tasks in the previous phases, role-playing should be used to demonstrate and for critiquing performance.
3. Report writing should be completed with little or no assistance and few corrections.
4. Bookings completed with no assistance.
5. Communicating and interacting with others on the shift regarding crime information and suspicious activity.
6. Making observation arrests with no direction from the FTO.
7. Displaying acute observation skills and reacting accordingly to them.
8. Controlling all suspects, using both physical and verbal skills at the appropriate times.
9. Command presence should be elevated and the trainee should be taking the initiative on all his/her radio calls.
10. Familiarity with court procedures and has either testified or been instructed on how to prepare for court.
11. Familiarity with all departmental procedures.
12. Challenging himself/herself to expand their job knowledge and enlarge their abilities without prompting from the FTO.
13. Developing confidence in his/her abilities.

3.4 PHASE IV (6 WEEKS)

Phase IV is the final cycle to the phases of training. Trainee should be proficient in all patrol procedures and capable of functioning independent of the FTO. The trainee should be applying all the skills, knowledge and experience learned in the previous phases. Additional training includes:

1. During the first two weeks of this phase, the FTO may choose to ride with the trainee while wearing civilian attire. The purpose of this is to remove the FTO as the focal point for citizens and suspects, allowing the trainee to be the authority figure.
2. Observing that trainee has a high level of activity, including, but not limited to; pedestrian stops, traffic stops, walks and talks and other self-initiated activity. The trainee should be actively assisting other officers on their shift and be able to perform any and all tasks with no assistance.
3. Monitoring and directing trainee as needed. The trainee should be able to identify their own weaknesses and seek out assistance in these areas.
4. Considering extending training if the same mistakes are being made.
5. Assigning the trainee to Dispatch and Detectives at the end of phase training so that the trainee can see other aspects of SHPD Operations.

3.5 TRAFFIC PHASE (2 WEEKS)

The Traffic Phase is an in-house introduction to traffic enforcement and collision investigations. The following topics will be covered during this phase of training:

1. Citation completion and processing.
2. Voiding/amending citations completion and processing.
3. Introduction to the CROSSROADS program.
4. Traffic key usage and how to place intersections on a 4-way red flash.
5. Proper flare and cone patterns.
6. Introduction to the CIM.
7. Vehicle impounds and CHP Vehicle Report (180) review.
8. Courtroom preparation and testimony for Traffic Court.
9. Traffic Collision Investigations.
10. Radar/Lidar usage.
11. Introduction to DUI investigations.
12. DMV 310 form and DMV Re-evaluation form completion.

3.6 DAILY TRAINEE EVALUATION FORM - STANDARDIZED GUIDELINES

LISTED BELOW, ARE THE AREAS OF OFFICER PERFORMANCE EVALUATED BY THE FIELD TRAINING OFFICER. EVALUATION IS BASED ON A SEVEN-POINT SCALE (1-7), WITH 7 REFLECTING THE HIGHEST POSSIBLE PERFORMANCE AND 1 REFLECTING THE POOREST POSSIBLE PERFORMANCE.

APPEARANCE

3.7 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 or equipment is dirty. Equipment is missing or inoperative. Offensive body odor, breath.
- (4) Acceptable – Uniform neat, clean. Uniform fits and is properly worn. Weapon leather, equipment is clean and operative. Hair within regulations, shoes and brass are shined.
- (7) Superior – Uniform is neat, clean and tailored. Leather gear is shined, shoes are spit-shined. Displays command bearing.

ATTITUDE

3.8 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.

3.9 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's 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. Is disinterested; lacks motivation.
- (4) Acceptable – Demonstrates an active interest in new career and in their responsibilities.
- (7) Superior – Utilizes off-duty time to further professional knowledge, actively soliciting assistance from others to increase knowledge and improve skills. Demonstrates concern for the fair and equitable enforcement of the law, maintaining high ideals in terms of professional responsibilities.

KNOWLEDGE

3.10 KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES – Evaluates trainee's knowledge of department policies/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, procedures and complies with same.
- (7) Superior – Has an excellent working knowledge of Department policies, regulations, procedures, including those lesser known and seldom used.

3.11 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 code. 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 criminal codes and applies that knowledge to normal and unusual activity.

3.12 KNOWLEDGE OF CITY ORDINANCES – Evaluates trainee’s knowledge of local ordinances and ability to apply that knowledge to 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 even know the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed. Makes assignments to wrong court.
- (4) Acceptable – Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections. Assigns to correct court.
- (7) Superior – Has outstanding knowledge of city codes and applies that knowledge to criminal and non-criminal activity.

3.13 KNOWLEDGE OF TRAFFIC CODES – Tests trainee’s ability to apply Traffic-related codes.

-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 even know the most often used sections of the code. Does not recognize violations when committed and/or incorrectly identifies violation.
- (4) Acceptable – Knows and recognizes commonly used sections of the code. Applies appropriate sections. Locates lesser-known sections in reference material.
- (7) Superior – Displays outstanding knowledge of traffic codes including lesser-known sections. Quickly and effectively applies codes.

3.14 KNOWLEDGE OF CRIMINAL PROCEDURES – Evaluates trainee’s knowledge of Criminal Procedures including laws of arrest, search and seizure, warrants, juvenile law, etcetera. 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, answers 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 affecting arrests.

PERFORMANCE

3.15 DRIVING SKILL: 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.

3.16 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/ situations 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.

3.17 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.

3.18 ROUTINE FORMS: ACCURACY & COMPLETENESS – Evaluates trainee’s ability to properly utilize the forms that the department 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.

3.19 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. Report contains 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.

3.20 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 neat and legible. Contain no spelling or grammatical errors.

3.21 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 officers would take for a similar report.
- (7) Superior – Completes reports quickly, as quickly as a skilled, veteran officer.

3.22 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.

3.23 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 and 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.

3.24 INVESTIGATIVE SKILL – Evaluates trainee's ability to conduct a proper investigation with an emphasis on crime scene investigative procedures.

- (1) Unacceptable – Does not conduct a basic investigation or conducts investigation 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 investigative 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 investigative 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.

3.25 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/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.

3.26 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.

3.27 OFFICER SAFETY: GENERAL – Evaluates trainee’s ability to performance police activity without injuring him/herself or others. Assesses their 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 situations.
 - 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 “officer safety” model for others without conveying a message of paranoia.

3.28 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.

3.29 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. Properly selects 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 situations through voice and language usage.

3.30 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/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.

3.31 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. 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.

3.32 COMMUNICATIONS: APPROPRIATE USE OF CODES / PROCEDURES –

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.

3.33 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.

3.34 RADIO: ARTICULATION OF TRANSMISSIONS – Evaluates the trainee’s ability to communicate with others via the telecommunications network.

- (1) Unacceptable – Does not preplan transmissions. Over or under-modulates. Improperly uses microphone. Speaks too rapid or too slowly.
- (4) Acceptable – Uses proper procedure with clear, concise and complete transmissions. Few complaints from communications center re: 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.

RELATIONSHIPS

3.35 RELATIONSHIP WITH CITIZENS: GENERAL – 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.

3.36 RELATIONSHIP WITH ETHNIC / CULTURAL / SOCIAL GROUPS OTHER THAN HIS / HER OWN - Evaluates the trainee’s ability to interact effectively and appropriately with members of ethnic/cultural/social groups other than their own.

- (1) Unacceptable – Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Violates policies regarding treatment of said groups. Creates problems for the organization as a result of his/her treatment of group members. Is ineffective when dealing with member(s) of a group.
- (4) Acceptable – Is at ease with members of other ethnic/cultural/social groups. Serves their needs and requests objectively and with concern. Does not feel threatened or intimidated when in their presence.
- (7) Superior – Understands the various ethnic/cultural/social differences and uses this understanding to completely resolve problems and issues. Is totally objective and communicates in a manner that furthers mutual understanding and respect. Represents the agency and the agency’s position well.

3.37 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. or resists instruction. Considers self superior. Belittles others. 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, Peer and Superior 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.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED		How Demonstrated?		REMEDIED		How Remediated?	
Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		Name	Date	Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.							
Trainee							
Performed							
Comments:							

4.0 CALIFORNIA CODES AND LAWS

4.1 CRIMINAL LAW

TERMS:

The trainee shall define certain terms as recognized in California criminal law. These shall minimally include:

- A. Accessory
- B. Accomplice
- C. Criminal negligence
- D. Corpus delicti
- E. Entrapment
- F. Implied intent
- G. Principal
- H. Specific intent
- I. Transferred intent

CRIME ELEMENTS:

The trainee shall identify the elements of a crime. These shall include:

- A. Any act or omission
- B. By a person
- C. In violation of statutory law
- D. For which there is punishment

PERSONS CAPABLE OF COMMITTING CRIMES:

The trainee shall describe those persons who are legally incapable of committing a crime in the state of California (PC 26).

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

4.1 (cont'd)

Given any situation in which a possible crime has occurred, the trainee shall recognize those situations where the crime is complete and shall identify the crime by its common name, code number, and crime classification. These crimes shall minimally include California laws pertaining to:

- A. Obstruction of justice
- B. Homicide
- C. Robbery
- D. Assaults
- E. Criminal threats (formerly Terrorist threats)
- F. Stalking
- G. Restraining order violations
- H. Cruelty to animals
- I. Crimes against children
- J. Sex crimes
- K. Disturbing the peace
- L. Burglary
- M. Trespassing
- N. Arson
- O. Vandalism
- P. Theft (including Identity Theft)
- Q. Forgery and check offenses
- R. Disorderly conduct
- S. Control and use of dangerous weapons
- T. Use, possession, and sales of dangerous drugs (including under the influence)
- U. Receiving or possession of stolen property (including alteration of serial numbers)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee											
Performed											
Comments:											

4.2 PROBABLE CAUSE

PROBABLE CAUSE vs REASONABLE SUSPICION

PROBABLE CAUSE:

Probable Cause - means that the officer must possess sufficiently trustworthy facts to believe that a crime has been committed.

Probable Cause to arrest – 836 PC

Probable Cause Declarations (aka PC Dec)

4th AMENDMENT:

"The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be searched."

As seen in those words, in order for a court to issue a warrant, for someone's arrest, or to search or seize property -- there must be "probable cause."

REASONABLE SUSPICION:

Reasonable suspicion - means that the officer has sufficient knowledge to believe that criminal activity is at hand. This level of knowledge is less than that of probable cause, so reasonable suspicion is usually used to justify a brief frisk in a public area or a traffic stop at roadside.

Terry v Ohio (1968) - a landmark decision by the United States Supreme Court which held that the Fourth Amendment prohibition on unreasonable searches and seizures is not violated when a police officer stops a suspect on the street and frisks him or her without probable cause to arrest, if the police officer has a reasonable suspicion that the person has committed, is committing, or is about to commit a crime and has a reasonable belief that the person "may be armed and presently dangerous."

Whren v. United States (1996) - a unanimous United States Supreme Court decision that "declared that any traffic offense committed by a driver was a legitimate legal basis for a stop."

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee							
Performed							
Comments:							

4.3 LAWS OF ARREST

836 PC – PEACE OFFICERS

844 PC – ENTRY TO MAKE ARREST

837 PC – PRIVATE PERSONS

853.6 PC – CITE AND RELEASE

142 PC – RECEIVING ARRESTS

827.1 PC – WARRANT RELEASE

843 PC – FORCE/WARRANT

849 PC – ARREST RELEASE

840 PC – TIMES OF ARREST

300 / 602 / 625 WIC

POSITION / STANCE

40300.5 / 40302 VC

PLACES / TIMES FOR ARREST

HANDCUFFING / SEARCHING

Felony (Anytime, Anywhere - generally)
Misdemeanor (Night Service, Public Place)

Proper Techniques

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee								
Performed								
Comments:								

4.4 JUVENILE PROCEDURE

JUVENILE CONTACT REPORT

Gladys R. Requirement

CURFEW

Municipal Code

JUVENILE HALL

Conditions for Placement
Authorization
Detention Data Form

NOTIFICATION OF PARENTS / GUARDIAN

RELEASE POLICY

Parents
Adult Family Member
Responsible Adult, etc.
Secure vs Non-Secure detention
Always "No Bail"
602 WIC

TRUANCY CASES

STARS Center Procedure
Municipal, Penal Code Enforcement

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee							
Performed							
Comments:							

4.5 ADDITIONAL LAWS / A.B.C. LAWS

AUTHORITY TO INSPECT PREMISES OF LICENSEE

Bar Checks
Officer Safety/Tactics
Check All Bars

25658a B & P

25658b B & P

25662 B & P

25661 B & P

25631 B & P

303 PC

PROBATION / PAROLE:

The trainee shall review and explain the laws regarding parole and probation violations, searches, and holds including:

- A. 3056 PC
- B. 1203.2 PC

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee							
Performed							
Comments:							

4.6 ETHICS

The trainee shall identify law enforcement ethical standards - Oath of Honor, and Code of Conduct.

1. An officer shall not engage in any conduct or activities on or off duty that reflects discredit on the officer, bring the department into disrepute, or impair it's efficient effective operation.
2. Officers shall conduct themselves in a manner that will foster cooperation among members of the department, showing respect, courtesy and professionalism.
3. Officers shall not use language or engage in acts that demeans, harass or intimidate another.
4. Officers shall conduct themselves toward the public in a civil and professional manner that will implies a service orientation and that will foster respect and cooperation.
5. Officers shall treat violators with respect and courtesy, guard against employing an overbearing attitude or language that may belittle, ridicule, or intimidate the individual, or act in a manner that will unnecessarily delays the performance of duty.
6. 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.
7. The trainee shall identify and discuss the problems associated with some common ethical decisions. (Non-enforcement, acceptance of gratuities, misuse of sick time.
8. The trainee shall review and explain the Signal Hill Policy Manual associated with conduct on and off duty.
9. The trainee shall identify the potential consequences of inappropriate discretionary decision-making. (Death or injury, additional crime, civil and vicarious liability, relationships with the community.)
10. The trainee shall recognize his/her responsibility to intervene to stop offenses of unlawful/unethical acts, by other officers and prisoners.
11. The trainee shall identify and evaluate methods for handling unethical or criminal conduct on the part of fellow officers.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee									
Performed									
Comments:									

4.7 USE OF FORCE

Refer to Policy & Procedure #300
Refer to 835a PC (Reasonable Force)
Numerous External Factors to Consider
Documentation in Reports

4.8 LEGAL / ETHICAL ISSUES

Liability
United States Code 42, Section 1983
Bill of Rights
Law Enforcement Code of Ethics
Sworn Oath
Provide Medical Treatment

4.9 FORCE OPTIONS

Cooperative
Resistive
Assaultive/High Risk
Life-Threatening/Serious Bodily Injury

Presence
Verbal Commands
Pain Compliance Techniques
Irritants
Taser
Baton
Projectiles
Deadly Weapons

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee								
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Comments:								

5.0 AGENCY ORIENTATION

5.1 DEPARTMENT POLICY MANUAL

All new SHPD officers are issued an updated Department Policy Manual along with other issued gear/equipment. A hard copy of the Department Policy Manual is also located in the report writing room and can also be found on all report writing computers under the department's "(P:)" drive.

Use of Force (P&P 300)
 Use and Discharge of Firearms (310, 312)
 Domestic Violence (320)

- Protective Orders

 Emergency Vehicle operations (314, 706)
 Discriminatory Harassment (328)
 Use of Less-Lethal Weapons (308)
 Hate Crimes (338)
 Child Abuse Investigations (330)
 On-call phone list

AGENCY DIRECTIVES, POLICIES AND PROCEDURES

Policies and Procedures Manual
 Standards of Conduct On and Off Duty
 Rules Governing Outside Employment (P&P 1040)
 Regulations on Carrying Weapons On and Off Duty (312)
 Interaction with Associated Law Enforcement Agencies (352)
 Hours of Shifts/ Detectives and Records.
 News Media Release Rules and Regulations (346)
 Security of Police Facility

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

5.2 FIREARMS / SHOTGUN / MP5 QUALIFICATIONS (P & P 312.4/432)

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Comments:								

5.3 ARREST AND CONTROL TECHNIQUES (P & P 300)

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5.4 IMPACT WEAPONS QUALIFICATIONS – BATON / TASER / LESS LETHAL (P & P 308)

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5.5 SUPPORT SERVICES

City Hall
 Long Beach Court
 Probation
 Parole
 District Attorney's Office
 Health Department
 Juvenile Hall
 County Jail
 Long Beach Police Department
 Federal Agencies
 State Agencies

COMMUNITY ORIENTATION

Residential
 Commercial
 Fire Department
 Schools
 Hospitals
 Parks
 Hazmat Areas

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Comments:								

6.0 COMMUNITY RELATIONS / PROFESSIONAL DEMEANOR / SERVICE

6.1 AGENCY'S RESPONSIBILITY TO COMMUNITY

Maintain Order
 Crime Prevention
 Public Education
 Delivery of Service
 Enforcement of Laws
 Community Partnership
 Las Brisas
 Youth Services

6.2 COMMUNITY RELATIONS

Community Contacts
 Business Contacts

Allows public to interact with the department members and creates and builds public trust

Community Involvement

Allows public to interact with the department members and creates a forum that enables officers to be approachable for the public in which they serve. In addition to building public trust, this fosters a relationship that is paramount for the COPs program.

Positive Role Modeling
 Mentoring

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Performed										
Comments:										

6.3 PROFESSIONAL DEMEANOR

Refrain from Profanity
 Refrain from Derogatory Language
 Refrain from Ethnically Offensive Terminology
 Refrain from an Officious and Disrespectful Attitude
 Proper Body Language
 Proper Cultural Response

COMMUNICATION

Officers need to be approachable and make themselves available to the public at all times. Officers are dressed in identifying uniforms and drive identifiable patrol cars; this is to be easily recognized in time of need. Officers need to be keenly aware of their non-verbal cues which could misinterpreted by the public as non-caring or disinterested in their problems.

Officers often times take an enormous amount of verbal abuse from the public. It is the stance of this department that officers maintain a professional response to this verbal abuse and respond appropriately and professionally as promised under the Law Enforcement Code of Ethics, department's Mission Statement, and our sworn oath.

At no time should an officer sacrifice their own safety when faced with verbal abuse. However, effective communication will, more times than not, have a better result to conflict resolution than resorting to physical confrontation.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee									
Performed									
Comments:									

6.4 CULTURAL DIVERSITY

Cultural Relationship Between Community and Agency
 Potential Effects of Cultural Motivations and Biases
 Increasing Community Trust

New officers must find ways to win the trust of people from cultures which historically have governments which might be oppressive or abusive toward their citizens. This is achieved through training and understanding different cultures and their behaviors.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

6.5 RACIAL PROFILING

Distinguish Between Effective Behavior Profiles and Racial Profiling
 PC 13519.4
 4th and 14th Amendments of the US Constitution
 Community History and Potential Effect on Police Relationship
 Department Policy (402)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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		Name		Date			Name	Date	
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Trainee									
Performed									
Comments:									

6.6 CRIME PREVENTION

PREVENTION TECHNIQUES / COMMUNITY PARTICIPATION

Advice Concerning Mechanical Devices (Alarms, Locks)
 Control of Conditions (Lighting and Access)
 Public Awareness
 Property Identification
 Neighborhood Watch Programs
 News Media Relations (346)
 Nixle (347)
 Department Facebook page and other social media (1058)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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F.T.O.									
Trainee									
Performed									
Comments:									

6.7 COMMUNITY POLICING / PROBLEM-ORIENTED POLICING

Specific Violations
 Crimes
 Special Circumstances
 Problem-Oriented Policing
 Community's access to data (City Website)

Problem Solving:

Scanning: Identifying and prioritizing problems.

Analysis: Researching what is known about the problem.

Response: Developing solutions to bring about lasting reductions in the number and extent of problems.

Assessment: Evaluating the success of the responses.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee								
Performed								
Comments:								

7.0 LEADERSHIP

7.1 LEADERSHIP STRATEGIES

The trainee shall identify and develop effective leadership strategies that provide purpose, direction, and motivation to co-workers and community members.

7.2 LEADERSHIP COMPETENCIES

The trainee shall illustrate through explanation or by example how each of the following leadership competencies can affect his/her skills and abilities as an officer:

1. Integrity
2. Credibility
3. Trust
4. Discretion
5. Duty
6. Loyalty
7. Honesty

7.3 LEADERSHIP ROLE

The trainee shall assess and explain his/her leadership role within the department with clear consideration of the organization's Mission Statement and within the community with clear consideration of the Law Enforcement Code of Ethics

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Performed								
Comments:								

8.0 PATROL VEHICLE OPERATIONS

8.1 VEHICLE INSPECTION

Walk Around Inspection
 Report Damage to Field Sergeant (706)
 Include Damage in Police Vehicle File Located in Watch Commander's Office
 File Report of Conditions, if Appropriate.

UNIT CHECK OUT

Tire Wear/Inflation
 Gas
 Front and Back Seats (underneath)
 Emergency Equipment (siren, lights, spot and overhead)
 Communications Equipment (radio, scanner)
 Video Camera
 Vehicle Cleanliness
 Weapons
 Lo Jack/ETS

LOCATION OF SPARE EQUIPMENT

Flares/Cones
 Fire Extinguishers
 Medical/First Aid Equipment

PLACING CAR ON B/O STATUS

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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F.T.O.								
Trainee								
Performed								
Comments:								

8.2 PATROL VEHICLE OPERATIONS SAFETY

The trainee shall review and explain agency policy on approved driving techniques, including:

- A. Backing
- B. Parking
- C. Right-of-way violations
- D. Passing
- E. Excessive speed

The trainee shall discuss the factors which influence the overall stopping distance of a vehicle, including:

- A. Driver condition
- B. Vehicle condition
- C. Environmental conditions, including road surfaces
- D. Vehicle speed
- E. Reaction time and distance
- F. Braking distance
- G. Knowledge of anti-lock braking systems

The trainee shall identify the components of "defensive driving." These shall include:

- A. Driver attitude
- B. Driver skill
- C. Vehicle capability
- D. Seat belt usage

The trainee shall identify driver attitudes that can contribute to the occurrence of traffic accidents, including:

- A. Over-confidence
- B. Impatience (including "road rage")
- C. Self-righteousness

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee								
Performed								
Comments:								

8.3 SAFE DRIVING

SITUATION-APPROPRIATE, FOCUSED, EDUCATED (SAFE) DRIVING

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

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

IMPORTANCE OF CONTINUED TRAINING IN RELATION TO SAFE DRIVING

The trainee will understand the importance of the following critical areas of driving instruction and be able to explain how ongoing exposure and training in each area can benefit the trainee in the application of SAFE driving:

- A. Use of Law Enforcement Driving Simulators in addition to Emergency Vehicle Operations Courses in ongoing and in-service training
- B. Speeds officers are expected to encounter in routine and emergency driving
- C. Night driving
- D. Use of interference vehicle(s) to simulate actual roadway conditions

UNDERSTANDING THE DANGERS AND CONSEQUENCES OF DRIVING IN A MANNER INAPPROPRIATE FOR CONDITIONS, OR BEYOND THE CAPABILITIES OF THE DRIVER OR VEHICLE

The trainee will be made aware of the fact that routine and emergency patrol driving is one of the most critically serious and potentially dangerous functions of a law enforcement officer. There is a real and ever-present risk of injury or death to the law enforcement officer and members of the public when law enforcement officers drive in a manner unsafe for conditions, beyond their capabilities, or the capabilities of their patrol vehicles. In the years 2003 to 2010, more officers were injured or killed in traffic accidents than in assaults. In addition, severe criminal and/or civil sanctions can be imposed on the law enforcement officer and/or the organization as a result of unsafe

8.3 (cont'd)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

vehicle operation. The trainee will be made aware of these facts and will relate to the FTO the importance of SAFE driving. The trainee will continually demonstrate SAFE driving practices in routine and emergency vehicle operations throughout the FTO program in preparation for continued SAFE driving practices throughout his or her law enforcement career.

USE OF SEATBELTS DURING ROUTINE AND EMERGENCY DRIVING CONDITIONS, AND TACTICAL SEATBELT REMOVAL

The trainee will review agency policy regarding the use of seatbelts while on patrol (P & P 1022). The trainee will be made aware of the fact that use of the seatbelt in both routine and emergency driving dramatically increases the chance of survival and decreases the potential for injury during a crash. Tactical seatbelt removal (removing the seatbelt as the patrol vehicle slows, just prior to safely coming to a stop, so the officer can quickly exit the vehicle) will be discussed by the FTO, if such practice is allowed by agency policy. If agency policy allows such practice, the trainee will demonstrate when to appropriately use a tactical removal of the seatbelt. The FTO will continually monitor seatbelt use (and tactical removal of the seatbelt, if applicable) to ensure that the trainee is habitually wearing the seatbelt while on patrol, and is only removing it during a safe and opportune time, given the situation at hand.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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F.T.O.							
Trainee							
Performed							
Comments:							

8.4 VEHICLE OPERATIONS LIABILITY

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 (21052 VC).

The trainee shall explain the situations in which the driver of an authorized emergency vehicle is exempt from the Vehicle Code provisions listed in Section 21055, including:

- A. Responding to an emergency call
- B. Engaged in a rescue operation
- C. In pursuit of a violator
- D. Responding to a fire alarm

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.

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:

- A. Failure to drive with due regard for the safety of all persons described in VC Section 21056
- B. When the agency has not adopted a written policy on police pursuits in compliance with VC Section 17004.7
- C. A negligent or wrongful act or omission by an employee of the entity described in VC Section 17001
- 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

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee								
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Comments:								

8.5 PURSUIT DRIVING / USE OF RADIO WHILE DRIVING

Refer to Policy & Procedure #314

PURSUIT CONSIDERATIONS

1. Safety at Intersections
2. Number of vehicles in the pursuit
3. Time of day and location of pursuit (open road vs. school zone)
4. Degree of violence associated with reason for pursuit
5. Number of occupants in pursued vehicle
6. Give radio broadcasts while on straight-aways opposed to turns
7. Give occupants descriptions
8. Give speeds and location updates
9. Have good understanding of your own skill/ability to control vehicle
10. Advise surrounding agencies
11. Unit position responsibilities (primary, secondary, etc)

PURSUIT INTERVENTION TECHNIQUES

1. **P.I.T.** – Low speed maneuver to cause the pursued vehicle to enter a semi-controlled spin out
2. Use of “Spike Strips”
3. Decision to terminate pursuit

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Comments:								

9.0 RADIO COMMUNICATION / JAIL

9.1 TELECOMMUNICATIONS

Incoming Phone Lines
 Transferring Calls
 Ring Down Lines
 Speed Dial Lines
 Entering Locations
 Type Call Codes & Status Codes
 Vehicle, Suspect and Weapon
 911 Operation/Failure Procedures
 TDD Operation
 Mutual Aid

C.A.D.

Entering Calls
 Locations
 Status Codes
 Class Codes
 Miscellaneous Field
 Assigning Case Numbers
 Dispositions
 Retrieving Pending Calls
 Officer Sign On/Off
 CAD Failure Procedures
 Exchanging Calls Between Units

INFORMATION SYSTEMS

Inquiry/Entry Manuals
 User Responsibility
 Security and Liability
 License Plate Type Codes
 Understanding Returns
 Recognizing Returns
 FCN's
 Recovering Stolen Vehicles
 Teletypes
 Locates
 Entering Vehicles/Missing Persons
 RAPS Printouts
 CCHRS Printouts
 Property Inquiries/Entry
 Gun/Vehicle/Person Inquiries/Entry

JAIL

Video Monitors
 Jail Log
 Jail Inspections
 Prisoner Feeding Schedule
 Prisoner Visitation
 Court Transportation

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Trainee								
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Comments:								

9.2 RADIO COMMUNICATIONS

RESPONSE

Hearing, Logging and Acknowledging Calls
 Transmitting
 Dispositions (Code 4, Advised, Checked ok, etc.)
 Proper Voice Control
 Comprehending Radio Traffic

REQUESTS

Code 7, 10-87, 912

INQUIRIES

Local and NCIC Record Checks (ie: 10-28, 10-29 Persons, Vehicles, etc.)

9.3 RADIO, M.A.V., AND UNITROL FAMILIARIZATION

RADIO

Switches: Functions and Positioning
 Use of Microphone
 Operation of Hand Held
 Channel Operation

UNITROL

Outside Speaker/Intercom
 Siren Operation (hi/lo, yelp, etc.)
 Air Horn
 Emergency Light Positions
 Spot Lights/Take Downs

MOBILE AUDIO VIDEO (CAMERA)

Refer to Policy & Procedure #446

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Trainee								
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Comments:								

10.0 POLICE PATROL PROCEDURES

10.1 DIRECTED PATROL / PATROL TECHNIQUES DRIVING SKILL – NORMAL / MODERATE CONDITIONS

SLOW SPEED DRIVING (NORMAL)

Observation of Business
Pedestrians
Parked Cars
Activities in Alleys

RADIO CALL RESPONSE

Defensive Driving
Use of Mirrors
Seat Belts (1022)
Parking, etc.

PURSUIT DRIVING (MODERATE CONDITIONS)

In General (314)
Safety at Intersections
CVC 2800.1, 2800.2, 2800.3
Breaking off Pursuits

USE OF RADIO WHILE DRIVING

Patrolling alleys: Look all the way to the end of the alley first, then toward your patrol unit
Nighttime patrol: Driving without any lights
Foot patrol
Observe suspicious activity/behavior
Business checks

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F.T.O.										
Trainee										
Performed										
Comments:										

10.2 PEDESTRIAN STOPS / CITIZEN CONTACTS / PAT DOWN SEARCHES

Observation of surroundings; lighting, busy strip mall vs secluded alley, subject's clothing
 Approach, Stance, and Control, always watch subject's hands
 Officer Safety, other officers needed?
 Pat Downs are for weapons only
 Ask for consent
 Pedestrian stop vs Consensual contact
 Unitrol activation

USE OF NOTEBOOK

Proper Information Gathered
 F/I, Cite, etc.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Comments:								

10.3 GANG AWARENESS

TYPES OF GANGS

Street Gangs
 Motorcycle Gangs
 Prison Gangs
 Cult/Ritualistic Gangs

RECOGNIZING CHARACTERISTICS AND CAUSES

DISTINGUISHING IDENTIFICATION

Tattoos
 Attire/Accessories
 Monikers
 Hand Signs

GRAFFITI

Identifying Graffiti Significant to Law Enforcement
 Indications of Pending or Past Gang Conflicts

CRIMINAL ACTIVITIES

Sale/Use of Narcotics
 Physical Violence
 Auto Theft/Burglary from Vehicles

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Comments:								

10.4 HATE CRIMES

Refer to Policy & Procedure #338

Motivation

Investigation

422.55 PC

Witness Contacts

Victim Support (336)

Photographs

“Hate” crime includes criminal acts against the following parties:

1. Disability
2. Gender
3. Nationality
4. Race or ethnicity
5. Religion
6. Sexual orientation

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Trainee										
Performed										
Comments:										

10.5 DOMESTIC VIOLENCE / FAMILY DISPUTES

DOMESTIC VIOLENCE

Officer Safety
 Refer to Policy & Procedure #320
 Confidentiality/Victims of Crimes (810.3.1)

RETENTION AND BOOKING OF WEAPONS

18250 PC
 (P & P 320.9.4)

RESTRAINING ORDERS

Emergency Restraining Orders
 Temporary Restraining Orders (TTRO) 213-974-1234
 Violation / Enforcement (320.9)

REFERRAL AGENCIES / COMMUNITY RESOURCES

Shelter and/or Emergency Assistance
 Women's Shelter - 562-437-4663 (24-HR Hotline)
 Su Casa Family Crisis & Support Center
 1736 Family Crisis Center – 310-379-3620

CRISIS INTERVENTION

Refer to Policy & Procedure #336.5

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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Trainee							
Performed							
Comments:							

10.6 HANDLING CRIMES IN PROGRESS / CALL RESPONSE

OBSERVATION OF SURROUNDINGS

Parked Cars
Obstacles
Cover Availability
Lighting
Proximity to Residences/Business
Suspects in the Area

BARRICADED SUSPECT VS. HOSTAGE SITUATION

When to Call Tactical Team
Crisis/Hostage Negotiations
(P & P #414)

NECESSARY EQUIPMENT

Baton
Flashlight
Miscellaneous Safety Equipment

ROBBERY RESPONSE

Dispatch Responsibilities

VISUAL EVALUATION OF CALL LOCATION

Placement of Doors
Windows
Rooftop and Cover
Places of Concealment

APPROACH TO CALL LOCATION

Positioning (Vehicle, Foot Approach)
Day vs. Night
Use of Flashlight/Headlights

CONTAINMENT / PERIMETERS

Who is Responsible for Them/When
Use of K-9
Air Support – Fox, LASD, LAPD (438)

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Trainee								
Performed								
Comments:								

10.7 VEHICLE STOPS

LOCATION FOR STOP

Traffic Flow
Lighting, etc.
"Safe" Location/Not Blocking Traffic

MECHANICS OF STOP

Usage of Lights (spot light, high beams, red light)
Outside Speaker
Observation of Driver and Passengers
Proper Unitrol activation
Dispatch Notification

APPROACH TO STOPPED VEHICLE

Gun Hand Free
Pause and Observe
Position During Contact
Position of Cover Officer
Method of Contact
Physical Appearance of Vehicle

HIGH RISK VEHICLE STOPS

Broadcasting Direction of Travel
Description of Vehicle/# of Passengers
Choice of Location for Stop
Commands to Occupants
Cover Officer Position
Removing Suspects
Checking Suspect Vehicle
Traffic Control
Other resources: Air support, K-9, other agencies, etc.

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Performed							
Comments:							

10.8 CONTROL / SEARCHING PERSONS

SUSPECT CONTROL

INDIRECT CONTROL FACTORS:

Use of emergency lights
 Number of officers present
 Size difference between officer/subject
 Display of lethal/non-lethal weapons
 Verbal commands

DIRECT CONTROL FACTORS:

Use of handcuffs
 Physical restraint
 Rear of patrol unit/jail
 Hobble
 Subject positioning
 Control holds

SEARCHING PERSONS

OFFICER SAFETY IS PARAMOUNT

Patdown – A quick frisk for weapons or other weapon type objects.
 Consent – May search for anything being consented to, but may be revoked at any time.
 Custody – A more detailed (reasonable) search of entire subject and most property.
 Strip Search – Usually done in a jail setting with qualifying offense and prior supervisor approval.
 Should be conducted by same officer-subject gender.

Parole search – Search of subject and his/her belongings and area at anytime
 Probation search – Depends on probationary status

TYPES: Prone, standing, kneeling

All searches should be systematic, head to toe, left to right.

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Comments:								

10.9 SEARCHES / VEHICLE / BUILDING / AREA

VEHICLE

Divide Into Segments

Head Liner, Sun Visors, Package Trays and Rear Deck

Dash, Glove Box, Ashtrays, Arm Rests and Door Panels

Seats, Floorboards, Trunk, Engine Compartment and Wheel Wells

BUILDING / RESIDENCE

Divide Area

Work From Room to Room

Record Exact Location of Evidence in Notebook

One Officer "Find", One Officer "Record"

AREA

Grid Search

Circular Pattern Search

Assignment of Area Responsibilities

CONSENT

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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10.10 MISSING PERSONS

PROCEDURE

Refer to Policy & Procedure #332

PENAL CODE 14205 – Priority of Missing Persons Reports. All local Police and Sheriff authorities shall accept missing person reports by either telephone or in person without delay regardless of reporting party's jurisdictional boundaries.

NETWORKS – National Crime Information Center (NCIC), California Law Enforcement Telecommunications Center (CLETS), Missing and Unidentified Person's System (MUPS).

INVESTIGATION

Complete California Department of Justice Missing Person Report packet.
 Determine of adult or juvenile.
 Determine if "at risk" per Penal Code 14213 and Policy and Procedure #332.
 Broadcast MP information.
 Conduct investigation using department resources and other departments if needed.
 Consider use of Amber/Silver alert if criterion is met.
 Send surrounding agencies a teletype with MP description and information.

NETWORK TIMELIMITS

Enter into network ASAP if determined to be an at-risk MP.
 Otherwise, enter into network when practicable, but not more than 2 hours after initial report.
 Document File Control Number (FCN) at top of Missing Person Report packet when entered into MUPS.

LOCATING MP

Assure safety of MP, render aid if necessary.
 If voluntary missing adult, remove from MUPS.
 If at risk, reunite with reporting party and then remove from MUPS.
 Notify originating agency.

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Trainee											
Performed											
Comments:											

10.11 CROWD CONTROL

USE OF FORCE IN RESPONSE TO INCIDENTS INVOLVING CROWDS

The trainee shall explain the agency policy regarding the use of lethal and less lethal force when an officer is involved in any crowd management or crowd control situation (P & P 300). The trainee will understand and be able to articulate the agency's use of force policies, and will explain the level(s) of force that may be necessary to control unlawful actions, arrest/disperse violators, and restore order. The trainee will understand that any level of force used in a crowd situation must be reasonable, lawful, and within agency policy.

AGENCY-ISSUED RIOT EQUIPMENT

The trainee will explain the appropriate use and maintenance of all agency-issued/approved riot equipment (i.e. helmets, flex cuffs, riot batons, and other gear/equipment).

FIRST AMENDMENT RIGHTS

The trainee will explain the guaranteed First Amendment rights of freedom of speech and freedom of assembly, and will understand the responsibility of law enforcement to protect and uphold an individual's right to free speech and assembly, while also protecting the lives and property of all people.

The trainee will explain the concept of restoring order, with an understanding that if the actions of a group turn from lawful to unlawful activities, law enforcement officers (following the law and agency policy) have a responsibility to control those actions efficiently and with minimal impact to the community.

The trainee will explain and discuss the agency philosophy and law enforcement objective for controlling a crowd, where there is a potential or imminent threat of violence. The discussion will minimally include the concept that law enforcement's objective is to control the situation and prevent violations of law, without infringing on an individual or group's First Amendment rights of free speech and assembly.

The trainee will understand and be able to explain the fact that peace officers must not allow personal or political opinions, attitudes, or religious views to affect their responsibility to protect an individual's rights to free speech and assembly.

CROWD MANAGEMENT

The trainee will understand and be able to explain that "crowd management" deals with law enforcement response to a known event, activity, or occurrence where a large amount of people may gather. Law enforcement response to crowd management situations will include incident planning and crowd containment strategies.

10.11 (cont'd) SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

AGENCY POLICY AND PHILOSOPHY FOR CROWD MANAGEMENT SITUATIONS

The trainee will identify and explain the agency's philosophy and policies for response to crowd management situations. A discussion of agency philosophy and policies will minimally include the following:

1. Crowd Management at large planned/organized gatherings
 - A. **Protests/Demonstrations**/First Amendment activities
 - B. Labor disputes
 - C. Concerts
 - D. Sporting events/celebrations
 - E. Holiday celebrations
 - F. Cultural programs
 - G. Religious gatherings
 - H. Community activities
2. Incident Planning
 - A. Establishing a command post
 - B. Coordination of resources
 - C. Planning, preparation, and coordination with event promoters
 - D. Deploying sufficient personnel with proper equipment
 - E. Establishment of a unified chain of command
 - F. Establishment of rules of conduct for the crowd, law enforcement, media, etc.
 - G. Preparing to handle multiple arrests
 - H. Planning and coordinating the response of medical personnel or additional resources, if needed.
 - I. Making contingency plans for response if a riot situation ensues
 - J. The construction of written plans for the Incident Command System, State Emergency Management System, and National Incident Management System
 - K. Authorized/designated law enforcement personnel interacting with the media
3. Containment
 - A. Establishment of a flexible and controllable perimeter for the crowd, whenever possible
 - B. Using officers to control the entry and exit of the crowd within the perimeter

CROWD CONTROL INCIDENTS

The trainee will understand and be able to explain that a "crowd control" situation is one in which law enforcement must respond to a preplanned or spontaneous event, activity, or occurrence where there is a potential or imminent threat of violence associated with a large gathering of people. In such situations, only the level(s) of force necessary (force which is reasonable under the law and agency policy) may be used to arrest/disperse violators and restore order.

AGENCY POLICY AND PHILOSOPHY FOR CROWD CONTROL SITUATIONS

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

1. Isolation and containment
 - A. Establishment of a perimeter around the crowd
 - B. Consideration of barricades and placement of additional personnel to maintain the perimeter
 - C. In situations involving the potential for violence, officers should maintain the integrity of squads and platoons and avoid becoming isolated in the crowd

10.11 (cont'd) SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

2. Law enforcement presence
 - A. Coordination of resources
 - B. Communication
 - C. Deploying sufficient personnel with proper equipment
 - D. The announcement of dispersal orders (prepared announcement/amplified sound, multiple announcements in appropriate language)
 - E. Use of force options
 - F. Law enforcement documenting its own response (video/audio)
 - G. Making selective arrests (arrest teams/communication)
 - H. Establishment of a unified chain of command/media options
 - I. Preparing to handle multiple arrests
 - J. Planning and coordinating the response of medical personnel or additional resources, if needed

CROWD DISPERSAL

The trainee will understand and be able to discuss law enforcement actions immediately following crowd dispersal orders. The trainee will understand that if the only unlawful act at a crowd control situation is the forming of an unlawful assembly, the crowd should be given an opportunity to disperse voluntarily prior to law enforcement initiating any arrests.

CLARITY OF PURPOSE, OBJECTIVE, MISSION, AND POLICY

The trainee will understand and be able to discuss the importance of all law enforcement personnel at a crowd situation being aware of their purpose and agency policies. If any peace officer at a crowd management or crowd control incident is not absolutely clear on the law enforcement objective, mission, or agency policies relating to the incident, it is that officer's responsibility to IMMEDIATELY contact a supervisor to obtain clarification.

RIOT CONTROL

The trainee will understand and be able to discuss the term "riot control" as it refers to the techniques used by peace officers in response to an escalation of crowd violence where reasonable force may be necessary to prevent additional violence, injuries, death, or the destruction of property. Although law enforcement does not necessarily plan on riots erupting in all crowd situations, riot control is generally a contingency of a well-prepared crowd management plan. A discussion of riot control techniques will minimally include the following:

1. Specific operational tactics/formations
2. Additional resources, equipment, and personnel that may be required for a response
3. Assignment of specific tasks
4. Agency policies and procedures for mounting a quick, effective response to violence or violations of the law
5. Dispersal orders
6. Clarity on agency policies and guidelines for the use of less-lethal force (i.e. chemical agents, baton, beanbag rounds, taser, etc.)
7. Clarity on the agency policy for the use of deadly force

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

1. Containment
 - A. Flexible outer perimeter controlling ingress and egress of the crowd
 - B. Denying access and preventing others from joining the existing crowd
2. Isolation
 - A. Developing an inner perimeter so officers can focus on gaining control and rioters may feel vulnerable and more likely to disperse

10.11 (cont'd) SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

3. Dispersal
 - A. Dispersal can commence once the inner and outer perimeters have been established and control forces are in place to support and control crowd movement, ingress, and egress
4. Restoration of order
 - A. Medical aid
 - B. Detention, arrest, cite and release, transportation
 - C. Criminal investigation
 - D. Authorized/designated law enforcement personnel interacting with the media

LAW ENFORCEMENT CONDUCT IN RESPONSE TO CROWD SITUATIONS

The trainee will understand and be able to discuss the importance of proper law enforcement conduct in response to crowd situations. All law enforcement personnel responding to crowd situations must conduct themselves legally and professionally, and in a calm and unbiased manner. Officers shall respond to any incident safely and professionally; and all law enforcement personnel shall follow the law and agency policies in any type of response to a crowd situation.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.0 INVESTIGATIONS

11.1 INTERVIEWING

Steps in Preparing for Interview
 Rules of Statement Taking and Interviewing
 Direct, Brief Questions
 Let Person do Majority of Talking
 Control Interview
 Writing Statements Verbatim – No Improvising or Assumptions

INVESTIGATIONS SHOULD ANSWER:

What Happened?
 When it Happened?
 Where it Happened?
 Who it Happened to?
 How it Happened?
 Why it Happened?
 How Many Involved?

Collect All Possible Evidence
 Secure the Scene until Investigation is Complete

11.2 ELEMENTARY INFORMATION GATHERING

FIELD INTERVIEW CARDS

Completion of Boxes
 Routing to Appropriate Investigative Section

BASIC CRIME REPORT INFORMATION

Note Taking
 Crime Report Face Sheet
 Crime Report M.O. Sheet
 Victim/Witness Sheet

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.3 ASSAULTS

MISD. ASSAULT & BATTERY

240/242 PC
Citizen Arrest
Booking vs. Cite and Release

FELONY ASSAULTS

245 PC
187 PC (Attempt)
273.5 PC

ASSAULTS ON POLICE OR FIRE

148 PC
241/243 PC

SPOUSE / CHILDREN ASSAULTS

Domestic Violence
273.5 PC, 242 PC

ASSAULTS WITH CAUSTIC CHEMICALS

244 PC; 375 PC

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
		Name	Date			Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

11.4 5150 WIC PROCEDURES

CRITERIA FOR COMMITMENT

Danger to Self, Others or Gravely Disabled
Doctor Ordered

MEDICAL ATTENTION NEEDED

ADMITTED TO HOSPITAL

Hospital Staff Will Evaluate for up to 72 Hours
5150 Report
Location: Harbor General Hospital, Community Hospital of LB, College Hospital

NOTIFY SUPERVISOR OF PROBLEMS / DELAYS

Blood Alcohol is Most Common Cause of Delay in Lodging

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.5 NON-PAYMENT / DEFRAUDING

TYPES

Auto Repair
 Mechanics Liens
 Gasoline
 Restaurants, "Dine and Dash"
 Taxis
 Motel / Hotel

REPORTING

Determining Civil or Criminal
 537, 488, 484 PC
 Citizen's Arrest (364)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED		How Demonstrated?		REMEDIED		How Remediated?	
Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		Name	Date	Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.							
Trainee							
Performed							
Comments:							

11.6 CHECK REPORTS / CREDIT CARD FRAUD

RESPONSIBILITY OF OFFICER

Book Originals/Xerox Originals Attach to Report
Follow-Up By Detective Bureau

HANDWRITING EXEMPLAR

UNLAWFUL USE OF CREDIT CARD

484g PC

POSSESSION OF STOLEN CARD

FRAUD APPLICATIONS

Credit Card, Vehicle, etc.

IDENTITY THEFT

530.5(a) PC

OTHER NOTABLE CRIMES

470, 472, 475(c), 476a, 485 PC

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

11.7 GRAND THEFT (487 PC; >\$950.00)

INVESTIGATION/REPORT

PROPERTY

PERSON (487(c) PC)

GRAND THEFT vs. BURGLARY (459 PC)

GRAND THEFT vs. ROBBERY (212.5 PC)

10851 CVC / 487d(1) PC

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
						Name		
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

11.8 PETTY THEFT

SHOPLIFTING (490.2 PC) vs SHOPLIFT BURGLARY (459.5 PC)

466 PC

ADULT vs JUVENILE

INVESTIGATION / REPORT

837 PC, Citizens Arrest
Refer to Policy & Procedure #364

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED				How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
		Name		Date			Name	Date	
F.T.O.									
Trainee									
Performed									
Comments:									

11.9 VANDALISM

CRIME REPORT, WHEN REQUIRED

Take photos and describe what type of graffiti (spray paint, ink pens, etchings, etc)

“TAGRS” program – City/County Wide program which matches monikers with previously reported graffiti

When reporting to SH Public Works, identify what type of material was vandalized (e.g., glass, stucco, brick wall, etc)

Identify what the suspected damage might cost to repair/replace

FELONY / MISDEMEANOR

594 PC (≥ \$400.00)

GRAFFITI ORDINANCES

SHMC 9.56.010 – 9.56.200 (minors and graffiti implements)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name		Date
F.T.O.								
Trainee								
Performed								
Comments:								

11.10 ROBBERY

211, 212.5, 215 PC

ALARM RESPONSE

Place Back-Up Officers
 Making "The Call"
 ETS Activation

RESIDENTIAL ROBBERY

Deployment Concerns
 Watch For "Lay Off" Gunmen

DEPLOYMENT

Primary/Handling Officer
 Responsible for Deployment
 Containment
 Concealment/Avoid Hostage Situation
 Search

PROBABLE CAUSE

Making PC Arrest
 Possession of Gun, Masks, etc.

SEARCH OF SUSPECTS/VEH

Incident to Arrest
 Booking
 Inventory of Vehicle Prior to Impound

ELEMENTS

Force or Fear

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name		Date
F.T.O.								
Trainee								
Performed								
Comments:								

11.11 BURGLARY

ALARMS / SILENT AND AUDIBLE

INVESTIGATION / REPORT

Point of Entry/Exit
Fingerprints
Elements

VEHICLE

Locked
Fingerprints

COMMERCIAL

RESIDENTIAL

SHOPLIFTING

459 PC/459.5 PC/490.2 PC

ARREST / PROBABLE CAUSE

496 PC (FELONY OR MISD.)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.12 WEAPONS CONTROL LAWS

KNOWLEDGE OF APPLICABLE LAWS

Vehicle Code
 Penal Code
 Municipal Code

IMPROVISED WEAPONS

Gun Wallet
 Smoking Pipe
 Road Flare
 Etc.

COMMONLY USED WEAPONS CODES

18250 PC (Domestic Violence)
 25100 PC – Firearm Storage – Accessible to Children
 24510 PC – Imitation Firearm
 21810 PC – Metal Knuckles
 22010 PC – Nunchaku
 21510 PC – Switchblade Knife

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
		Name	Date			Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

11.13 CARRYING CONCEALED WEAPONS

FIREARMS / LOADED OR UNLOADED

In a Vehicle
On a Person
Handling/Unloading

CONVICTED FELONS / SELECTED MISDEMEANORS

30305 PC – Persons Prohibited from Possessing a Firearm or Ammunition
31360 PC – Persons Prohibited from Possessing Body Armor

BOOKING OF WEAPON

Holding for Prints
Marking All Evidence
Tagging / Safety

COMMONLY USED FIREARM CODES

25300 PC – Criminal Possession of Firearm
25400 PC – Concealed Firearm
25850 PC – Possess Loaded Firearm
26100 PC – Possess Loaded Firearm in Vehicle
23920 PC – Alter Firearm Serial Number

“OPEN CARRY”

26350 PC – Open Carry

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name		Date
F.T.O.							
Trainee							
Performed							
Comments:							

11.14 NARCOTICS

RECOGNITION OF:

Users
Sellers
Buyers

SEARCHES

Developing Probable Cause
Permissive Searches
Searches Incident to Arrest
Inventories (Towing, Storing, Impounding Cars)

ARREST

Possession for Personal Use
Possession for Sale
Sales/Transportation

UNDER THE INFLUENCE

11550 H&S
647(f) PC
Drug Recognition Expert (DRE)

EVIDENCE

Packaging (Marijuana, Cocaine,
(Meth, Heroin)
Marking With Initials, DR#
Weighing
Presumptive Testing (if avail.)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
	Name	Date				Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

11.15 DRIVING UNDER THE INFLUENCE (DUI) / ALCOHOL / DRUGS

DRIVING / MISDEMEANOR

Policies & Procedures #514, 526
Bicycle 21200.5 CVC (Infraction)

DUI / ACCIDENT

Probable Cause to Arrest/Misd.
40300.5 CVC

IMPLIED CONSENT

CHEMICAL TEST PROCEDURE

Blood
Breath
Urine
P.A.S. Device

TROMBETTA

23614 (a) and (b) CVC

INVOLUNTARY BLOOD TEST

Felony DUI (Injury)
Missouri v. McNeely (Apr. 17, 2013)

DUI FORMS

Admin Per Se
Officers Statement
F.S.T. Sheet

DRE PROCEDURE

Refer to Policy Manual

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

11.16 PROWLER

ELEMENTS

647(h) and 647(i) PC

APPROACH

Use/Control of Lights and Noise
Cover/Concealment

COORDINATION OF UNITS

602 PC

PRIVATE PERSONS ARREST

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

11.17 SEXUAL ASSAULT

RAPE

220, 261, 261.5 PC

SEXUAL BATTERY

243.4 PC

INTERVIEW OF VICTIM

Control of Interview
Obtain All Facts
Detailed Description
M.O.

EVIDENCE

Rape Exam Done at Long Beach Community
Hospital
Blood and Semen are Both Fragile
Identify Crime Scene and Consider Evidence

REPORT

Victims of Violent Crimes
Confidentiality 293(a) PC

ARREST

Interview
Need Search Warrant to Obtain
Blood

SEXUAL ASSAULT RESPONSE TEAM (SART) / CRISIS INTERVENTION

Referral Agencies
Required Handouts

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name		Date
F.T.O.								
Trainee								
Performed								
Comments:								

11.18 CHILD MOLESTING

TYPES / 288a, 647.6 PC

SUSPECT

Parent(s)
 Friend
 Neighbor

INTERVIEW

Victim
 Suspect
 Witness

S.A.R.T. (Sexual Assault Response Team)

Sexual Assault Examination
 Community Hospital of Long Beach

CRISIS INTERVENTION

Referral Agencies

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

11.19 CHILD NEGLECT / ABUSE / STEALING (277-278 PC)

PHYSICAL / MENTAL ABUSE

WIC 300

UNFIT HOME

COURT ORDERS / CUSTODY

Search Without a Warrant

SUSPECT

One or Both Parents

INTERVIEW

Victim
Suspect
Witness

CRISIS INTERVENTION

Referral Agencies
Lodging

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.20 KIDNAPPING

STATEMENTS

Witness
Relatives Regarding Stealing

INTERVIEWS

Parent/Spouse

RADIO BROADCASTS

207 / 209 PC

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.21 HOMICIDE INVESTIGATION

CHECK VICTIM FOR SIGNS OF LIFE

Dying Declaration

MEDICAL ATTENTION

First Aid/CPR
Notify Dispatch for Medics

CLEAR LOCATION

Check for Other Victims
Check for Suspects
Limited Search
Maintain Integrity of Scene

CONTROL FIRE AND POLICE ACCESS

ID AND PROTECT CRIME SCENE

Keep Unnecessary Persons Out

NO MOVEMENT OF EVIDENCE

Notice Odors / Dissipating Evidence

NOTE TAKING / PERSONNEL LOG

NOTIFICATIONS

Supervisor
Sergeant Will Make Other
Notifications as Needed
Sergeant in Charge of
Scene Until Relieved
By Detectives On-Call

WITNESS INTERVIEW

Separate Face Sheet for Each
Separate Narrative For Each

ARREST

Contain Suspect

INTERVIEW OF SUSPECT BY PATROL

When To/Not To
Generally Left to Detectives

REPORT / COORDINATE WITH DETECTIVES

PHOTOS / VIDEO

LASD

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.22 DEATH CASES

CONTROL FIRE AND POLICE ACCESS

ID AND PROTECT THE SCENE

NO MOVEMENT OF EVIDENCE

Notice Odors / Dissipating Evidence

NOTE TAKING / PERSONNEL LOG

WINDOWS / DOORS / TEMP

Lighting On/Off

NOTIFICATIONS

Supervisor

Detectives On-Call

Coroner

FAMILY INTERVIEW

SENSITIVITY

SEARCH WARRANT?

TYPES OF CASES

Suicide

Accidental

Industrial

Natural

SIDS

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
						Name		
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

11.23 RIOT PROCEDURES

RIOTS

Sudden
 Anticipated
 Job Action (Pickets)

TACTICS

Establishing Command Post
 Chain of Command
 Squad/Partners
 Mutual Aid

TYPES OF EQUIPMENT USED

Riot Baton
 Riot Helmets/Face Shields
 Flex Cuffs (Mass Arrests)
 Bean Bag Deployment

UNLAWFUL ASSEMBLY NOTIFICATION

MASS ARREST PROCEDURES

ROUT, RIOT, UNLAWFUL ASSEMBLIES

Remaining at a Scene Of
 Inciting a Riot

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

11.24 DISASTER

APPROACH

Wind Direction

SCENE EVALUATION

COMMUNICATE EXTENT / DISASTER

SET-UP PERIMETER

ESTABLISH A COMMAND POST

MUTUAL AID / RESOURCES

PRESS

Crime Scene vs. Disaster

EOC ACTIVATION

SIGNAL HILL POLICE DEPARTMENT

FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

11.25 SELF INITIATED ACTIVITY

VEHICLE / PEDESTRIAN STOPS

Vehicle placement
 Exterior lighting (daytime, nighttime, dusk, dawn)
 Use of emergency lights, use of spot lights
 FI cards
 Citations vs Advising
 Number of occupants or pedestrians
 Asking for additional units
 Consensual encounters

ARRESTS

Evaluate the crime arresting for: Will other officers be needed?
 Use of handcuffs
 Gather all arrestee's personal belongings
 Will arrestee's vehicle need to be towed?

The trainee shall explain a peace officer's authority to make an arrest.
(836 PC; 40300.5 through 4030)

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
(840 PC; 841 PC; 825 PC; 848 PC; 849 PC; 851.5 PC; 853.5 PC; 853.6 PC)

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.
(837 PC; 847 PC)

The trainee shall explain the requirements for advising a person of his/her Miranda rights.

The trainee shall explain the requirements regarding gaining admittance into a location to make an arrest.
(844 PC)

The trainee shall explain the amount of force that may be used when effecting an arrest.
(835 PC; 843 PC)

The trainee shall explain the term "reasonable" as it applies to the use of force. *(835 PC)*

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
						Circle one		
		Name	Date			Name	Date	
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

12.0 CONTROL OF PERSONS / PRISONERS

12.1 ARREST / CONTROL / SEARCHING PERSONS

UTILIZATION

ENTRY / PARKING

Storing of Weapons (900.9.1)

ADULT HOUSING

Male/Female
Inmate Classification

JUVENILE DETENTIONS

Temporary Custody
Secure Detention vs. Non Secure Detention
Lockup

LEGAL RESPONSIBILITIES / REQUIREMENTS

851.5 PC – Adult Telephone Calls
625 WIC – Juvenile Rights
627 WIC – Juvenile Telephone Calls
Attorney or Clergy/Client Rights
California Code of Regulations Title 15

INTERVIEW ROOMS

VISITATIONS

Attorney
Clergy
Other

EMERGENCY EXITS

CPR Masks
Jail Alarms

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

12.2 HANDCUFFING

PURPOSES FOR HANDCUFFING

Prevent Attack
Prevent Escape
Prevent Destruction/Concealment of Evidence or Contraband

PRINCIPLES OF HANDCUFFING

Control of Suspects and Handcuffs
Proper Positioning
Reasonable Degree of Tightness (always attempt to lock cuffs)
Observation of Restrained Suspects
Other Approved Restraint Devices (consider use of two pairs for larger subjects)
Safe and Controlled Removal of Handcuffs

DEPARTMENT POLICY ON HANDCUFFING

Refer to Policy & Procedure #306.4

HANDCUFFING MULTIPLE SUSPECTS

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
						Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

12.3 TRANSPORTATION OF PRISONERS

AGENCY POLICY

Policies & Procedures:

- 900.1.7
- 1022.2.1
- 1022.3

Prisoners Restrained with Specialty Devices

Non-Standard Prisoners (Sick, injured, pregnant prisoners, etc.)

Juveniles

Females transported by male officers – must give starting and ending mileage

Use of Seat Belts

Positioning of Officer/Prisoner within Vehicle

Close and Constant Observation

MEDICAL CLEARANCE

Refer to “Medical Procedures” in the **JAIL OPS MANUAL**

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
	Name			Date		Name		
F.T.O.								
Trainee								
Performed								
Comments:								

12.4 BOOKING PRISONERS

BASIC FUNCTIONS

Layout
Staffing
Department Policy / Responsibilities of Officers/Responsibilities of Jailers
Securing Weapon Prior to Entering Jail
Livescan

BOOKING JUVENILES

Department Policy
Secure vs Non-Secure
WIC 625

INMATE CLASSIFICATION

Separation by age, sex, criminal sophistication, etc.

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
						Name		
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

12.5 HANDLING THE MENTALLY ILL

OFFICER SAFETY

Assess Ability to Physically Control Subject
 Escape Routes
 Use of Cover
 Call for Back-Up
 Request Ambulance Prior to Contact, If Necessary
 Seizing Firearms

5150 WIC PROCEDURES

Criteria for Commitment
 -Danger to Himself/Herself
 -Danger to Others
 -Gravely Disabled
 Miranda Rights
 5150 Report

ADMISSION TO HOSPITAL

Harbor General Hospital
 72-Hour Evaluation

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?	
Name		Date		Circle one Field Perform Role Play Written Test Verbal Test	Name		Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.								
Trainee								
Performed								
Comments:								

12.6 PERSONS WITH DISABILITIES

AMERICANS WITH DISABILITIES ACT (ADA)

Reasonable Adjustments/Modifications to Department Policy
 Prohibits Arrest for Behavior Manifestations Not Criminal in Nature
 Safety and Civil Rights be Protected While in Custody
 Make Accommodations Where Possible
 13660 B & P – Refueling Act

COMMUNICATION

Tact and Calm Demeanor
 One question or direction at a time
 Allow 10-15 Seconds to Answer Question
 Avoid Questions with Yes or No Answers
 Use Concrete Terms and Ideas – Avoid Jargon
 Possible Non-Compliance Explanations (Fear, Hallucinations, Confusion)

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
		Name		Date		Name		Date
F.T.O.								
Trainee								
Performed								
Comments:								

13.0 SEARCH AND SEIZURE

4th Amendment - "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures..."

Exclusionary Rule

Mapp v. Ohio (1961)

Terry v. Ohio (1968)

13.1 WARRANTS

Must have "Probable Cause" that subject committed a crime prior to an arrest warrant being issued. Police do not need the actual warrant in hand to affect an arrest on a warrant.

A warrant must be in hand during a "Search Warrant."

Felony, Misdemeanor, Search – Hours of Service (0600-2200)

Knock and Notice for Search Warrants

Signing-off Search Warrants / Returns documenting items seized

"No Bail" arrest warrants

Due Diligence for Signal Hill warrants

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name		Date
F.T.O.							
Trainee							
Performed							
Comments:							

13.2 SEARCH CONCEPTS

TERMS

Consent
 Scope of Searches
 Contemporaneous
 Probable Cause
 Instrumentalities of a Crime
 Contraband
 Knock and Notice
 Container Search Doctrine

TYPES OF SEARCHES

Pat for Weapons
 Consent
 Probable Cause
 Search Warrant
 Plain Sight
 Incident to Arrest
 Exigent Circumstances
 Probation/Parole Search

LIMITS OF SEARCHES

Protective Sweeps
 Closed Containers
 Inventory Searches

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
						Name	Date	
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

13.3 SEIZURE CONCEPTS

LAWFUL EVIDENCE SEIZURE

JUSTIFIED USE OF FORCE

Preventing Suspect From Swallowing Evidence
 Inducing Suspect to Vomit
 Extracting Blood Evidence From Suspect
 • **Missouri v. McNeely** (Apr. 17, 2013)
 Extracting Fingerprint Evidence From Suspect

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
		Name	Date			Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

14.0 EVIDENCE

14.1 EVIDENCE COLLECTION / PRESERVATION / BOOKING

FORMS AND BOOKING LOCATION

TYPES

Safekeeping
Found
Lost
Stolen
Evidence

EVIDENCE

Packaging
Marking
Maintaining Chain of Evidence
Testifying to Chain of Evidence
Lab Slips
Types

EXPLOSIVES / FLAMMABLE / HAZ MAT

Delicate Combustibles
Ammunition

BICYCLES

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated?	REMEDIED		How Remediated?
	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

14.2 SUBPOENAS

Department Policy
 Who May Serve a Subpoena
 Who May Exercise Power of Subpoena
 How a Subpoena is Served
 Who is Subject to Power of a Subpoena
 Immunity From Arrest to Answer Subpoena
 Subpoena Enforcement

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?		
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		
F.T.O.										
Trainee										
Performed										
Comments:										

14.3 COURT PREPARATION AND TESTIMONY

REVIEW ALL REPORTS

Traffic citations
Request and review all arrest reports

REVISIT THE CRIME SCENE

Traffic stop locations
Crime scene locations

REVIEW ALL PHYSICAL EVIDENCE

Request evidence in advance and review

REVIEW CASE WITH D.A.

TESTIFY TO KNOWN FACTS ONLY

Ask to review report for recollection

EYE CONTACT WITH JUDGE AND JURY

ATTIRE

Refer to Policy & Procedure #348

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

	COMPETENCY DEMONSTRATED				How Demonstrated? Circle one Field Perform Role Play Written Test Verbal Test	REMEDIATED		How Remediated? Circle one Field Perform Role Play Written Test Verbal Test
	Name			Date		Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

15.0 REPORT WRITING

15.1 NOTEBOOK / FIELD NOTES

PURPOSE

Reference for Future Investigation
Reference for Future Court Appearance

INFORMATION INCLUDED

Beat or Area Information
Date, time, day, vehicle number
Type of Incident
Pertinent Information
Names of Suspects, Victims, Witnesses Reporting Persons and Supervisors

LEGAL RAMIFICATIONS

Contents of Field Notes/Notebooks Discoverable in Court

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED		How Demonstrated?		REMEDIED		How Remediated?	
Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		Name	Date	Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.							
Trainee							
Performed							
Comments:							

15.2 REPORT WRITING

PURPOSE

Records Facts to a Permanent Record
 Coordination of Follow-Up Activities
 Investigative Leads
 Statistical Data
 Source for Trainee Evaluations
 Provides Reference Materials

ELEMENTS OF A QUALITY REPORT

Accuracy
 Brevity
 Completeness
 Clarity
 Legibility/Neatness
 Objectivity
 Grammatical and Structural Correctness
 Timely
 First Person, Active Voice, Past Tense

MINIMUM REQUIREMENTS

Organizing Facts in Chronological Order
 Correctly Filling in All Appropriate Boxes
 Establishing Who, What, Where, When, Why and How Many
 Establishing Elements of Crime
 Reasonable Probable Cause to Arrest
 Description of All Physical Evidence (Where Found and Disposition)
 Complete Listing of Suspects and Status of Custody

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?	
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.									
Trainee									
Performed									
Comments:									

16.0 TACTICAL COMMUNICATION/CONFLICT RESOLUTION

16.1 TACTICAL COMMUNICATION

BENEFITS

Enhanced Safety (Reduced Chance for Injury)

Enhanced Professionalism (Decrease in Complaints, Liability, Stress)

DEFLECTION TECHNIQUES

Maintain Calm Demeanor

Use of Goal Directed Language – Using the Word “But”

- “I appreciate that, *but* I need to see your driver’s license.”
- “I understand that, *but* I need you to sign the citation.”

VOLUNTARY COMPLIANCE TECHNIQUES

Simply Ask Subject to Comply

Set Context – Answer the “Why” Questions

Present Options

Confirm – “Is there anything I can say to earn your cooperation?”

Act/Take Appropriate Action

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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	Name			Date	Circle one Field Perform Role Play Written Test Verbal Test	Name Date		Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

16.2 HANDLING DISPUTES

“CIVIL VS CRIMINAL”

COMMON TYPES OF CIVIL DISPUTES

Family/Juvenile
 Neighbor
 Loud Parties
 Landlord-Tenant
 Evictions/Lockouts
 Trespassing
 Blocking Sidewalks/Streets
 Violence and Vandalism
 Labor-Management
 Repossessions
 Small Claims Court

OFFICER’S GENERAL RESPONSIBILITIES

Remain Impartial
 Preserve the Peace
 Determining if Crime Has Been Committed
 Conducting Investigation if Crime Committed
 Provide Safety to Individuals and Property
 Suggest Solutions to Problems
 Offer Names of Referral Agencies
 Consider Arrest as Viable Alternative

AGENCY REFERRALS

Public Health
 Alcohol Recovery
 Family Counseling and Child Guidance
 Drug Problems
 Humane Society/SPCA
 Additional City/County/State Agencies and Organizations

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
		Name	Date		Circle one Field Perform Role Play Written Test Verbal Test	Name	Date	Circle one Field Perform Role Play Written Test Verbal Test
F.T.O.								
Trainee								
Performed								
Comments:								

17.0 TRAFFIC

17.1 VEHICLE CODE

The California Vehicle Code Handbook is updated yearly and contains new, amended, and rescinded codes. The department provides new handbooks yearly which are kept in the report writing room, Watch Commander's office, and can be located online.

ENFORCEMENT AUTHORITIES

Penal Code 830.1 – Defines “Peace Officer” and their authority to enforce laws/codes.

Penal Code 853.5 – Arrest for infractions.

40202 CVC – Peace Officers authorized to enforce parking citations.

40301 CVC – Peace Officers may arrest for vehicle code felonies.

40600(a) CVC – Peace Officer may cite at traffic accidents when completed POST Basic Traffic Collision.

40302 CVC – Taking driver into custody (non-felony) under listed circumstances.

VEHICLE CODE HANDBOOK BREAKDOWN

Definitions

Registration

Driver's Licenses

Financial Responsibility

Accidents and Reporting

Rules of the Road

Signs & signals, overtaking & passing, right of way, pedestrians, turning & stopping, speed.

Tow authorities.

Equipment Violations

Towing

Off-Highway Vehicles

Bicycles

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

COMPETENCY DEMONSTRATED		How Demonstrated?		REMEDIED		How Remediated?	
Name	Date	Circle one Field Perform Role Play Written Test Verbal Test		Name	Date	Circle one Field Perform Role Play Written Test Verbal Test	
F.T.O.							
Trainee							
Performed							
Comments:							

17.2 IMPOUNDING / STORING VEHICLES

IMPOUND AUTHORITY

22651(a) – (w) CVC (common impound authorities)
 22651.5(a) CVC – Activated car alarm
 22655(a) CVC – Tow suspect vehicle for hit & run investigation
 22655.5 CVC – Tow vehicle for crime investigation
 14602.6 CVC – Tow for driver having knowledge of suspension (30-day impound)

STOLEN VEHICLES

22651(c) CVC (highway or public land)
 22653 CVC (private property)

PRIVATE PROPERTY IMPOUNDS

Officers will stand by for keep the peace purposes only

REPOSSESSIONS

When Repossessor Must “Drop” the Vehicle
 Police Notification Requirement
 28 CVC
 Repossessor Must Have Consumer Affairs ID

FORMS / PROTOCOL

Officers must complete CHP Vehicle Report
 Make sure towed vehicle is entered into SVS
 Advise of tow fee
 Check if towed vehicle has “hold for prints”
 Provide driver with towed vehicle brochure

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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						Name		
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

17.3 VEHICLE COLLISION REPORTS

REPORT FORMS / CHP 555, 556

Non-Injury
 Minor Injury
 Private Property
 Hit and Run
 DUI's
 Police/City Property

SCHOOL BUS INVOLVED TC

Children on Board – CHP

UNIT INVOLVED

Non-Injury – LBPd or CHP (preferable)
 Injury – CHP

FATAL COLLISION

Accident Investigation Call Out
 Contain Scene

SECTION #502 OF POLICY MANUAL

APPROACH

Need for Additional Units
 Re-Routing of Traffic

ARRIVAL

Need for Ambulance/Medics
 Flares, Lighting, Pattern
 Cones Placement
 Vehicle Positioning

INVESTIGATION

Control/Interview of Witnesses
 Prepare Accurate Diagram
 Photographs
 Measurements

DISPOSITION

Private or Police Impound

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

		COMPETENCY DEMONSTRATED			How Demonstrated?	REMEDIED		How Remediated?
		Name			Date	Name	Date	
F.T.O.					Circle one Field Perform Role Play Written Test Verbal Test			Circle one Field Perform Role Play Written Test Verbal Test
Trainee								
Performed								
Comments:								

18.0 OFFICER SAFETY

18.1 CONTACT AND COVER

CONTACT OFFICER RESPONSIBILITIES

Dealing with Situation, Suspect(s), Victims(s), witness(es), PR's
 Record Incident Information
 Perform Pat Down and Custody Search of Suspect
 Issue Citations
 Recover Evidence and Contraband
 Handle Routine Radio Communication
 Relay Pertinent Information to Cover Officer and Medical Personnel
 Watch Hand Movement

COVER OFFICER RESPONSIBILITIES

Approach
 Cover Positions with Vehicles(s) and Person(s)
 Position of Advantage
 What to Watch For:
 -Hands in Pockets or Otherwise Concealed; Weapons/Contraband; Hostility/Anger;
 -Approach of Other Persons or Vehicles; Symptoms of Intoxication/Illness
 Communication with Contact Officer/Danger Signals
 Position of Assistance, If Needed, During Arrest

ROLES OF CONTACT / COVER OFFICERS

Radio Responsibilities
 Firearms/Weapons Systems
 Position to Assume After Vehicle or Person is Stopped
 Officer-to-Officer Communication

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

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	Name	Date				Name	Date	
F.T.O.								
Trainee								
Performed								
Comments:								

18.2 OFFICER SURVIVAL

BODY ARMOR

Benefits
Types of Body Armor
Level of Protection Against Firearms
Level of Protection Against Knives/Penetrating Weapons

CONCEPTS OF TACTICAL RETREAT

Pre-Planning (Mental Scenarios)
Reduction of Unnecessary Risk

MENTAL CONDITIONING

Will to Live
Continue to Fight, Regardless of Odds
Mental Alertness
Self-Confidence

PHYSICAL CONDITIONING

Role of Good Health and Nutrition
Exercise

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING MANUAL

19.0 EVALUATIONS

Refer to following pages

19.1

PHASE: ☐ I ☐ II ☐ III ☐ IV

SIGNAL HILL POLICE DEPARTMENT

DATE: _____

SHIFT: ☐ DAY ☐ NIGHT

TRAINEE DAILY EVALUATION

DAY: _____

RECRUIT'S LAST NAME, INITIAL	DID#	FTO'S LAST NAME, INITIAL	DID#	SUPERVISOR
------------------------------	------	--------------------------	------	------------

RATING INSTRUCTIONS: FTO rate observed behavior with reference to the scale below. You must comment on the most and least acceptable performance. FTO is encouraged to comment on any category; however, a comment is required on all ratings of "2" or less after the first month and "6". Check "NO" box if not observed. If recruit fails to respond to training, check "NRT" box and comment on page 2.

POLICE OFFICER IS: ☐ ENTRY ☐ LATERAL - Experience years: _____ ☐ RESERVE Hours worked: _____

RATING SCALE

Not Acceptable by FTO Program Standards			Acceptable Level		Superior by FTO Program Standards	
[1]	2	3	[4]	5	6	[7]

ASSIGNMENT OR REASON FOR NO FTO EVALUATION

Rating		NO	NRT
1.	[] APPEARANCE General appearance	<input type="checkbox"/>	<input type="checkbox"/>
2.	[] ATTITUDE Acceptance of feedback – FTO/Program	<input type="checkbox"/>	<input type="checkbox"/>
3.	[] Attitude toward police work	<input type="checkbox"/>	<input type="checkbox"/>
4.	KNOWLEDGE Knowledge of Department Policies and Procedures		
	[] Reflected in verbal/written testing	<input type="checkbox"/>	<input type="checkbox"/>
	[] Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>
5.	Knowledge of Criminal codes and Procedures:		
	[] Reflected in verbal/written testing	<input type="checkbox"/>	<input type="checkbox"/>
	[] Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>
6.	Knowledge of City Ordinances and Municipal Codes:		
	[] Reflected in verbal/written testing	<input type="checkbox"/>	<input type="checkbox"/>
	[] Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>
7.	Knowledge of Vehicle Code:		
	[] Reflected in verbal/written testing	<input type="checkbox"/>	<input type="checkbox"/>
	[] Reflected in field performance	<input type="checkbox"/>	<input type="checkbox"/>
8.	[] Driving Skill: Normal Conditions	<input type="checkbox"/>	<input type="checkbox"/>
9.	[] Driving Skill: Moderate/Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>
10.	[] Orientation/Response Time to Calls	<input type="checkbox"/>	<input type="checkbox"/>
11.	[] Routine Forms: Accuracy/Completeness	<input type="checkbox"/>	<input type="checkbox"/>
12.	[] Report Writing: Organization/Details	<input type="checkbox"/>	<input type="checkbox"/>
13.	[] Report Writing: Grammar/Spelling/Neatness	<input type="checkbox"/>	<input type="checkbox"/>
14.	[] Report Writing: Appropriate Time Used	<input type="checkbox"/>	<input type="checkbox"/>
15.	[] Field Performance: Non-Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>
16.	[] Field performance: Stress Conditions	<input type="checkbox"/>	<input type="checkbox"/>
17.	[] Investigative Skills	<input type="checkbox"/>	<input type="checkbox"/>
18.	[] Interview/Interrogation Skill	<input type="checkbox"/>	<input type="checkbox"/>
19.	[] Self-initiated Field Activity	<input type="checkbox"/>	<input type="checkbox"/>
20.	[] Officer Safety: General	<input type="checkbox"/>	<input type="checkbox"/>
21.	[] Officer Safety: Suspects/Suspicious Persons	<input type="checkbox"/>	<input type="checkbox"/>
22.	[] Control of Conflict: Voice Command	<input type="checkbox"/>	<input type="checkbox"/>
23.	[] Control of conflict: Physical Skill	<input type="checkbox"/>	<input type="checkbox"/>
24.	[] Problem Solving/Decision Making	<input type="checkbox"/>	<input type="checkbox"/>
25.	[] Radio: Appropriate Use of Codes/Procedures	<input type="checkbox"/>	<input type="checkbox"/>
26.	[] Radio: Listens and Comprehends	<input type="checkbox"/>	<input type="checkbox"/>
27.	[] Radio: Articulation of Transmissions	<input type="checkbox"/>	<input type="checkbox"/>
	RELATIONSHIPS		
28.	[] With citizens in general	<input type="checkbox"/>	<input type="checkbox"/>
29.	[] With groups other than own	<input type="checkbox"/>	<input type="checkbox"/>
30.	[] With other departments	<input type="checkbox"/>	<input type="checkbox"/>
31.	[] Any area of concern not covered above	<input type="checkbox"/>	<input type="checkbox"/>

The MOST acceptable area of performance was rating category number:

A specific incident which demonstrates performance in this area is:

The LEAST acceptable area of performance was rating category number:

A specific incident which demonstrates performance in this area is:

Describe training which was accomplished during this shift:

Trainee's Signature

Date

FTO's Signature

Date

FTP SAC's Signature

Date

Operation Lieutenant's Signature

Date

Administrative Lieutenant's
Signature

Date

Captain's Signature

Date

19.2

SIGNAL HILL POLICE DEPARTMENT

TRAINEE BI-WEEKLY EVALUATION

FTO'S LAST NAME. INITIAL	DID#	RECRUIT'S LAST NAME. INITIAL	DID#	SUPERVISOR
--------------------------	------	------------------------------	------	------------

RATING INSTRUCTIONS: FTO rate observed behavior with reference to the scale below. You must comment on the most and least acceptable performance. FTO is encouraged to comment on any category; however, a comment is required on all ratings of "2" or less after the first month and "6 or "7" at any time. Check "NO" box if not observed. If recruit fails to respond to training, check "NRT" box and comment on page 2.

Date of Evaluation: _____ Actual Phase: ☐ I ☐ II ☐ III ☐ IV Scheduled Week # _____

POLICE OFFICER IS: ☐ ENTRY ☐ LATERAL - Experience years _____ ☐ RESERVE

1. Is the trainee progressing satisfactorily? ☐ Yes ☐ No
2. The trainee is now: ☐ Below schedule ☐ On schedule ☐ Above schedule
3. The trainee's critical task list has been completed to: Phase #: _____ Week #: _____
4. Address the following topics covered in the last two weeks of Daily Evaluations. Summarize the past two weeks of training. Be specific about strong and weak areas. Rate the trainee "1" to "7".
("1" to "2" Unsatisfactory; "3" to "5" Satisfactory; "6" to "7" Superior.)

RATING SCALE						
Not Acceptable by FTO Program Standards			Acceptable Level		Superior by FTO Program Standards	
[1]	2	3	[4]	5	6	[7]

ASSIGNMENT OR REASON FOR NO FTO EVALUATION

Rating		NO	NRT
<u>APPEARANCE</u>			
[]	General Appearance.....	[]	[]
<u>ATTITUDE</u>			
[]	Acceptance of feedback.....	[]	[]
[]	Attitude toward police work.....	[]	[]
<u>KNOWLEDGE</u>			
[]	Knowledge of Department Policies and Procedures.....	[]	[]
[]	Knowledge of City/Criminal Codes.....	[]	[]
[]	Knowledge of Vehicle Code.....	[]	[]
<u>PERFORMANCE</u>			
[]	Driving Skill (Routine and Emergency).....	[]	[]
[]	Orientation/Response Time To Calls.....	[]	[]
[]	Routine Forms (Accuracy/Completeness)	[]	[]
[]	Report Writing.....	[]	[]
[]	Field Performance.....	[]	[]
[]	Investigative Skills.....	[]	[]
[]	Interview/Interrogation Skill.....	[]	[]
[]	Self-initiated Field Activity.....	[]	[]
[]	Officer Safety.....	[]	[]
[]	Control of Suspects/Prisoners.....	[]	[]
[]	Problem Solving/Decision Making.....	[]	[]
[]	Radio Procedures.....	[]	[]
[]	Job Ready: On time/Proper Uniform and Equipment.....	[]	[]
<u>RELATIONSHIPS</u>			
[]	In General.....	[]	[]
[]	Any Area of Concern Not Covered Above.....	[]	[]

AREAS OF STRENGTH

AREAS OF WEAKNESS

REMARKS (General progress, remedial or accelerated training, etc.)

Trainee's Signature

Date

FTO's Signature

Date

FTP SAC's Signature

Date

Operation Lieutenant's Signature

Date

Administrative Lieutenant's
Signature

Date

Captain's Signature

Date

SIGNAL HILL POLICE DEPARTMENT

SUPERVISOR'S MONTHLY PROBATIONARY REPORT

Employee

Supervisor

Training Period

Shift

Instructions: The supervisor shall evaluate the probationary employee's performance at the end of each month. Rate the employee's overall performance in the following areas by marking the appropriate rating and commenting in the space provided. If the employee receives a rating of 4 or above in two consecutive month, then no written comment is necessary. If the rating drops below a 4 from the previous month, a narrative is necessary.

1 = Unsatisfactory

4 = Satisfactory

7 = Superior

RATING

1. REPORT WRITING: (Accuracy, Organization, Speed)

1	2	3	4	5	6	7

2. DRIVING SKILL: (Normal/Emergency)

1	2	3	4	5	6	7

3. STREET & ADDRESS LOCATIONS:

1	2	3	4	5	6	7

4. OFFICER SAFETY: (Self and Covering)

1	2	3	4	5	6	7

5. PRISONER CONTROL: (Verbal/Physical)

1	2	3	4	5	6	7

6. RADIO TRANSMISSIONS: (Receiving/Transmitting)

1	2	3	4	5	6	7

7. JUDGMENT: (Decision making while on calls)

1	2	3	4	5	6	7

8. OFFICER'S ACTIVITY & OBSERVATION SKILLS:

1	2	3	4	5	6	7

9. KNOWLEDGE OF CODES & GENERAL ORDERS:

1	2	3	4	5	6	7

10. VERBAL COMMUNICATIONS & BODY LANGUAGE:

1	2	3	4	5	6	7

11. RELATIONSHIP WITH OFFICERS & SUPERVISORS:

1	2	3	4	5	6	7

19.3 (cont'd)

12. COMMUNITY RELATIONS:

1	2	3	4	5	6	7
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

OVERALL OBSERVATIONS: (Type your comments below)

SIGNATURES:

_____ Employee	_____ Supervisor	_____ Operations Commander
_____ Date	_____ Date	_____ Date

Original to Operations Commander

cc: Supervisor
Employee

SIGNAL HILL POLICE DEPARTMENT FIELD TRAINING PROGRAM

FTO COMPETENCY COMPLETION RECORD

Trainee Name	Badge #	Date of Completion
Field Training Officer (Name and Badge #)	Field Assignment (Scheduled Phase and Team)	Field Training Dates (From -- To)

MY SIGNATURE CONFIRMS THAT I HAVE REVIEWED, DISCUSSED, AND HAVE A GOOD UNDERSTANDING OF ALL ITEMS RECORDED IN THIS FIELD TRAINING MANUAL.

Signature of Trainee	Date
-----------------------------	-------------

I certify that Officer () has received the basic instruction as outlined in the Field Training Manual and that the Officer understands and has satisfactorily demonstrated competency in all learning domains in this manual. I also certify that all provided tests have been completed in a satisfactory manner and Officer () is now prepared to work as a solo patrol officer.

Primary Field Training Officer Signature	Date
---	-------------

Field Training Administrator/Supervisor Signature	Date
--	-------------

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

Captain	Date
----------------	-------------

SIGNAL HILL POLICE DEPARTMENT FTO CRITIQUE EVALUATION FORM (CONFIDENTIAL)

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

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

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

This critique is for FTO: _____ Phase: _____

1. The Field Training Program emphasizes training and evaluation. Assign percentages (totaling 100%) to the amount of effort your FTO exerted in each area. (Example: Training 50%; Evaluation 50%).

Training _____ % Evaluation _____ %

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

(For Individual Trainees) _____ % (For Group Training) _____ %

Circle the response below that best answers the questions and comment.

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

(If necessary, continue answers on a blank sheet of paper)

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

POOR

FAIR

AVERAGE

GOOD

EXCELLENT

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

POOR

FAIR

AVERAGE

GOOD

EXCELLENT

9. Describe the FTO's overall attitude toward his/her position as an FTO.

POOR

FAIR

AVERAGE

GOOD

EXCELLENT

10. List the area(s) in which the FTO showed the greatest skill, ability or interest, and comment. In what area(s) was the FTO's instruction least effective?

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

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

13. Additional comments: Feel free to add your own comments regarding any of your FTOs. Continue any answers on a blank sheet of paper and attach.

Trainee's Name (Print)

Trainee's Name (Signature)

Date

**SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING PROGRAM CRITIQUE EVALUATION FORM
(CONFIDENTIAL)**

In an effort to ensure that the SHPD Field Training Program maintains a high level of service and credibility, this critique is to be completed by the trainee. The SHPD Field Training Program is a constantly evolving program, which its efficiency and success requires honest and objective feedback. It benefits both future trainees and the Field Training Program to know how well the program has performed in the eyes of the trainee.

With this in mind, the trainee is requested to honestly appraise and evaluate the SHPD Field Training Program. Although you are asked to sign your name at the end of this critique, every effort is made to insure your anonymity. Your response will be edited by the Program Administrator, when necessary, and combined with the comments of other trainees regarding your opinion of the SHPD Field Training Program. Only the edited version of these comments will be provided to FTOs.

Please take time to provide some details about why you rated the SHPD Field Training Program as you did. The more information that you provide, the better picture we will have to either add or delete future program details.

1. Provide an overall evaluation of the Field Training Program, including strengths and deficiencies.

2. Did the program allot you sufficient time to complete your learning? If not, how much time is needed?

3. Did the program appear to be well prepared for your arrival? If not, what was missing/needed?

4. Overall, did the FTO's appear sufficiently knowledgeable to instruct you? If not, in what areas would you recommend improvement?

5. List your suggestions on how to improve the Field Training Program.

(If necessary, continue answers on a blank sheet of paper)

SIGNAL HILL POLICE DEPARTMENT

(Phonetic Radio Code List)

A:	Adam	N:	Nora
B:	Boy	O:	Ocean
C:	Charles	P:	Paul
D:	David	Q:	Queen
E:	Edward	R:	Robert
F:	Frank	S:	Sam
G:	George	T:	Tom
H:	Henry	U:	Union
I:	Ida	V:	Victor
J:	John	W:	William
K:	King	X:	X-Ray
L:	Lincoln	Y:	Young
M:	Mary	Z:	Zebra

SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING COMPETENCY TEST

TRAINEE: _____

BADGE # _____

(Provide the phonetic code for the letters listed)

A: _____

N: _____

B: _____

O: _____

C: _____

P: _____

D: _____

Q: _____

E: _____

R: _____

F: _____

S: _____

G: _____

T: _____

H: _____

U: _____

I: _____

V: _____

J : _____

W: _____

K: _____

X: _____

L: _____

Y: _____

M: _____

Z: _____

FTO: _____

SCORE: _____

DATE: _____

SIGNAL HILL POLICE DEPARTMENT

COMMONLY USED PENAL CODES

PENAL CODES:

466 CPC	Burglary Tools
484(a) CPC	Petty Theft
459 CPC	Burglary
496(a) CPC	Possession/Receiving Known Stolen Property
215 CPC	Carjacking
245(a)(1) CPC	Assault with a Deadly Weapon (other than firearm)
245(a)(2) CPC	Assault with a Deadly Weapon (with firearm)
487(a) CPC	Grand Theft
594(a) CPC	Vandalism
470(a) CPC	Forgery
212.5(a) CPC	First Degree Robbery
490.2 CPC	Petty Theft - Shoplifting
148.9(a) CPC	False ID to Peace Officer
484g CPC	Use Access Card without Consent

SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING COMPETENCY TEST

TRAINEE: _____

BADGE # _____

(Provide the violation definition for the penal codes listed)

PENAL CODES:

466 CPC	_____
484(a) CPC	_____
459 CPC	_____
496(a) CPC	_____
215 CPC	_____
245(a)(1) CPC	_____
245(a)(2) CPC	_____
487(a) CPC	_____
594(a) CPC	_____
470(a) CPC	_____
212.5(a) CPC	_____
490.2 CPC	_____
148.9(a) CPC	_____
484g CPC	_____

FTO: _____

SCORE: _____

DATE: _____

SIGNAL HILL POLICE DEPARTMENT

COMMONLY USED VEHICLE CODES

VEHICLE CODES:

12500(a) CVC	Unlicensed Driver
12500(b) CVC	Unlicensed Driver (Motorcycle)
4000(a)(1) CVC	Expired Vehicle Registration
22450(a) CVC	Fail to Stop (Stop Sign)
21453(a) CVC	Fail to Stop (Red Traffic Signal)
21453(b) CVC	Fail to Stop (Red Turn Arrow)
27315(d)(1) CVC	Seatbelt Driver and Persons Over 16 yrs
27360(a) CVC	Child Passenger Restraint
22350 CVC	Basic Speed Law
21201(d) CVC	Bicycle: Headlight Required During Darkness
14600(a) CVC	Change of Address: Driver License
22102 CVC	U-turn Business District
23152(b) CVC	Driving Under the Influence (.08% or more BAC)
24250 CVC	Headlights Required During Darkness
14601.1(a) CVC	Driving on Suspended License/Privilege

SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING COMPETENCY TEST

TRAINEE: _____

BADGE # _____

(Provide the violation definition for the vehicle code listed)

VEHICLE CODES:

12500(a) CVC _____

12500(b) CVC _____

4000(a)(1) CVC _____

22450(a) CVC _____

21453(a) CVC _____

21453(b) CVC _____

27315(d)(1) CVC _____

27360(a) CVC _____

22350 CVC _____

21201(d) CVC _____

14600(a) CVC _____

22102 CVC _____

23152(b) CVC _____

24250 CVC _____

14601.1(a) CVC _____

FTO: _____

SCORE: _____

DATE: _____

SIGNAL HILL POLICE DEPARTMENT

COMMONLY USED HEALTH & SAFETY CODES

H & S CODES:

11350(a) H&S	Possession of a Controlled Substance (Heroin, Cocaine, Vicodin, etc)
11351 H&S	Possession of a Controlled Substance (Heroin, Cocaine, Vicodin, etc) for Sales
11357(b) H&S	Possession of Less than One Ounce Marijuana (Juvi's)
11359 H&S	Possession of Marijuana for Sales
11364.1(a) H&S	Possession of Narcotic Injection/Smoking Paraphernalia
11365 H&S	Presence While Unlawful Use of Narcotics
11377(a) H&S	Possession of a Controlled Substance (Methamphetamine, MDMA, etc)
11378 H&S	Possession of a Controlled Substance (Methamphetamine, MDMA, etc) for Sales
11379 H&S	Distribution/Transportation of Controlled Substance (Methamphetamine, MDMA, etc)
11550(a) H&S	Under the Influence of a Controlled Substance
381(a) PC	Possession of Toluene (or similar substance) with Intent to Inhale

SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING COMPETENCY TEST

TRAINEE: _____

BADGE # _____

(Provide the violation definition for the H & S codes listed)

CODES:

11350(a) H&S _____

11351 H&S _____

11357(b) H&S _____

11359 H&S _____

11364.1(a) H&S _____

11365 H&S _____

11377(a) H&S _____

11378 H&S _____

11379 H&S _____

11550(a) H&S _____

381(a) PC _____

FTO: _____

SCORE: _____

DATE: _____

SIGNAL HILL POLICE DEPARTMENT
(Selected Municipal Code Study Guide)

SIGNAL HILL MUNICIPAL CODES

5.04.050 SHMC	Business License Required
5.18.050 SHMC	False ID or Information Given to Rent a Motel Room
8.08.060(c) SHMC	Illegal Dumping
8.08.060(i) SHMC	Scavenging
9.04.090(c) SHMC	Drinking in Public
9.08.020 SHMC	Public Urination/Defecation
9.16.050(b) SHMC	Construction Noise Prohibited on Weekends and Outside of 0700 – 1800 hrs on Weekdays
9.20.020 SHMC	Juvenile Curfew (2200 – 0600 hrs)
9.20.040 SHMC	Juvenile Curfew During School Hours (0830 – 1330 hrs)
9.56.030 SHMC	Graffiti
10.56.020 SHMC	Skateboards Prohibited on Streets, Sidewalks or Alleys Exceeding a 3% Grade

SIGNAL HILL POLICE DEPARTMENT
FIELD TRAINING COMPETENCY TEST

TRAINEE: _____

BADGE # _____

(Provide the violation definition for the listed S.H. Municipal Codes)

CODES:

5.04.050 SHMC	_____
5.18.050 SHMC	_____
8.08.060(c) SHMC	_____
8.08.060(i) SHMC	_____
9.04.090(c) SHMC	_____
9.08.020 SHMC	_____
9.16.050(b) SHMC	_____
9.20.020 SHMC	_____
9.20.040 SHMC	_____
9.56.030 SHMC	_____
10.56.020 SHMC	_____

FTO: _____

SCORE: _____

DATE: _____