

# FIELD TRAINING MANUAL



**FOUNTAIN VALLEY POLICE DEPARTMENT  
MATTHEW L. SHEPPARD, CHIEF OF POLICE**

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## SIGN-OFF SHEET

GUIDES/MANUALS/EQUIPMENT	RECRUIT INITIALS	FTO INITIALS
Issuance of Equipment		
General Orders Manual		
Report Writing Manual		
Citation Books		
Officer's Handbook		
Map Book		
Vehicle Code Book		
Mailbox / Lockers (Upstairs & Garage)		
City Boundary Book		
Digital Recorder		
Traffic Safety Vest		
DEPARTMENT ORIENTATION	RECRUIT INITIALS	FTO INITIALS
Police Facility		
Employee Assistance Program		
Change of Address / Telephone Card		
Set Up E-mail, Voicemail, Lexipol, "S" Drive, "Z" Drive, RMS/MDT Log-On Passwords		
PERSONNEL ORIENTATION	RECRUIT INITIALS	FTO INITIALS
Meeting with the Chief		
City Hall and Personnel		
Introduction to City Council/City Manager		
Introduction to Police Personnel		
IN-HOUSE ORIENTATION	RECRUIT INITIALS	FTO INITIALS
Police Association		
Credit Union		
Deferred Compensation Program		
Range / Rifle Qualification		
FTO Preparation		
A. FTO Watch Assignment		
B. Personal Appearance		
C. Preparation for Duty		

## TRAINING CHECKLIST

During the orientation period, the trainee shall be given an opportunity to become familiar with the specific training requirements of his/her agency. The trainee shall have been scheduled for and successfully completed the following training prior to starting the uniformed patrol Field Training Program:

### Firearms/Weapons Qualification

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? _____ _____	REMEDIATED		How Remediated? _____ _____
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								

### Arrest and Control Techniques

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? _____ _____	REMEDIATED		How Remediated? _____ _____
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								

### Impact Weapon Qualification

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? _____ _____	REMEDIATED		How Remediated? _____ _____
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								

### Taser Qualification

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? _____ _____	REMEDIATED		How Remediated? _____ _____
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								

### Less-Lethal

	INSTRUCTED		COMPETENCY DEMONSTRATED		How Demonstrated? _____ _____	REMEDIATED		How Remediated? _____ _____
	Name	Date	Name	Date		Name	Date	
FTO								
Trainee								

# **PERFORMANCE STANDARDS FOR FIELD TRAINING OFFICERS**

## **SELECTION**

Field Training Officers (FTO) are selected on an as-needed basis. Once a need is identified for additional Field Training Officers, a memorandum is issued by the Patrol Division Commander or his designee requesting any Officer who meets the minimum criteria to submit a Memorandum of Interest for the position through the Chain of Command. The minimum criteria for consideration are that the Officer has a Basic POST Certificate, successfully completed at least one year of Patrol experience at the Fountain Valley Police Department, have a desire to train and teach and have above-average evaluations as to their own performance.

Once Officers submit their memorandums, the Field Training Officer Program Manager issues each candidate a questionnaire, which each candidate must return in a timely manner. The questionnaire contains the listed questions:

1. Why do you want to be a Field Training Officer?
2. What do you consider are indispensable character traits for a Field Training Officer? Do you think you possess those traits?
3. Assume your trainee has a concern over something she/he has seen another Officer do. To whom should the trainee go for guidance and why?
4. Define discriminatory harassment in your own words.
5. Do you agree or disagree with this statement, and why: "Field Training Officers should be held to the highest possible standards"?

This questionnaire is reviewed in context with the candidate's personnel evaluations to assure they conform to the desired qualities for Field Training Officers in this Department.

Upon this review, recommendation for selection is made through the Division Commander to the Chief of Police. The Chief of Police or his designee will appoint the Field Training Officer.

## **CERTIFICATION**

Once an Officer is selected to the FTO Program, he/she will be sent to a POST-certified FTO training class. In an effort to keep the FTO Program contemporary and maintain consistency within the Department, all FTOs and the supervising staff of the FTO Program will be required to be certified and updated through POST-approved training.

## **TRAINING**

An Officer who becomes a Field Training Officer (FTO) must commit himself/herself to the philosophy of teaching. An FTO must realize that training is the first priority and that the evaluation is secondary. The FTO should be willing to bear the responsibility for the progress, or lack of

progress, of the new Officer until it is certain that other non-controllable factors are affecting the new Officer's performance.

At all times, FTOs will keep in mind the FTO Program philosophy, which states that FTO personnel will make every effort to direct each new Officer in ways that maximize the opportunities for success. The FTO must remember to ensure that each new Officer receives the maximum opportunity to show that he/she is capable of performing the job. Field Training Sergeants and FTOs will always attempt to set a positive training atmosphere for the new Officer in which learning may be maximized and in which the new Officer will be able to perform to the best of his/her ability. As much as possible, any stress felt by the new Officer should be caused by the task being taught and not from any non-related comments or actions on the part of the FTO. It is impossible to entirely eliminate stress caused by evaluation, but it should be minimized as much as possible.

FTOs must conduct themselves in a professional manner at all times. They must teach Department policy and procedures. FTOs shall set an example by virtue of their knowledge and their appearance. They should remember that the new Officer will be a product of what is taught and of the behavior demonstrated. It is not acceptable for the FTO to say, "Do as I say and not as I do."

### **SOLO BEAT OFFICER CONCEPT**

FTOs will utilize the solo beat Officer concept to evaluate, keeping in mind the proper ratio between training and evaluations. Evaluations will be given in an honest, straightforward manner, which stresses positive as well as negative performance. The new Officer will be trained and given demonstrations on how an Officer is to work in a solo capacity. At the conclusion of the FTO Program, the new Officer will have the ability and experience necessary to function as a one-person unit.

### **DAILY OBSERVATION REPORT (DOR)**

When completing the Daily Observation Report (DOR), FTOs shall refer to FTO guidelines to ensure standardization of evaluations in the program.

### **SOLO WHILE IN THE FTO PROGRAM**

New Officers will not be allowed to solo while in the program until ALL functional areas of the Training Manual have been completed, unless special permission is obtained from the FTO Sergeant and Lieutenant and authorized by the Patrol Division Commander.

### **USE OF NON-FTOs FOR FIELD TRAINING**

Non-FTOs will not be utilized to train a new Officer in the field unless a Field Training Sergeant or a Field Supervisor is doing so for a very specific purpose in a situation in which there is no alternative. The Sergeant or Field Supervisor should attempt to obtain prior consent from the Field Training Sergeant or Lieutenant. If time does not allow for prior permission to be obtained, the Field Training Sergeant will be advised of the use of the non FTO and of the specific reason for such use as soon as possible. Non-FTOs will not prepare evaluations on the new Officers.

## **FINAL PHASE EVALUATION**

During the final week of training, the FTO will either be in plain clothes or in uniform with the new Officer. The FTO may even “shadow” the trainee in another patrol vehicle. The FTO shall consult with a Field Training Sergeant regarding the best evaluation method to use. The wearing of plain clothes or the use of “shadowing” must be approved by the Field Training Sergeant and Lieutenant.

After the completion of Phase III, the FTO Sergeant will have the new Officer complete a Field Training Program FTO Critique Form.

## **SHIFT SERGEANT EVALUATIONS**

All FTOs must attend the new Officer evaluation sessions that have been scheduled, unless specifically excused by a Sergeant. Sergeants will not excuse the FTOs unless the need for non-attendance is absolutely necessary. FTOs will not discuss a new Officer’s progress with other Department personnel or with persons outside the Department, other than those who have a need and right to know. Failure to comply with this standard may result in the FTO being removed from the Program.

Sergeants involved in evaluations will ensure that positive, as well as negative, aspects of a new Officer’s performance are discussed. They will also ensure that the comments are based on direct observation and not on speculation.

The FTO Sergeant will certify the Field Training Program Completion Record by signing off all phases. It will also be signed by the FTO Lieutenant.

## **COURT ATTENDANCE/RANGE QUALIFICATION**

While a new Officer is in the FTO Program, both the new Officer’s name and the FTO’s name will be on all reports. The FTO is required to attend court with the new Officer whenever the new Officer goes to court on a Police-related matter. The FTO will utilize the court appearance to demonstrate, train and evaluate the new Officer. Attendance and performance in court must be documented on the next DOR.

The FTO is required to attend the monthly duty weapon qualification at the Range with the new Officer. The FTO will utilize the Range time to demonstrate, train and evaluate the new Officer. Attendance and performance at the Range must be documented on the next DOR.

## **FIELD TRAINING**

FTOs will not set up training scenarios without the approval of their shift Sergeant and/or an FTO Sergeant.

New Officers will ALWAYS be told when a training situation is a mock situation.

Loaded weapons will NEVER be used in a training scenario. If it is necessary to use an unloaded weapon in a training exercise, the FTO MUST obtain approval from the shift Sergeant and Watch Commander

FTOs will not attempt to agitate or anger civilians for the purpose of seeing how the new Officer deals with conflict.

Handcuffed prisoners will never be released in order to see how the new Officer would handle a physical confrontation.

### **FTO/NEW OFFICER RELATIONSHIP**

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

The hallmark of this relationship will be one of mutual respect. New Officers will not be harassed, intimidated, intentionally embarrassed or treated in a demeaning manner. Name calling or use of derogatory terms by the FTO is not acceptable. FTOs will try not to show anger or frustration while working with the new Officer. Remember: Praise in public; correct in private.

While new Officers are going through the Field Training Program, FTOs are prohibited from socializing with recruits while off duty. Any relationship with the new Officer shall be strictly professional.

FTO personnel are prohibited from dating new Officers while they are in the FTO Program. If a Sergeant or FTO is related to a new Officer, or if a special relationship with the new Officer exists which began before the trainee was hired by the City of Fountain Valley, the Division Patrol Commander shall immediately be notified. This will be done via the Chain of Command.

### **NEW OFFICER FIELD TRAINING RULES**

The FTO's direction is to be accepted and followed at all times. If a new Officer believes that a specific instruction or order is improper, or that an evaluation is not fair, he/she shall discuss it with the FTO. If the new Officer is still unable to resolve the issue, he/she shall ask for a meeting with a Sergeant or Field Supervisor. At a later time, if the new Officer still has a concern or problem, he/she can ask the Sergeant or Field Supervisor to set up a meeting with the FTO Sergeant. If the FTO Sergeant is unable to resolve the issue, the new Officer may follow the Chain of Command to the Patrol Division Commander. In such cases where the new Officer wishes to file a grievance, he/she must follow the grievance procedure as outlined in the current Memorandum of Understanding between the Police Officers Association and the City of Fountain Valley.

New Officers shall complete all assignments in a timely manner. Recruits shall follow all policies and procedures as outlined in the Department's Policy and Procedure Manuals.

While off duty, new Officers shall not respond to Police calls or conduct Police investigations unless the situation is life threatening and being a "good witness" would not suffice.

New Officers shall be receptive to criticism given by their FTO. They may verbalize an explanation for their actions; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable.

New Officers are reminded that participation in hazardous extra-curricular sports (i.e., organized baseball, football, etc.) is discouraged. Any injury a new Officer might receive that causes a disability may have an adverse effect on his/her continued employment.

## **DUTIES AND RESPONSIBILITIES OF THE TRAINEE**

The following are rules to be followed while in the FTO Program, as well as during an Officer's Police career:

### 1. **ATTENDANCE**

- a) No unexcused, unauthorized or unnecessary absences will be acceptable and will be subject to immediate discipline.
- b) All Officers will report to work or job assignment on time. Failure to do so, or leaving work early without permission, could result in disciplinary action.
- c) During the FTO Program, Officers should not expect vacation or holiday time off, except in emergency situations. Training time is extremely valuable and should not be missed.

### 2. **CONDUCT**

- a) Officers/Trainees shall conduct themselves in a professional manner, both on and off duty. All activities reflect not only on the Officer, but the entire Department.
- b) Engaging in potentially dangerous horseplay or situations that could result in injury or property damage will not be tolerated.
- c) When driving, Officers will abide by all traffic regulations, unless circumstances dictate otherwise.
- d) Unauthorized possession, loss, damage or use of City property or property of others is not allowed.

### 3. **APPEARANCE**

- a) Officers will always maintain good uniform appearance and personal grooming habits. A clean, neat appearance conveys a professional, competent image. A sloppy, disheveled appearance will often project a non-professional, uncaring attitude.

### 4. **PERFORMANCE**

- a) Officers shall always apply themselves to job duties or assignments to perform at the best of their ability to complete each task in an efficient, timely manner. They will not hesitate to ask for advice.
- b) The following, which affect performance, are not allowed:
  - 1. Sleeping on duty.
  - 2. Careless workmanship, resulting in spoilage, damage or waste of materials.
  - 3. Refusal, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders or work assignments.

4. Concealing or attempting to conceal defective work.
5. Wrongful or unlawful exercise of authority on the part of any employee for malicious purposes or personal gain.
6. Knowingly making false or malicious statements with intent to harm or destroy the reputation, authority or official standing of the Department. Disparaging or discriminatory comments concerning other persons are not allowed.
7. Falsification of records or misleading statements of entries on any documentation.
8. Receipt or acceptance of rewards, fees, gifts or any gratuity from any person for service incident to the performance of your duties. This does not include lawful subpoena fees as allowed by policy.
9. Solicitations, speeches or distribution of campaign literature (except as authorized by law) or any political activities, petition process during work hours is strictly prohibited.
10. Violation of any kind of Department policy, procedure or order.
11. Any violation of the above could result in termination as deemed by the Chief of Police.

5. SAFETY

- a) All posted rules, signs and written or oral safety instructions will be followed while on duty and/or within any City facilities.
- b) Any on-duty injury will be reported as soon as practicable.

6. SECURITY

- a) The unauthorized or intentional release of designated confidential City or Department information, materials, data, forms or reports is not allowed, except as provided by law.

7. INTOXICATION

- a) Reporting to or being at work while under the influence of any intoxicating beverage or substance is strictly prohibited. Use of any intoxicant while at work is prohibited, except as dictated by policy in special assignments.

## **STANDARDIZED EVALUATION GUIDELINES** **DAILY OBSERVATION REPORT**

The Daily Observation Report, completed by the FTO at the end of each shift, provides the essential documentation to ensure that relative progress is being made by the Probationary Officer. Observations made by the FTO are entered on the Daily Observation Report along a seven-point scale range from a (1) which equals “not acceptable by FTO Program Standards” to a (7) which equals “superior by FTO Program Standards.” Midpoint on the scale (4) equals “minimum acceptable level by FTO Program Standards.”

Acceptability or non-acceptability “by FTO Program Standards” is evaluated on the basis of observed behavior and demonstrated skills necessary to satisfactorily perform the duties and functions of a novice solo duty Patrol Officer within the City of Fountain Valley. For the purpose of rating, a “satisfactory novice solo duty Patrol Officer” would be an Officer who, after completion of a basic academy and the field training process, could work a patrol area in this City safely and skillfully alone.

The daily evaluation form includes 31 measurable performance standards which are subdivided into five discreet areas: appearance, attitude, knowledge, critical performance tasks and relationships.

The following “1,” “4” and “7” scale value definitions represent a synthesis of the definitions submitted by 70 present and past Field Training Officers of the San Jose Police Department who have collectively trained approximately 200 recruits. The task of evaluating and rating a Recruit Officer’s performance should be based on these definitions. As guidelines, these definitions serve as a means of program standardization and continuity. The 31 categories correspond to those listed on the Daily Observation Report.

In addition to specific narrative comments for performance rated as either 2 or less, or 6 or more, the FTO is required to select that particular performance which he/she thinks best describes the “most acceptable” and the “least acceptable” performances of the Probationary Officer for that day.

FTO shall have the option of making any additional comments he/she feels would aid in the evaluation of the Probationary Officer. All observation reports are signed by both the FTO and the Probationary Officer.

Specific comments are required when the rater checks the “Non Response to Training” (NRT) column of the Evaluation Form. The column is used to reflect performance deficiencies which continue to occur after training.

Each of the 31 categories must be addressed daily and marked with a numerical rating, NRT or “NO” (Not Observed). This process further ensures that the Probationary Officer being rated knows where he/she stands at any given time in a given category of performance.

The FTO shall complete the daily evaluations at the conclusion of each shift. The four daily evaluation forms should be turned in at the end of the training week to the appropriate Shift Sergeant.

# FOUNTAIN VALLEY POLICE DEPARTMENT FIELD TRAINING PROGRAM AND FTO CRITIQUE FORM

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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. FTO's truly interested in doing the best job possible welcome objective feedback. It benefits the program and the FTO to know how well they are doing in the eyes of the trainee.

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

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

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

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

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

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

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

**Circle the response below that best answers the question and provide your comments.** If you need additional space for comments, please use the back of the page indicating the corresponding number.

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

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

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

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

---

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

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

---

---

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

POOR      FAIR      AVERAGE      GOOD      EXCELLENT

---

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FTO Critique Form (continued)

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

POOR FAIR AVERAGE GOOD EXCELLENT

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

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

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

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

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

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

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---

\_\_\_\_\_  
Trainee Signature

\_\_\_\_\_  
Date

Reviewed by \_\_\_\_\_  
FTO Sergeant

\_\_\_\_\_  
FTO Lieutenant

\_\_\_\_\_  
Date

## **FIELD TRAINING OFFICER PROGRAM** **CRITICAL PERFORMANCE TASKS**

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

### **APPEARANCE**

1. GENERAL APPEARANCE - Evaluates physical appearance, dress and demeanor.

- 1) **UNACCEPTABLE**: Overweight, dirty shoes and wrinkled uniform. Uniform fits poorly or is improperly worn. Hair ungroomed and/or in violation of Department regulations. Dirty weapon and equipment. Equipment is missing or inoperative. Offensive body odor and/or breath.
- 4) **ACCEPTABLE**: Uniform neat, clean. Uniform fits and is worn properly. Weapon, leather, equipment is clean and operative. Hair within regulations and shoes are shined.
- 7) **SUPERIOR**: Uniform neat, clean and tailored. Leather shines and shoes are spit-shined. Displays command bearing.

### **ATTITUDE**

2. ACCEPTANCE OF FEEDBACK: FTO/FTO PROGRAM – Evaluates the way trainee accepts trainer's criticism and how that feedback is used to further the learning process and improve performance.

- 1) **UNACCEPTABLE**: Rationalizes mistakes, denies that errors were made, is argumentative, refuses to, or does not attempt to make corrections. Considers criticism as a personal attack.
- 4) **ACCEPTABLE**: Accepts criticism in a positive manner and applies it to improve performance and further learning.
- 7) **SUPERIOR**: Actively solicits criticism/feedback in order to further learning and improve performance. Does not argue or blame others for errors.

3. ATTITUDE TOWARD POLICE WORK – Evaluate how trainee views new career in terms of personal motivation, goals and acceptance of the responsibilities of the job.

- 1) **UNACCEPTABLE**: Sees career only as a job, uses job to boost ego, abuses authority, demonstrates little dedication to the principles of the profession.
- 4) **ACCEPTABLE**: Demonstrates an active interest in new career and in police 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**

4. KNOWLEDGE OF DEPARTMENT POLICIES AND PROCEDURES – Evaluates trainee’s knowledge of Departmental procedures and ability to apply this knowledge under field conditions.

### **REFLECTED BY TESTING**

- 1) **UNACCEPTABLE:** When tested, verbally or in writing, answers with 20 percent or less accuracy.
- 4) **ACCEPTABLE:** When tested, verbally or in writing, answers with 70 percent or better accuracy.
- 7) **SUPERIOR:** When tested, verbally or in writing, answers with 100 percent accuracy.

### **REFLECTED IN FIELD PERFORMANCE**

- 1) **UNACCEPTABLE:** Fails to display knowledge of Department policies/regulations/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 lesser known and seldom used ones.
5. KNOWLEDGE OF CRIMINAL STATUTES – Evaluates trainee’s knowledge of the criminal statutes and ability to apply that knowledge in field situations.

### **REFLECTED BY TESTING**

- 1) **UNACCEPTABLE:** When tested, verbally or in writing, answers with 20 percent or less accuracy.
- 4) **ACCEPTABLE:** When tested, verbally or in writing, answers with 70 percent or better accuracy.
- 7) **SUPERIOR:** When tested, verbally or in writing, answers with 100 percent accuracy.

### **REFLECTED IN FIELD PERFORMANCE**

- 1) **UNACCEPTABLE:** Does not know the elements of basic sections of the codes. Does not recognize criminal offenses when encountered, or makes mistakes relative to whether or not crimes have been committed and, if so, which acts violate the elements of the crime. Attempts to conduct illegal searches, fails to search when appropriate, attempts to seize evidence illegally, attempts to arrest unlawfully.

- 4) **ACCEPTABLE:** Recognizes commonly encountered criminal offenses and applies appropriate section of the codes. Knows the difference between criminal and non-criminal activity. Follows required procedures in commonly encountered situations. Conducts proper searches and seizes evidence legally. Arrests within legal guidelines.
  - 7) **SUPERIOR:** Has outstanding knowledge of the criminal codes and applies that knowledge to normal and unusual criminal activity. Follows required procedure in all cases, accurately applying law relative to searching, seizing evidence and effecting arrests.
6. **KNOWLEDGE OF CITY ORDINANCES AND MUNICIPAL CODES** – Evaluates trainee’s knowledge of local ordinances/codes and ability to apply that knowledge to field situations.

REFLECTED BY TESTING

- 1) **UNACCEPTABLE:** When tested, verbally or in writing, answers with 20 percent or less accuracy.
- 4) **ACCEPTABLE:** When tested, verbally or in writing, answers with 70 percent or better accuracy.
- 7) **SUPERIOR:** When tested, verbally or in writing, answers with 100 percent accuracy.

REFLECTED IN FIELD PERFORMANCE

- 1) **UNACCEPTABLE:** Does not know even the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed.
  - 4) **ACCEPTABLE:** Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections of codes.
  - 7) **SUPERIOR:** Has outstanding knowledge of City ordinances/municipal codes and applies that knowledge to criminal and non-criminal activity.
7. **KNOWLEDGE OF VEHICLE CODE** – Evaluates trainee’s knowledge of Vehicle Code and ability to apply that knowledge to field situations.

REFLECTED BY TESTING

- 1) **UNACCEPTABLE:** When tested, verbally or in writing, answers with 20 percent or less accuracy.
- 4) **ACCEPTABLE:** When tested, verbally or in writing, answers with 70 percent or better accuracy.
- 7) **SUPERIOR:** When tested, verbally or in writing, answers with 100 percent accuracy.

### REFLECTED IN FIELD PERFORMANCE

- 1) **UNACCEPTABLE:** Does not know even the most often used sections of the codes. 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. Can locate lesser known sections in reference material.
  - 7) **SUPERIOR:** Displays outstanding knowledge of Vehicle Code, including lesser known sections. Quickly and effectively applies codes.
8. **KNOWLEDGE OF CODES AND CRIMINAL PROCEDURE** – Evaluates trainee’s knowledge of the criminal codes/procedures and ability to apply that knowledge in field situations.

### REFLECTED BY TESTING

- 1) **UNACCEPTABLE:** When tested, verbally or in writing, answers with 20 percent or less accuracy.
- 4) **ACCEPTABLE:** When tested, verbally or in writing, answers with 70 percent or better accuracy.
- 7) **SUPERIOR:** When tested, verbally or in writing, answers with 100 percent accuracy.

### REFLECTED IN FIELD PERFORMANCE

- 1) **UNACCEPTABLE:** Does not know even the most often used sections of the codes. Confuses criminal with non-criminal offenses. Does not recognize offenses when committed.
- 4) **ACCEPTABLE:** Knows and recognizes commonly encountered criminal and non-criminal violations. Applies appropriate sections of codes.
- 7) **SUPERIOR:** Has outstanding knowledge of city ordinances/municipal codes and applies that knowledge to criminal and non-criminal activity.

### **PERFORMANCE**

9. **DRIVING SKILL: NORMAL CONDITIONS** – Evaluates trainee’s skill in the operation of the police vehicle under normal 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.
  - 4) **ACCEPTABLE:** Obeys traffic laws when appropriate. Maintains control of the vehicle. Performs vehicle operation while maintaining alertness to surrounding activity. Drives defensively.
  - 7) **SUPERIOR:** Sets an example for lawful, courteous driving. Maintains complete control of the vehicle while operating radio. Is a superior defensive driver.

10. DRIVING SKILL: MODERATE AND HIGH STRESS CONDITIONS – Evaluates trainee’s skill in vehicle operation under stress, Code-3 situations and in situations calling for other-than-usual driving skill.

- 1) UNACCEPTABLE: Involved in chargeable accidents. Uses red lights and siren unnecessarily or improperly. Drives too fast or too slow for the situation. Loses control of the vehicle.
- 4) ACCEPTABLE: Maintains control of the vehicle and evaluates driving situations properly.
- 7) SUPERIOR: Displays high degree of reflex ability and driving competence. Anticipates driving situations in advance and acts accordingly. Practices defensive techniques. Responds very well relative to the degree of stress present.

11. ORIENTATION/RESPONSE TIME TO CALLS – Evaluates trainee’s awareness of surrounding, ability to find locations and arrive at destination within acceptable period of time.

- 1) UNACCEPTABLE: Unaware of location while on patrol. Does not properly use the beat map. Unable to relate location to destination. Gets lost. Expend too much time getting to destination.
- 4) ACCEPTABLE: Is aware of location while on patrol. Properly uses the beat map. Can relate location to destination. Arrives within reasonable amount of time.
- 7) SUPERIOR: Remembers location from previous visits and does not need the beat map to get there. Is aware of shortcuts and utilizes them to save time. High level of orientation to the beat and to the city.

12. ROUTINE FORMS: ACCURACY/COMPLETENESS – Evaluate trainee’s ability to properly utilize Departmental forms necessary for job accomplishment.

- 1) UNACCEPTABLE: Is unaware that a form 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 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.

13. REPORT WRITING: ORGANIZATIONS/DETAILS – Evaluates the trainee’s ability to prepare reports that accurately reflect the situation in a detailed, organized manner.

- 1) UNACCEPTABLE: Unable to organize information and to reduce it to writing. Leaves out pertinent details in report. Report is inaccurate.
- 4) ACCEPTABLE: Completes reports, organizing information in a logical manner. Reports contain the required 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 can understand what occurred.
14. REPORT WRITING: GRAMMAR/SPELLING/NEATNESS – Evaluates the trainee’s ability to use proper English, to follow the rules for spelling and to write neatly.
- 1) UNACCEPTABLE: Reports are illegible. Reports contain excessive number of misspelled words. Sentence structure or word usage is improper 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 impair an understanding of the report.
- 7) SUPERIOR: Reports are very neat and legible. Completed reports contain no spelling or grammatical errors.
15. REPORT WRITING: APPROPRIATE TIME USED – Evaluates the trainee’s efficiency relative to the amount of time taken to write a report.
- 1) UNACCEPTABLE: Requires an excessive amount of time to complete a report. Takes three to four times the amount of time a non-probationary Officer would take to complete a report.
- 4) ACCEPTABLE: Completes reports within reasonable amount of time.
- 7) SUPERIOR: Completes reports very quickly, as quickly as a skilled veteran Officer.
16. FIELD PERFORMANCE: NON STRESS CONDITIONS – Evaluates the trainee’s ability to perform routine, non-stress Police activities.
- 1) UNACCEPTABLE: When confronted with a routine task, becomes confused or disoriented. Does not/cannot complete task. Takes wrong course of action. Avoids taking action.
- 4) ACCEPTABLE: Properly assesses routine situations, determines appropriate action and takes same.
- 7) SUPERIOR: Properly assesses situations, including complex ones. Determines appropriate course of action and takes same.
17. FIELD PERFORMANCE: STRESS CONDITIONS – Evaluates the trainee’s ability to perform in moderate and high stress situations.
- 1) UNACCEPTABLE: Becomes emotional, is panic-stricken, cannot function, holds back, loses temper or displays cowardice. Overreacts.
- 4) ACCEPTABLE: Maintains calm and self-control, determines proper course of action and takes it. Does not allow the situation to further deteriorate.

- 7) SUPERIOR: Maintains calm and self-control, even in the most extreme situations. Quickly restores control in the situation and takes command. Determines best course of action and takes it.

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

- 1) UNACCEPTABLE: Does not conduct a basic investigation or conducts investigation improperly. Unable to accurately evaluate the offense committed. Fails to discern readily available evidence. Makes frequent mistakes when identifying, collecting or booking evidence. Does not connect evidence with suspect when apparent. Lacks skill in collection and preservation of fingerprints. Does not protect scene.
- 4) ACCEPTABLE: Follows proper investigatory procedure in all but most difficult/unusual cases. Is generally accurate in the evaluation of an offense committed. Collects, tags, logs and books evidence properly. Connects evidence with suspect when apparent. Collects “readable” fingerprints for most surfaces when available.
- 7) SUPERIOR: Always follows proper investigatory procedure and always accurate in the evaluation of an offense committed. Connects evidence with suspect even when not apparent. Has evidence technician collection and identification skills. Can collect “readable” fingerprints from any possible surface when available.

19. INTERVIEW/INTERROGATION SKILL – Evaluates trainee’s ability to use proper questioning techniques, varies techniques to fit persons being interviewed/interrogated, follows proper procedures.

- 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 give Miranda warning when appropriate.
- 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 even the most difficult suspects.
- 7) SUPERIOR: Always uses proper questioning techniques. Establishes rapport with all victims/witnesses. Controls the interrogation of even the most difficult suspects. Conducts successful interrogations of them.

20. SELF-INITIATED FIELD ACTIVITY – Evaluates the trainee’s interest and ability to initiate Police-related activity and to act on even low priority situations.

- 1) UNACCEPTABLE: Does not see or avoids activity. Does not follow up on investigative leads. Rationalizes suspicious circumstances. Does not have a broad orientation to the job.
- 4) ACCEPTABLE: Recognizes and identifies Police-related activity. Develops cases from observed activity. Displays inquisitiveness.

7) SUPERIOR: Seldom misses observable activity. Maintains “Watch Bulletins” and information given at briefing and uses that information as probable cause. Makes good quality arrests and/or proper dispositions from observed activity.

21. OFFICER SAFETY: GENERAL – Evaluates the trainee’s ability to perform Police tasks without injuring him/herself or others or exposing him/herself or others to unnecessary danger or risk.

1) UNACCEPTABLE: Fails to follow accepted safety procedures or to exercise Officer safety; i.e.,

- a. Exposes weapons to suspect (baton, mace, handgun, etc.)
- b. Fails to keep gun hand free during enforcement situation.
- c. Stands in front of violator’s car door.
- d. Fails to control suspect’s movements.
- e. Does not keep suspect/violator in sight.
- f. Fails to use illumination when necessary or uses it improperly.
- g. Fails to advise dispatcher when leaving Police vehicle.
- h. Fails to maintain good physical condition.
- i. Fails to utilize or maintain personal safety equipment.
- j. Does not anticipate potentially dangerous situations.
- k. Stands too close to passing vehicular traffic.
- l. Is careless with gun and other weapons.
- m. Stands in front of doors when knocking.
- n. Makes poor choice of weapon to use and when to use it.
- o. Fails to cover other Officers.
- p. Stands between Police and violator’s vehicle on car stop.
- q. Fails to search Police vehicle prior to duty and after transportation of suspect.

4) ACCEPTABLE: Normally follows accepted safety procedures. Understands and applies them.

7) SUPERIOR: Always works safely. Foresees dangerous situations and prepares for them. Keeps partner information and determines the best position for self and partner. Is not overconfident. Is in good physical condition.

22. OFFICER SAFETY: SUSPECTS, SUSPICIOUS PERSONS AND PRISONERS – Evaluates the trainee’s ability to perform Police tasks in a safe manner while dealing with suspects, suspicious persons or prisoners.

1) UNACCEPTABLE: Violates Officer safety principles outlined in No. 20 above. Additionally, fails to “pat search,” confronts people while seated in the patrol vehicle, fails to handcuff when appropriate. Conducts poor searches and fails to maintain a position of advantage to prevent attack or escape.

4) ACCEPTABLE: Follows accepted safety procedures with suspects, suspicious persons and prisoners.

- 7) SUPERIOR: Foresees potential danger and eliminates or controls it. Maintains position of advantage in even the most demanding situations. Is alert to changing situations and prevents opportunities for danger from developing.

23. CONTROL OF CONFLICT: VOICE COMMAND – Evaluates the trainee’s ability to gain and maintain control in situations through verbal command and instruction.

- 1) UNACCEPTABLE: Speaks too softly or timidly, speaks too loudly, confuses or angers listeners by what is said and/or how it is said. Fails to use voice when appropriate or speaks when inappropriate.
- 4) ACCEPTABLE: Speaks with authority in a calm, clear voice. Proper selection of words and knowledge of when and how to use them.
- 7) SUPERIOR: Completely controls with voice tone, word selections, inflections, and the bearing which accompanies what is said. Restores order in even the most trying situations through use of voice.

24. CONTROL OF CONFLICT: PHYSICAL SKILL – Evaluate the trainee’s ability to use 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.
- 4) ACCEPTABLE: Maintains control through the proper use of restraints. Has good technique. Uses reasonable force. Is physically fit.
- 7) SUPERIOR: Excellent knowledge and ability in the use of restraints. Selects the right amount of force for the given situation. Is in superior physical condition.

25. PROBLEM SOLVING/DECISION MAKING – Evaluates the trainee’s performance in terms of ability to perceive, 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 similar situations.
- 4) ACCEPTABLE: Able to reason through problem and come to a conclusion in routine situations. Makes reasonable decisions based upon information available. Perceives situations as they really are. Makes decisions without assistance.
- 7) SUPERIOR: Able to reason through even the most complex situations and is able to make appropriate conclusions. Has excellent perception. Anticipates problems and prepares resolutions in advance. Relates past solutions to present situations.

26. RADIO: APPROPRIATE USE OF CODES/PROCEDURE – Evaluates the trainee’s ability to use the Police radio in accordance with Department policy and procedure.

- 1) UNACCEPTABLE: Violates policy concerning use of radio. Does not follow procedures or follows wrong procedure. 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 procedures, adheres to policy. Has superior working knowledge of all codes/language and applies knowledge when using the Police radio.

27. RADIO: LISTENS AND COMPREHENDS – Evaluates the trainee’s ability to pay attention to radio traffic and to understand the information transmitted.

- 1) UNACCEPTABLE: Repeatedly misses own call sign and is unaware of traffic in adjoining beats. Requires dispatcher to repeat radio transmissions or does not accurately comprehend transmissions.
- 4) ACCEPTABLE: Understands radio transmissions and is generally aware of radio traffic directed to adjoining beats.
- 7) SUPERIOR: Is aware of own radio transmissions and traffic in the surrounding beats. Is aware of traffic in other parts of the city and uses previously transmitted information to advantage.

28. RADIO: ARTICULATION OF TRANSMISSIONS – Evaluates the trainee’s ability to communicate with others via the Police radio.

- 1) UNACCEPTABLE: Does not pre-plan his/her transmissions. Over or under modulates. Cuts message off through improper use of the microphone. Speaks too fast or too slowly.
- 4) ACCEPTABLE: Uses proper procedures with clear, concise and complete transmissions.
- 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**

29. 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” aspect of 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 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.

30. WITH GROUPS OTHER THAN OWN - Evaluate the trainee's ability to interact with members of ethnic, racial or cultural groups other than trainee's own, in an appropriate, efficient manner.

- 1) UNACCEPTABLE: Is hostile or overly sympathetic. Is prejudicial, subjective and biased. Treats members of a different ethnic, racial or cultural group differently than members of his/her own group.
- 4) ACCEPTABLE: Is at ease with members of other ethnic/racial/cultural groups. Serves their needs objectively and with concern. Does not feel threatened when in their presence.
- 7) SUPERIOR: Understands the various cultural differences and uses this understanding to competently resolve situations and problems. Is totally objective and communicates in a manner that furthers mutual understanding.

31. WITH OTHER DEPARTMENT MEMBERS - 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 towards them. Gossips. Is insubordinate, argumentative, sarcastic. Resists instructions. Considers self superior. Belittles others. Is not a "team" player. Fawns on others.
- 4) ACCEPTABLE: Adheres to the Chain of Command and accepts role in the organization. Good peer and FTO relationships and is accepted as a group member.
- 7) SUPERIOR: Is at ease with FTO and superiors. Understands superiors' responsibilities, respects and supports their position. Peer group leader. Actively assists others.

# **ORIENTATION PHASE**

## **ORIENTATION PHASE**

This Orientation Phase will be your first introduction to Department-specific learning modules. Your training in the academy was general in nature; this phase will deal more directly with the policies, practices and philosophies of the Fountain Valley Police Department. This phase is designed to introduce you to that knowledge.

During this phase, the instructor's emphasis will be on teaching and mentoring. You will not be evaluated per se during this phase. This time is devoted solely to you acquiring skills in report writing, crime scene investigations, city geography, technology and computer systems and officer safety/defensive tactics. These training modules will better prepare you for entry into subsequent training phases.

Your Field Training Officer will continue to teach and reinforce skills taught during this orientation phase. The Field Training Officer will be directed to have expectations regarding your knowledge of the material presented. It is, therefore, incumbent upon you to retain the information and ask clarifying questions to the instructor where appropriate. Modules covered in this phase will be documented as "Explained" in the Field Training Manual.

# PHASE 1

# FIELD TRAINING GUIDE

## PHASE I

Although this phase is primarily an “observation and learning phase,” you will be expected to get involved and handle duties at the discretion of your FTO. You will be exposed to several different training topics.

It is imperative that you comprehend and retain all the information that your FTO presents to you. If you do not understand a topic fully, ask clarification questions of your FTO. Each individual performance task may not be performed by the trainee due to the lack of specific activity. All assignments and study areas are to be completed on time. You may be tested, both orally and in writing, on the subjects covered.

It is important for the recruit and the FTO to understand the significance of signing their signatures at the conclusion of training during Phase 1. The signatures signify that the recruit has been taught the particular subject matter and can perform the task at a competent level. For the FTO, it signifies that the FTO has taught the subject matter to the recruit and is confident the recruit can perform the task at a competent level. Each column has the following definitions:

- E = Explained. The FTO has explained each critical task to the trainee.
- D = Demonstrated. The FTO has demonstrated each critical task to the trainee.
- P = Performed. The trainee has performed each critical task.
- C = Competent. The trainee is competent in the critical task.

# FIELD TRAINING GUIDE

## PHASE 1

FTO INITIALS / ID#

<b>1.01 VEHICLE INSPECTION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Check for damage				
B. Check under all seats				
C. Door locks				
D. Patrol Rifle Release / Rifle / Rifle #				
E. Less Lethal Release / Less Lethal / LL #				
F. Emergency Lights				
G. Flares / Cones / Rolatape				
H. First Aid Kit				
I. Fuel				
J. Vehicle Maintenance Log / Repair Procedure				
K. Fuel Card / Fuel Card Password				

<b>1.02 RADIO / FAMILIARIZATION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Switches / Function and Position				
B. Frequency Assignments / Zones				
C. Use of Microphone / Angle and Tone				
D. When to use Emergency Channel				
E. 10-33 Traffic / G.B. Info / Code Alex				
F. Verbal Radio Code Test				
G. 10 Codes / 9 Codes / Penal Codes				
H. Station Numbers				

**FTO INITIALS / ID#**

<b>1.03 RADIO OPERATION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
Transmitting / Hearing / Acknowledge				
Disposition / Requests / Inquiries				
Giving Location at the Time of the Call				

<b>1.04 MDT FAMILIARIZATION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Switches / Functions / Settings (Log On/Off)				
B. Veh, CDL & Other "Inquiries" of Selected Tasks				
C. Reading of Returned Inquiries				
D. Transmitting Messages / Business Use Only (Review of G.O.)				
E. Additional Tasks				

<b>1.05 WANTS AND WARRANTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Requesting Over Green / Purple Channel				
B. Confirmation of Warrant / City Issued				
C. Confirmation of Suspect Description				
D. Confirmation of CII Information (Must have DR or FI # Assigned)				
E. DMV L1 vs. SOUNDEX Info				

<b>1.06 MANDATORY DISPATCH ORIENTATION TRAINING - 2 HOURS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>

<b>1.07 PATROL TECHNIQUES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Familiarization of Assigned Areas; Parks, Banks, Motels and Schools				
B. Foot Patrol, Business Checks, "Hot Spots"				

**FTO INITIALS / ID#**

<b>1.08 FORCE / DEADLY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Adult / Juvenile (Review of Use of Force and Shooting Policy G.O.)				
B. 211 / 245 / 459				
C. Warning Shots				
D. Legal Ramifications				

<b>1.09 ETHICS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Values				
1. Professional				
2. Personal				
B. Decision Making				
1. Integrity				

<b>1.10 OFFICER SAFETY / SURVIVAL</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Physical, Mental, Emotional Conditioning				
B. Tactics Against Ambush / Firebomb				
C. Contact and Cover				
D. Tactical Retreat				
1. Pre-Planning				
2. Reduction of Unnecessary Risk				
E. Mental Conditioning				
1. "Will To Live"				
2. Continue to Fight				
3. Self-Confidence				

**FTO INITIALS / ID#**

<b>1.11 ELEMENTARY INFO GATHERING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Basic Crime Report				
B. Citation				
C. ID Information				
D. Locate / Maintain Control of Witnesses / Keep Separate if Necessary				

<b>1.12 FI CARDS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Confirm ID on Suspect				
B. Photo and Prints Policy				
C. Computer / Records Info				
D. Routing				

<b>1.13 NOTEBOOK TECHNIQUES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Type of Information				
B. Record All Pertinent Information				
C. Court Appearance				

**FTO INITIALS / ID #**

<b>1.14 BURGLARY INVESTIGATION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Auto				
B. Residence				
C. Business				
D. Broken Windows / Open Doors				
E. Unusual Sounds / Roof Access				
F. Suspicious Vehicles / Persons				
G. Investigation / Report / Elements				
H. Arrest / Probable Cause				
I. 459 PC vs. 602.5 PC/603 PC				
J. CSI				

<b>1.15 GRAND THEFT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Property vs. Person				
B. Grand Theft vs. Burglary				
C. Grand Theft vs. Robbery				
D. 487h PC vs. CVC 10851				
E. Elements / Subsections				

<b>1.16 MALICIOUS MISCHIEF / VANDALISM</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. 594 PC vs. CVC 10852				
B. CSI				
C. Felony / Misdemeanor				

**FTO INITIALS / ID#**

<b>1.17 PETTY THEFT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Shoplifting				
B. Adult vs. Juvenile				
C. Cite / Book / Release to Parents				
D. 488 PC or 459 PC				
E. Elements				

<b>1.18 TRAFFIC CONTROL</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Use of Flares / Cones / Patterns				
B. Signal Control Boxes				
C. Public Works Equipment				
D. Directions / Hand Signals				

<b>1.19 JUVENILE PROCEDURES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Booking Criteria				
B. Secure Facility				
C. Missing Juvenile				
D. Truancy / Runaways				
E. WIC 300, 601, 602, 625, 626				
F. Notifications / Miranda Rights				
G. Release Options				
H. Parental Responsibility Explanation				

**FTO INITIALS / ID#**

<b>1.20 VEHICLE REPORTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. CHP 180 Forms				
B. New 12500 / 14601 Forms				
C. 72-Hour Marking				
D. Abandoned / Police vs. Private				
E. Impound vs. Storage				
F. Local Tow Service				
G. Vehicle Appraisal				
H. Release Procedures				
I. 30-Day Impounds				
J. Authority Sections				

<b>1.21 CAR STOP / HIGH RISK</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Broadcast Direction of Travel				
B. Description of Vehicle / Occupants				
C. License Number				
D. Choice of Location for the Stop				
E. Mechanics of the Stop				
F. Observation / Control of Occupants				
G. Removing Suspects / Search and Handcuff				
H. Cover Officer Position / Coordination				
I. Checking the Vehicle / Vans or Unique Vehicles				
J. Use of K-9 Unit				

**FTO INITIALS / ID#**

<b>1.22 CAR STOP / UNKNOWN RISKS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Recording License and Description				
B. Traffic Flow / Location / Lighting				
C. Use of Radio				
D. Distance and Angle				
E. Mechanics of Stop				
F. Observations of Driver / Occupants				
G. Safe Approach / Watch Traffic				
H. Pause and Observe				
I. Cover / Contact Officer				
J. Call In All Stops				

<b>1.23 TRAFFIC APPROACH / CONTACT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Officer Should Not Argue				
B. Officer Should Not Accept Wallet				
C. Explain Stop / Citation				

<b>1.24 DRIVER'S LICENSE ID</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Types / States				
B. Validity / Authenticity				
C. Signature				

**FTO INITIALS / ID#**

<b>1.25 OTHER VALID I.D.</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Must Have Photo				
B. Expiration Date				
C. Signature				
D. Physical Description				
E. Address				
F. D.O.B.				

<b>1.26 LICENSE PLATES AND VIN</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. License Types / States				
B. "Cold Plates"				
C. Matching VIN and Plate				
D. Valid Registration Tags				

<b>1.27 VEHICLE CODE VIOLATIONS / CITATIONS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Authority to Arrest				
B. Moving / Equipment / Parking				
C. Warning vs. Citation				
D. Voiding Citations				
E. Citation Corrections				

<b>1.28 AUTO THEFT / RECOVERY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Locating Prints / Evidence				
B. Notification to Reporting Party				
C. Unreported Stolen / C.A.T.				
D. O.C.A.T.T.				

**FTO INITIALS / ID#**

<b>1.29 AUTO THEFT / SCENE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Check for Evidence / Witnesses				
B. Check Repossessions				
C. Broadcast Requirements				
D. Reporting Party Must Sign the Report				

<b>1.30 PEDESTRIAN APPROACH</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Probable Cause and Reasonable Suspicion				
B. Approach / Vehicle vs. Foot				
C. Complete FI				
D. Control Suspect Movement				
E. Call in All Pedestrian Checks				
F. Consensual Encounters				

<b>1.31 ARREST AND CONTROL TACTICS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Searching				
1. Who and When				
2. Visual vs. cursory				
3. Standing / Kneeling / Prone				
4. Single vs. Multiple Suspects				
5. Use of Cover Officer				
B. Handcuffing				
1. Control of Suspect				
2. Control of Handcuffing				
3. Positioning of Key Outlets				
4. Positioning of Suspect's Hands				
5. Observation of Handcuffed Suspect				
6. Rip Hobble / "Flex-Cuffs" / Videotape				
7. Detention Only / Un-handcuff				

<b>1.32 EVIDENCE / BOOKING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Proper Description				
B. Marking for Identification				
C. Weighing / Packaging				
1. Narcotics, Money				
2. Firearms, Knives				
3. Miscellaneous Weapons				
4. Explosives, Ammunition				
5. Blood				
6. Bloody Clothing				
7. O.C.S.O. Evidence Tag / Report				
8. Paint Chips / Transfers				

<b>1.33 EVIDENCE / COLLECTION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Handling in Field / Station				
B. Preservation				
C. Blood – Standard / Sample				
D. DNA – Standard / Sample				

<b>1.34 PROPERTY / BOOKING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. TRAQ System				
B. Found vs. Safekeeping vs. Evidence vs. Destruction				

<b>1.35 COMMUNICABLE DISEASES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Handling the Sick				
B. Handling the Injured				
C. Use of Latex Gloves				
D. Exposure Procedures / Reports				

**FTO INITIALS / ID#**

<b>1.36 REPORTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Written				
B. Word Processing				
C. Dictation				
D. Reports Approval / Hold vs. In-Custody Arrestees				

<b>1.37 DAMAGE TO CITY PROPERTY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Vandalism				
B. Traffic Accident				

<b>1.38 INJURY / CITY POLICY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Prompt Care (City of Huntington Beach)				
B. Supervisor Notification				
C. Injured on Duty Form				
D. Worker's Comp Form				

<b>1.39 LEAVE PROCEDURE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Sick Leave				
B. Vacation / Comp Time				
C. Family Sick				
D. Late				
E. Emergency				
F. Bereavement				
G. Watch Commander Notification				
H. Absence Request Form				
I. Subpoena Policy				

**FTO INITIALS / ID#**

<b>1.40 COMMUNITY POLICING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Concept of C.O.P. / Area Coordinators				
B. Problem Solving				
C. Self-Empowerment				
D. Dispute Mediation				

<b>1.41 DIGITAL AUDIO RECORDER</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Policy				
B. Laserfiche Download / Retrieval				
C. Digital Media Sheet				

<b>1.42 ELECTRONIC MESSAGING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. E-Mail System – Policy				
B. Voicemail System				
C. Records Management System				
D. ELETE (DMV Photo System)				
E. County MUGS System				
F. CLETS ( CA Law Enforcement Teletype System)				

<b>1.43 COMMUNITY RELATIONS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Cultural Diversity				
B. Crime Prevention				
C. Racial Profiling				

<b>1.44 SEARCH AND SEIZURE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Legal Definition				
B. Types of Authorized Searches				
C. Scope / Limits of Searching				

**FTO INITIALS / ID #**

<b>1.45 PERSONS WITH DISABILITIES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. ADA – Law Enforcement Impact				
B. Contact and Communication (T.A.C.T. Model)				
C. Behavioral Acts vs. Criminal Acts				

<b>RANGE SCORE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>

I have explained and/or demonstrated the critical tasks in Phase I and feel that the trainee can perform these tasks in a competent manner.

\_\_\_\_\_  
FIELD TRAINING OFFICER / ID#

\_\_\_\_\_  
DATE

The Phase I critical tasks have been explained and/or demonstrated to me, and I feel that I can perform these tasks in a competent manner.

\_\_\_\_\_  
TRAINEE / ID#

\_\_\_\_\_  
DATE

# PHASE II

## **FIELD TRAINING GUIDE**

### **PHASE II**

In this phase you will be expected to get more involved in calls and take the lead when directed by your FTO. You must be able to put into action what you have learned up to this phase.

If you do not understand a topic area fully, ask clarification questions of your FTO. Each individual performance task may not be performed by the trainee, due to the lack of specific activity. All assignments and study areas are to be completed on time. You may be tested, both orally and in writing, on the subjects covered.

It is important for the recruit and the FTO to understand the significance of signing their signatures at the conclusion of training during Phase II. The signatures signify that the recruit has been taught the particular subject matter and can perform the task at a competent level. For the FTO, it signifies that the FTO has taught the subject matter to the recruit and is confident the recruit can perform the task at a competent level.

**FTO INITIALS / ID #**

<b>2.01 DRIVING / ROUTINE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Slow Speed Patrol				
B. Defensive Driving				
C. Seatbelts				
D. Backing / Parking / Passing				

<b>2.02 DRIVING / HIGH SPEED</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Emergency Call Response				
B. Safety at Intersections				
C. Excessive Speed				
D. Driving in Pursuits (Review Pursuit Policy)				
E. Use of Red Channel / Helicopter				
F. Continue vs. Abandon a Pursuit				

<b>2.03 DISTURBANCES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Bar Fight				
B. Street Fight				
C. Neighborhood				
D. Keep the Peace				
E. Juveniles / Minors				

<b>2.04 DISTURBANCES / LOUD PARTIES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. First / Second Response				
B. Signed / Unsigned Citizen Complaint				
C. Party Crashers / Cover Charges				
D. Enforcement of 6.28.145 FVMC				

**FTO INITIALS / ID #**

<b>2.05 LESS LETHAL TRAINING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. O.C. Spray				
B. Impact Weapon				
C. Less Lethal Shotgun				
D. Taser				

<b>2.06 DOMESTIC VIOLENCE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Danger Involved				
B. Techniques / Procedures				
C. PC 13700				
D. Referral Agencies / Victim Assistance				
E. Restraining Orders				
F. Retention and Booking of Weapons / Seized Weapons per 12028.5 PC				
G. Emergency Protective Orders				
H. Photograph Injuries				
I. Tape-recording of Interviews				
J. Enforcement of 273.5(a) PC / 243(e)(1) PC				
K. Contact CSP When Children Present				

<b>2.07 SUSPICIOUS CIRCUMSTANCES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Calls and Reports				
B. Open Door				
C. Subject Screaming				
D. Person Down				
E. Response and Approach				
F. Incomplete 911				

**FTO INITIALS / ID #**

<b>2.08 HIGH RISK CALLS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Pre-planning / Communicate				
B. Approach / Observe / Intercept				
C. Control Noise / Light				
D. Contain with Additional Units				
E. Searching / Building / Area				
F. Crime Broadcast, Local / Code Alex				
G. Securing Scene				
H. Use of K-9s				

<b>2.09 ROBBERY RESPONSE CALLS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Alarm Response				
B. ETS Activation / Training - *Videotape				
C. Deployment – Lay Off Vehicles / Suspects				
D. Have Owner / Manager Exit				
E. Confronting Suspect				
F. Search of Suspects / Vehicles				

<b>2.10 REPOSSESSION DISPUTES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Take No Sides in the Issue				
B. Keep the Peace				
C. Full ID on Repossessor				
D. Property Subject to Repossession				
E. Repossessor’s vs. Citizen’s Rights				

<b>2.11 LABOR DISPUTES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Department Policy				
B. Blocking Sidewalks / Roadways				
C. Court Orders				
D. Trespassing / Loitering				

**FTO INITIALS / ID #**

<b>2.12 LANDLORD / TENANT DISPUTES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Civil Considerations				
B. Rights of Parties Involved				
C. Changing Locks / Utility Cut Off				
D. Lawful Eviction PC 419				
E. Referral to Marshal				
F. PC 594 / PC 602.5				
G. Small Claims Court				

<b>2.13 NON PAYMENT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Auto Repair				
B. Gasoline				
C. Restaurant				
D. Taxi				
E. Civil or Criminal				

<b>2.14 PRISONER / TRANSPORT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Handcuff Behind the Back				
B. Prisoner Must Be Secured with a Seatbelt				
C. Search Prior to Transport				
D. Search Seat Before and After				
E. Time / Mileage				
F. Ensure Safety and Security				
G. Never Transport Prisoners on Their Stomach				

**FTO INITIALS / ID #**

<b>2.15 PRISONER RIGHTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Prisoner's Welfare				
B. Prisoners to be Segregated				
C. Taking / Securing Personal Property				
D. Telephone Calls, PC 851.5				
E. Access to Attorney, PC 825				
F. Accepting Bail				
G. Medical Care, Own Expense				
H. Strip Search				

<b>2.16 BOOKING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Adult vs. Juvenile				
B. Booking Forms				
C. Computer Booking Procedures / Release				
D. P/C Declaration				
E. Bail Increase Forms				
F. Orange County Jail vs. Huntington Beach Jail				
G. Booking Parolees				
H. Medical Attention Required				
I. Possible Suicide / Mentally Deranged				
J. Western Medical Jail Ward				
K. Separation, Male / Female / Homosexual				
L. Procedures When Handling Drunks				
M. Juvenile Booking Area				
N. DNA Swab				
O. Booking Photo				

**FTO INITIALS / ID #**

<b>2.17 CSI ORIENTATION / TRAINING / FINGERPRINTING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Latent Prints				
B. Live Scan				
C. Fingerprinting / CAL-ID				
D. Registrants				
E. Digital Camera / Photo Management System				
F. Booking Photos / Photo Lineup				
G. DNA Collection				

<b>2.18 CUSTODY FACILITY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Locations				
B. Access / Sally Port Entry / Emergency Alarms				
C. Safety / Weapons				
D. Evidence / Contraband Found				
E. Unauthorized Communications				
F. Escapee				
G. Combative Subject				
H. Videotaping				

<b>2.19 PRISONER / ILLEGAL FORCE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Types				
B. Liability				

<b>2.20 PRISONER / RELEASE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Department Policy				
B. PC 849 B(1) and PC 849 B(2)				
C. Citation / Thumbprint				

**FTO INITIALS / ID #**

<b>2.21 SEARCHES / AREA</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Contain the Perimeter				
B. Coordinate Follow-Ups				
C. Suspect Vehicle vs. On Foot				
D. Command Post / Location				
E. Systematic Search Pattern				
F. Helicopter / K-9				

<b>2.22 SEARCHES / BUILDING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Contain Perimeter				
B. Coordinate Units				
C. Control Noise / Lights				
D. K-9 / Helicopter				
E. Method of Entry				
F. Announcement				
G. Systematic Search				

<b>2.23 SEARCHES / VEHICLE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Probable Cause vs. Consent				
B. Incident to Arrest				
C. Inventory Search				
D. Location / Lighting				
E. Suspect Control				
F. Officer Safety / K-9				
G. Systematic Search				
H. In Field vs. Station Search				

**FTO INITIALS / ID #**

<b>2.24 ASSAULTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Misdemeanor vs. Felony				
B. Assaults on Police or Fire				
C. Assault & Battery 240 / 242 PC				
D. ADW – 245 PC				
E. Serious Bodily Injury – 243(d) PC				
F. Photograph Injuries				

<b>2.25 INTERMEDIATE INFO GATHERING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Citations / Violator Notes				
B. Basic Crime and Arrest Report				
C. Booking Forms				
D. Locate / Maintain Control of Witnesses				

**FTO INITIALS / ID #**

<b>2.26 TRAFFIC ACCIDENT / MECHANICS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Accident Response				
B. First Responder Duties				
C. Hit and Run				
D. Evidence Collection				
E. Private Property				
F. DUI Involved / 40300.5 CVC				
G. Late / Counter Report				
H. City Vehicle Involved / City Property				
I. Measurements / Evidence / Diagrams				
J. Long Form vs. Short Form				
K. Skid Deviation				
L. Front Tire Skids vs. Rear Tire Skids				
M. Acceleration vs. Deceleration Skids				
N. Critical Speed Scuff				
O. A.O.I. / P.O.R.				
P. Speed Surveys				

<b>2.27 BICYCLE REPORTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Booking at Bike Locker				
B. Enter into APS				

<b>2.28 MISSING PERSONS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Department Policy				
B. Adult / Juveniles				
C. Time Requirements / NCIC Entry				
D. Small Children Searches				
E. Report and Radio Broadcast				

**FTO INITIALS / ID #**

<b>2.29 SEXUAL ASSAULTS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Rape vs. Attempted Rape / Elements				
B. Interview of Victim				
C. Hospital Exam / Rape Kit				
D. Referral Agencies / Crisis Counselor Notification				
E. Obtain all Facts and Descriptions				
F. Unlawful Intercourse				
G. Sexual Battery / Elements				
H. Evidence from Suspect / Victim				
I. Confidentiality Form 293(a) PC (Government Code Section 6254)				

<b>2.30 DEATH CASES (EXCEPT HOMICIDE)</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Medical Attention if Needed				
B. Control Fire and Police Access				
C. ID and Protect the Scene				
D. Note Taking / Personnel Log				
E. Notice Odors / Dissipating Evidence				
F. Windows / Doors / Temperature				
G. Notifications / Coroner				
H. Family Interview / Sensitivity				

<b>2.31 ANIMAL SERVICES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Abuse of Animals / 597 PC				
B. Poisoned Animal / 596 PC				
C. Stray / Vicious / Animal Nuisance				
D. Dead / Injured				
E. Animal Bites				

**FTO INITIALS / ID #**

<b>2.32 CANINE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Building / Vehicle Searches				
B. Area Searches				
C. Narcotic Searches				
D. Coordinate with Handler				
E. Injured Handler				

<b>2.33 SOLICITORS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Reporting Party Contact				
B. Business License				
C. FI or Arrest				
D. Hours				

<b>2.34 MUNICIPAL CODES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Types of Violations				
B. City Permits				
C. City Attorney Review / Court Date				
D. Conditional Use Permits (CUP)				

<b>2.35 COURT PREPARATION</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Review all Reports				
B. Revisit the Scene				
C. Pre-Trial Conference with D.A.				
D. Testify to Known Facts Only				
E. Eye Contact with Judge / Jury				
F. Avoid Conflict with Defense				

<b>2.36 INJURY / SICK PERSON</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Rendering Aid				
B. Transportation				

**FTO INITIALS / ID #**

<b>2.37 IN FIELD SHOW-UP</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Admonishment / Form				
B. Take Witness / Victim to Suspect				
C. Exceptions to this Rule				

<b>2.38 LEADERSHIP</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Empowerment				
B. Dependability				
C. Teamwork				

<b>2.39 VEHICLE OPERATION LIABILITY</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Authorized Emergency Vehicle Response				
B. Improper Driving Liability (CVC 21056)				
C. Driving Exemption Requirements (CVC 21055(b))				

<b>RANGE SCORE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>

I have explained and/or demonstrated the critical tasks in Phase II and feel that the trainee can perform these tasks in a competent manner.

\_\_\_\_\_  
FIELD TRAINING OFFICER / ID #

\_\_\_\_\_  
DATE

The Phase II critical tasks have been explained and/or demonstrated to me, and I feel that I can perform these tasks in a competent manner.

\_\_\_\_\_  
TRAINEE / ID #

\_\_\_\_\_  
DATE

# PHASE III

## **FIELD TRAINING GUIDE**

### **PHASE III**

In this phase you will be expected to take the lead on all calls and field contacts that you encounter. Your FTO will act as a resource and teacher as before. During the last two weeks of this phase, the emphasis from your FTO will be on evaluating your performance. You must be able to apply the knowledge you have gained.

If you do not understand a topic area fully, ask clarification questions of your FTO. Each performance task may not be performed by the trainee, due to the lack of specific activity. All assignments are to be completed on time. You may be tested both orally and in writing on the subjects covered.

A successful completion of Phase I through III is required before a trainee can be assigned as a single person unit.

It is important for the recruit and the FTO to understand the significance of signing their signatures at the conclusion of training during Phase III. The signatures signify that the recruit has been taught the particular subject matter and can perform the task at a competent level. For the FTO, it signifies that the FTO has taught the subject matter to the recruit and is confident the recruit can perform the task at a competent level.

**FTO INITIALS / ID #**

<b>3.01 ADVANCED INFO GATHERING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Drunk Driving Reports				
B. Citation and Arrest				
C. Obs. Arrest vs. Call Arrest				
D. Infractions vs. Misdemeanors				
E. Robbery Report / Elements				
F. Warrant Arrest				
G. Complex Investigations				
H. Court Appearance Location				

<b>3.02 INTERVIEWS / INTERROGATIONS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Non-Custody Statements				
B. Pre-Interview Preparation				
C. Suspect / Miranda Considerations				
D. Control Conversation				
E. Take Notes / Tape Record / Video				
F. Written Statements				
G. Police Interview Rooms				

<b>3.03 INDECENT EXPOSURE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. PC 314.1 and PC 647(a) / Elements				
B. Interview Victim, Witness, Suspect				
C. Get Specifics of Suspect's Activity				

<b>3.04 INFORMANT DEVELOPMENT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Use of Informants				
B. Legal Liabilities				
C. Promises / Inducements				
D. Confidential Informant				
E. Juvenile Informants				

**FTO INITIALS / ID #**

<b>3.05 DUI ALCOHOL / DRUGS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. PC for the Stop				
B. Objective Symptoms				
C. FSTs				
D. Accident Misdemeanor / Felony / 40300.5 CVC				
E. Implied Consent				
F. Chemical Test Procedures / Drugs Suspected				
G. PAS Test				
H. Refusal				
I. Department Policy – Forced Blood				

<b>3.06 NARCOTICS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Recognition / Handling / Field Testing - VALTOX				
B. Arrest				
C. Handling Evidence				
D. Handling Overdoses				
E. Objective Symptoms for 11550 HS				

<b>3.07 PROWLER</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Elements of PC 647(h) / 647(i)				
B. Approach				
C. Control of Lights / Noise				
D. Coordination of Units				
E. Cover vs. Concealment				

<b>3.08 STALKINGS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Elements of 646.9 PC				
B. Elements of 422 PC				
C. Credible Threat				
D. Reasonable Fear				

**FTO INITIALS / ID #**

<b>3.09 CHECK INVESTIGATIONS / NSF</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Protect the Evidence				
B. Departmental Forms and Action				
C. Review Forgery / Elements				
D. D.A. Office Bad Check Forms / Actions				
E. Review Current Trends				

<b>3.10 FRAUD / IDENTITY THEFT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Credit Card Use				
B. Impersonation PC 530.5				

<b>3.11 EMBEZZLEMENT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Auto / CVC 10855				
B. Time Periods				
C. Establish Rightful Owner				
D. Other Property / PC 503				
E. Theft by Employees				
F. Theft by Bookkeeper or Accountant				
G. Time Period / Dollar Loss / Original Documents				
H. Fiduciary Relationship				

<b>3.12 CHILD ABUSE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Physical / Mental Abuse				
B. Suspect / One of Both Parents				
C. Notify Supervisor / Referral Agencies				
D. Proper Interviews				
E. Lodging				
F. CSI / C.A.S.T. Report				
G. Protective Custody				

<b>3.13 CHILD NEGLECT</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Unfit Home / Documentation Needed				
B. Lodging				
C. CSI				
D. Referral Agencies				
E. Protective Custody				

<b>3.14 CHILD MOLEST</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Types / PC 288(a), 647.6 / Elements				
B. Suspect / Parent, Friend, Neighbor				
C. Interview Victim First				
D. Interview Suspect / Witness				
E. Notify Supervisor / Referral Agencies				
F. C.A.S.T. Notification				

<b>3.15 CONTROL OF MENTALLY ILL PERSON (Adults &amp; Juveniles)</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Identify indicators of: <ul style="list-style-type: none"> <li>1. Mental Illness</li> <li>2. Intellectual Disability</li> <li>3. Substance Abuse Disorder</li> <li>4. Neurological Disorders</li> <li>5. Traumatic Brain Injury</li> <li>6. PTSD</li> <li>7. Dementia</li> </ul>				
B. Autism Spectrum Disorder				
C. Genetic Disorders, including Down Syndrome				
D. Conflict Resolution and De-Escalation Techniques				
E. Alternatives to Use of Force when Dealing with Persons with Mental Illness or Intellectual Disabilities				
F. Perspective of Individuals of Families who have Experiences with Persons with Mental Illness, Intellectual Disabilities and Substance Abuse Disorders				
G. Involuntary Holds				

H. Community and State Resources Available to Serve Persons with Mental Illness or Intellectual Disabilities and how Law Enforcement can Utilize Them				
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**FTO INITIALS / ID #**

<b>3.16 KIDNAPPING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Witness Statements				
B. Contact Relatives Re: Stealing				
C. Parent / Spouse Interviews				
D. Child Abduction by Parent				

<b>3.17 MURDER / HOMICIDE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Check Victim for Life Signs				
B. Medical Attention if Needed				
C. Control Fire and Police Access				
D. ID and Protect Crime Scene				
E. Set Up a Large Perimeter				
F. Start Major Crime Scene Log				
G. No Movement of Essential Evidence				
H. Notifications / Supervisor				
I. Locate and Maintain Control of Witnesses				
J. Coordinate with Investigators				

<b>3.18 FIRE DEPARTMENT FOLLOW-UP</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Medical Aid				
B. Emergency Treatment of Juveniles				
C. Fire Scene Responsibilities				

<b>3.19 ARSON</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Point of Origin				
B. Accelerant / Ignition Source				
C. Evidence to Look For				

D. Coordinate with Fire Department				
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**FTO INITIALS / ID #**

<b>3.20 BOMBS OR EXPLOSIVES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Types				
B. Circumstances / Found				
C. Area Containment				
D. Radio Communications				
E. Disposal / Booking				
F. Bomb Threat / Searching for / PC 148.1				
G. Coordinate with Bomb Squad				

<b>3.21 PRESS RELEASE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. PC 409.5 Press Access				
B. 24-Hour Resume / News Release				
C. P.I.O.				

<b>3.22 HAZARDOUS MATERIALS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Fire Department / Haz Mat Team				
B. Evacuation and Traffic Control				
C. Response into Area				
D. Haz Mat Coordinator				
E. Emergency Response Guidebook				

<b>3.23 DISASTERS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Approach				
B. Scene Evaluation				
C. Communicate Extent / Disaster				
D. Perimeter				
E. Establish Mutual Aid / Resources				

**FTO INITIALS / ID #**

<b>3.24 A.B.C. LAWS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. BP 25658(a), BP 25658(b)				
B. BP 25661, BP 25662(a)				
C. BP 25631				
D. PC 272				

<b>3.25 WEAPON CONTROL LAWS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Knowledge of Applicable Laws				
B. CVC / PC / FVMC				
C. Improvised Weapons				
D. CCW Permits / Convicted Felons				
E. PC 12020 / 12025 / 12031 / 12034 / 653k				

<b>3.26 SWAT / CNT / TACTICAL DISPATCH</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Purposes / Criteria				
B. Tactical Alert Procedure				
C. Barricaded Suspects / Hostages				
D. Patrol Responsibilities				

<b>3.27 PUBLIC NUISANCE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Debris in the Roadway				
B. Traffic Signals				
C. PC 402b / Abandoned Refrigerators				

<b>3.28 POWER OUTAGES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Edison Contact				
B. Use of Public Works				
C. Down Wires / Transformers				
D. Provide Traffic Control				

**FTO INITIALS / ID #**

<b>3.29 TACTICAL COMMUNICATIONS</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Command Presence				
1. Voice				
2. Body Language				

<b>3.30 HATE CRIMES</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>
A. Specific Elements				
1. Intent				
2. Actions				

<b>RANGE SCORE</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>

I have explained and/or demonstrated the critical tasks in Phase III and feel that the trainee can perform these tasks in a competent manner.

---

FIELD TRAINING OFFICER / ID # DATE

The Phase III critical tasks have been explained and/or demonstrated to me, and I feel that I can perform these tasks in a competent manner.

---

TRAINEE / ID # DATE

<b>TRAFFIC TRAINING</b>	<b>E</b>	<b>D</b>	<b>P</b>	<b>C</b>

I have explained and/or demonstrated the critical tasks in Traffic Training and feel that the trainee can perform these tasks in a competent manner.

---

FIELD TRAINING OFFICER / ID #

DATE

I have participated in four days of training in the Traffic Bureau.

---

TRAINEE / ID #

DATE

## **FIRST WEEK**

The following material listed under First Week through Eighth is intended as study guide material for the recruit. The FTO is not responsible for ensuring that the recruit memorizes the material. The various codes, General Orders and other pieces of information are intended to assist the recruit in learning his/her new responsibilities as a Police Officer with the City of Fountain Valley. The recruit may be tested on the information provided.

The following Codes will be reviewed during the first week of training:

### **PENAL CODE**

<b>CODE</b>	<b>CRIME</b>
187	Murder
211	Robbery
459	Burglary
488	Petty Theft
487	Grand Theft
496	Buy/Receive Stolen Property
537e	Possession of Property with Altered Serial Number
466	Possession of Burglary Tools
664	Attempt to Commit a Crime
240	Assault
242	Battery
203	Mayhem

### **VEHICLE CODE**

<b>CODE</b>	<b>CRIME</b>
4000(a)(1)	Expired Registration
4454(a)	No Registration Card
5200(a)	No License Plate
12500(a)	No Driver's License
12500(b)	Driving Out of Classification
12951(a)	No License in Possession
14601(a)	Driving While License is Suspended
20001	Hit and Run Causing Death or Injury
20002	Hit and Run Causing Property Damage
22350	Unsafe Speed
22450(a)	Failure to Stop at Stop Sign
21453(a)	Failure to Stop at Red Light
22349(a)	Driving in Excess of 65 MPH

## SECOND WEEK

The following codes will be reviewed during the second week of training:

### PENAL CODE

CODE	CRIME
148(a)(1)	Obstruct / Resist Public Officer
166(a)(4)	Disobey Court Order
245(a)(1)	Assault With Deadly Weapon; Not Firearm
245(a)(2)	Assault With Deadly Weapon; Firearm
246	Shoot at Inhabited Dwelling/ Vehicle
314.1	Indecent Exposure
415	Disturb the Peace; Fighting; Noise; Words
417(a)(1)	Exhibit Deadly Weapon
417(a)(2)	Exhibit Firearm
594	Vandalism
602.5	Enter Non-Commercial Dwelling
647(f)	Disorderly Conduct; Drunk in Public

### WELFARE AND INSTITUTIONS CODE

CODE	CRIME
300a-d	Juvenile Law; No Parent; Necessities; Home
602	Juvenile Offender
625	Power to Detain

### VEHICLE CODE

CODE	CRIME
31	False Information to Police Officer
23152(a)	Driving Under the Influence; Alcohol/Drug
23152(b)	Driving with BAC of .08% or More
23153	DUI Causing Injury or Death
23103	Reckless Driving
23104	Reckless Driving Causing Injury
23109(a)	Speed Contest
22500(a-k)	Parking Sections
22502(a)	Parking on the Right
22514	Parking Within 15 Feet of Fire Hydrant

## THIRD WEEK

The following codes will be reviewed during the third week of training:

### PENAL CODE

CODE	CRIME
148.1(c)	False Bomb Report to Any Person
148.9(a)	False Identification to Peace Officer
261(a)(2)	Rape By Force/Fear
261.5	Unlawful Sexual Intercourse With Minor
288(a)	Lewd/Lascivious Acts with Child Under 14 Years
12020(a)	Carry Concealed Weapon in Vehicle
12025(a)	Carry Concealed Weapon on Person
12031(a)	Carry Loaded Firearm in Public

### BUSINESS AND PROFESSIONS CODE

CODE	CRIME
4140	Possess Hypodermic Needle / Syringe
4324	Forged Prescription
25631	Sell/Purchase Alcohol After Hours
25658(a)	Sell/Etc. Liquor to Minor

### HEALTH AND SAFETY CODE

CODE	CRIME
11350	Possess Narcotic Controlled Substance
11351	Possess Narcotic Controlled Substance For Sale
11357(b)	Possess Marijuana Under 28.5 Grams
11358	Plant / Cultivate Marijuana / Hashish
11377(a)	Possess Controlled Substance
11550(a)	Use/Under Influence of Controlled Substance

## **FOURTH WEEK**

The following codes will be reviewed during the fourth week of training:

### **PENAL CODE**

<b>CODE</b>	<b>CRIME</b>
192(a)	Voluntary Manslaughter
192(c)(2)	Vehicle Manslaughter With Gross Negligence
243(e)(1)	Spousal Battery
246.3	Willfully Shoot in a Negligent Manner
272(a)(1)	Contribute to the Delinquency of Minor
273a(a)	Willful Cruelty to Child Likely to Produce Great Bodily Harm
273a(b)	Willful Cruelty to Child Not Likely to Produce Great Bodily Harm
273d	Inflict Traumatic Corporal Injury to Child
273.5(a)	Inflict Corporal Injury on Spouse/Cohabitant
278	Child Stealing
290	Registration of Sex Offender
381(a)	Possess/Etc.Toluene/Etc.
381(b)	Possession of Nitrous Oxide

### **VEHICLE CODE**

<b>CODE</b>	<b>CRIME</b>
21461(a)	Official Traffic Sign, Failure to Obey
21650	Right Half Roadway, Failure to Drive On
21650.1	Operation of Bicycle Same Direction as Vehicles
21651(a)	Divided Highway, Driving Over or Across
21658(a)	Failure to Maintain Lane Position
21703	Follow Too Closely
21801(a)	Left Turn Must Yield at Intersection
21804(a)	Yield When Exiting a Driveway

## FIFTH WEEK

The following codes will be reviewed during the fifth week of training:

### PENAL CODE

<b>CODE</b>	<b>CRIME</b>
451(a)	Arson Causing Great Bodily Injury
451(d)	Arson Property
452(a)	Unlawfully Causing a Fire That Causes Great Bodily Injury
470	Forgery
503	Embezzlement
537(a)	Defrauding Innkeeper
597(a)	Cruelty to Animal

### VEHICLE CODE

<b>CODE</b>	<b>CRIME</b>
22100(a)	Right Turn at Intersection, Improper Position
22100(b)	Left Turn at Intersection, Improper Position
22101(d)	Turn Required or Prohibited
22106	Starting or Backing When Unsafe
22107	Turning Without Due Caution or Signal
22108	Turning Without Signals

## **SIXTH WEEK**

The following codes will be reviewed during the sixth week of training:

### **PENAL CODE**

<b>CODE</b>	<b>CRIME</b>
243.4(a)	Sexual Battery
422	Terrorists Threats
646.9(a)	Stalking
647(a)	Solicit Lewd Act
647(h)	Loiter on Private Property
647(i)	Peek Into Inhabited Building
647.6(a)(1)	Annoy / Molest Children
653k	Possess / Sell Switchblade Knife
653m(b)	Annoying Phone Call; Obscene / Threat
666	Petty Theft With Prior

### **VEHICLE CODE**

<b>CODE</b>	<b>CRIME</b>
24250	No Lights During Darkness
24400	Headlight Out / Inclement Weather
24600(b)	Tail Light Out
26710	Defective Windshield
27153	Excessive Smoke
27465(b)	Bald Tires

## **SEVENTH WEEK**

The following codes will be reviewed during the seventh week of training:

### **REVIEW**

- Drug Recognition
- Under Influence Cases
- Accidents Involving DUI
- Juvenile Investigations
- Juvenile Rights

## **EIGHTH WEEK**

The following codes will be reviewed during the eighth week of training:

### **REVIEW**

- Felony CVC Sections
- Implied Consent
- Drug Overdose
- Death Investigations

## WRITTEN / REVIEWED REPORTS

In this section the recruit will record the DR# of an actual incident he/she handled in the appropriate category. It is possible that a recruit may not handle a particular crime, such as a 187 PC, during their training period. The FTO may retrieve a report from Records, the report briefing board or any report from the Report Writing Manual. The recruit can then read it and discuss it with the FTO. The DR# will be entered in the appropriate category, and the word "mock" should be written above the DR#. Another method could be to have a "mock" situation described by the FTO, and then discuss the appropriate report. With this method, simply write the word "mock" where the DR# would normally be entered.

### PENAL CODE

CRIME	REPORT#	REPORT#
148(a)(1)		
148.1(c)		
148.9(a)		
166(a)(4)		
187		
211 (Person)		
211 (Commercial		
211 (Residential)		
215		
240 / 242		
243(b)		
243(d)		
243(e)(1)		
243.4		
245		
246		
261		
273a(a)		
273.5(a)		
288a(a)		
314		
417		

422		
459 Auto		
459 Comm		
459 Res		
470 / 475 / 476		
487(a)		
488		
496		
503		
530.5		
537(a)		
594(a) / (b)		
602(l)		
602(o)		
602.5		
603		
646.9		
647(a)		
647(f)		
647.6		
653 (m)		
12020		
12025 / 12031		
4140 BP		
300 (a-d) WIC		

## HEALTH AND SAFETY CODES

CRIME	REPORT#	REPORT#
11350		
11351 / 11378		
11352 / 11379		
11357 (a-c) and (e)		
11377(a)		
11550(a)		

## MISCELLANEOUS REPORTS

CRIME	REPORT#	REPORT#
Supplemental Reports		
Domestic Violence		
Attempt/Suicide		
Missing Juvenile		
Lost Property		
Found Property		
Information Report		
Death Reports		
Missing Adults		
WIC 5150		
Warrant Arrests		
Juvenile Bookings		

## VEHICLE CODES

CRIME	REPORT#	REPORT#
10851		
10852		
22651(o)		
22651(h)		
22651(p)		



# FOUNTAIN VALLEY POLICE DEPARTMENT

## FIELD TRAINING PROGRAM COMPLETION RECORD

Trainee Name	I.D.#	Date of Completion
Name of Field Training Officer	Field Assignment	Field Training Dates FROM TO
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have been instructed in all items recorded in this Field Training Record.

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

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

\_\_\_\_\_  
Agency Head Date